

**CITY OF AUBURN HILLS  
FIRE DEPARTMENT  
PERSONNEL GUIDELINE**

<b>SUBJECT:</b> Position Description District Fire Chief ( Paid Call)	<b>NUMBER:</b> #117
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<b>EFFECTIVE DATE:</b> August 1, 2003	<b>REEVALUATION DATE:</b> August 1, 2004
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**I     PURPOSE**

To establish the duties and responsibilities for the position of Paid-Call District Fire Chief for the City of Auburn Hills Fire Department as defined by the accompanying position description.

**II    GUIDELINE**

In the capacity of District Fire Chief, the individual will assume the authority and responsibility of command due persons of this rank. At incident scenes, the individual will work under the supervision of the highest ranking command officer. In the absence of higher command, the individual will work in conjunction with other District Chiefs or will assume command as the highest ranking officer.

## **POSITION DESCRIPTION**

Class Title:	District Fire Chief	Job Code Number:	23390.03
Department:	Fire	Grade Number:	None
Division:	Suppression	Union:	No
Date:	8/1/03	Location:	Public .Safety .Bldg.

### **GENERAL PURPOSE**

Performs a variety of technical, administrative, and supervisory work in assisting the planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Performs fire suppression hazardous material and emergency medical services.

### **SUPERVISION RECEIVED**

Works under the General Guidance and Direction of the Assistant Chief of Operations.

### **SUPERVISION EXERCISED**

Supervises Captains, Lieutenants, and Firefighter/EMT's, either directly or through other subordinate officers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises subordinate on-call officers and firefighters in their assigned duties.

Reviews, evaluates, develops and implements programs, guidelines for various departmental operations including suppression, emergency medical services and training.

Directs and participates in major departmental programs.

Responds to alarms; may assume command and direct activities at the scene of emergencies in the absence of another Chief Officer

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Assists in the planning and implementation of Fire and EMS programs for the City in order to better carry out the policies and goals of the City.

Assists with the operation of departmental in-service training activities.

Handles grievances from on-call officers and firefighters, maintains Departmental discipline and the conduct and general behavior of on-call personnel.

Prepares and submits periodic reports to the Fire Chief regarding the Department's activities.

Assigns personnel and equipment to such duties and uses as the service requires.

### **PERIPHERAL DUTIES**

Assists in other department administrative activities as assigned.

Attends conferences, training and meetings to keep abreast of current trends in the field; represents the City Fire/EMS Departments in a variety of local, county, state and other meetings.

Performs the duties of command a command officer and firefighter as needed and fulfills obligations while on duty.

Serves as a member of various employee committees.

Instructs classes in assigned subject areas.

Assists in training new employees assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

#### *Education and Experience:*

- A. Graduation from high school or GED equivalent.
- B. Ten (10) years of experience in fire and emergency medical services work, and three (3) years of which must have been equivalent to the rank of Lieutenant or higher.
- C. Completion of the Michigan Firefighters Training Council Firefighter II, Fire Officer III, Hazardous Materials Operations, Michigan Department of Public Health Emergency Medical Technician, Automatic External Defibrillator, and American Heart Association Cardiopulmonary Resuscitation.
- D. An equivalent combination of education and experience may be considered.

### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- A. Considerable knowledge of modern fire suppression, hazardous materials and emergency medical services principles, guidelines, techniques, and equipment; Working knowledge of firefighting and first aid techniques and their application as demonstrated through State of Michigan certifications; Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations;
- B. Skill in the operation of listed tools and equipment.
- C. Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and Ability to meet the special requirements listed below.

## **SPECIAL REQUIREMENTS**

- A. Must be eighteen (18) years of age or older at time of employment.
- B. Must possess, or be able to obtain by time of hire, a valid State of Michigan Driver's License without record of suspension or revocation in any state;
- C. No felony convictions or disqualifying criminal histories within the past seven years;
- D. Ability to read and write the English language; and
- E. Ability to meet Departmental physical standards.

## **TOOLS AND EQUIPMENT USED**

Fire apparatus, fire pumps, hoses, self-contained breathing apparatus, and other standard firefighting equipment, ladders, medical equipment, radio, pager, personal computer, fax, telephone, calculator, audio / visual equipment, and multi-gas metering devices.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move in excess of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke,

noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, bloodborne pathogens and communicable diseases. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate assessment testing and interviews; background check; conditional offer of employment; physical agility; pre-employment medical examination; drug screening; and final selection.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.