

**PITTSFIELD CHARTER TOWNSHIP  
JOB DESCRIPTION**

**DEPUTY DIRECTOR – FIRE SERVICES**

**Supervised by:** Director of Public Safety

**Supervises:** All fire departmental employees (full time and paid on-call)

**Position Summary:**

The Deputy Director-Fire Services is directly responsible to the Director of Public Safety and is a position outside of the Fire Union Bargaining unit. During the absence of the Director, the Deputy Director will assume the total responsibilities and authorities of the position of Director in the conduct of the business of the Fire Department, unless the Director orders otherwise. When in charge of the Fire Department, the Deputy Director of Fire Services shall not alter, revise, or countermand established orders or policies of the Director except in the case of an emergency.

The Deputy Director-Fire Services is under the Direction of the Public Safety and performs a variety of administrative and supervisory work involving the planning, organizing, directing and implementing fire prevention, suppression, inspection, maintenance of fire services, and managing all operations and work of all Fire Department personnel under his/her authority through subordinate employees. The Deputy Director-Fire Services is responsible for all fire department personnel (full time and paid on-call), equipment, apparatus and buildings associated with the Department of Public Safety in order to preserve and protect people and property. The Deputy Director-Fire Services is responsible for enforcing the Rules and Regulations, policies, and operating procedures of the Fire Department governing the work procedures and conduct of Fire Department personnel. The Deputy Director-Fire Services directs enforcement of all state and local fire prevention ordinances, inspections and laws.

The Deputy Director-Fire Services shall receive reports of all complaints made by persons concerning the operations of the Fire Department or actions of its members. The Deputy Director-Fire Services shall give such complaints prompt attention and forward them to the Director, taking appropriate action as they demand.

The Deputy Director -Fire Services shall perform public relations, media relations, fire prevention, and any additional duties as delegated by the Director of Public Safety.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assume duties of the Director in his/her absence, in the Fire Department.
2. Provide expertise and resources to the Department of Public Safety, maintaining open communication with other bureaus, to include the Police Department, Records, Communications and Special Assignments and to attend, cooperate, and contribute in combined staff meetings in the Department of Public Safety.

3. Assist in planning the future growth of the Fire Department, reflecting the philosophy of the Township Board in a Combination (Full Time/Paid On-Call) fire fighting service, making recommendations for needed personnel, facilities, and equipment.
4. Promote a cooperative working relationship with the Police Department, Communications, Criminal Investigations, and other departments in the township.
5. Do a great deal of writing, write department correspondence, prepare comprehensive operational reports, maintain various files and records, and present effective information about activities of the Fire Department for the public.
6. Ensure compliance with SARA III provisions and any other existing or future Federal or State mandates regarding hazardous materials. Participate in emergency preparedness programs for the Township.
7. Confer with other public safety agencies for the purpose of joint planning for emergency operations and information exchange, e.g., availability of services, mutual aid, and other resources necessary to ensure adequate back up and support during emergencies.
8. Assist the Director in determining the assignments and use of personnel and equipment.
9. Plan, assign work, and evaluate performance of personnel in the Fire Department.
10. Supervises field activities of the Fire Commander, Fire Marshal, Lieutenants, Sergeants, Fire Fighters and Paid On-Call personnel and may assist in fire fighting and fire emergencies as needed.
11. Provides reports to the director concerning all Fire Department functions, operations, and suppression activities.
12. Assist the Director of Public Safety in the development of departmental goals, drafting and enforcing rules and regulations, and developing and administering policies.
13. Enforce discipline as necessary, and ensure efficient operations through such actions to include the recommendation of termination, suspension, demotion, reprimand, and counseling.
14. Make commendations and other recognition for conduct or service performed.
15. Conduct investigations including, but not limited to, complaints against township fire personnel.
16. Attend major fires and other incidents to include major Technical Rescue, Structural Collapse, Confined Space Rescue, and Medical First Responder incidents, and provide general supervision of operational activities.

17. Check daily activities and attendance of fire personnel, all reports from staff, and repair orders for fire apparatus, and authorizing repairs where required in accordance with department procedures and township authorization for expenditures.
18. Direct maintenance programs for station apparatus and equipment for the Fire Department. Assist in drafting specifications for fire fighting equipment in preparation for obtaining purchases and preparation of bid specifications for new equipment.
19. Maintain daily, weekly, monthly, and annual reports on Fire Department activities, including calls for service and current inventory of public safety facilities and equipment.
20. Prepare special reports as requested by the Director of Public Safety.
21. Prepare the annual budget estimate of needs for the Fire Department and control spending of the appropriations as authorized by the Board of Trustees.
22. Assist in determining appropriate training programs for all fire fighting personnel; designate personnel to carry out the training, including pre-fire planning and surveys.
23. Develop and coordinate fire inspection programs.
24. Keep abreast of latest fire fighting methods and technology through attendance at professional conferences and reading of professional publications.
25. Perform all other duties as required.

**Supervision Received:**

Work is performed under the general direction of the Public Safety Director, and in the absence of the Public Safety Director, shall report to the Township Supervisor.

**Supervision Exercised:**

Supervision is exercised over the Fire Commander, Fire Marshal, Lieutenants, Sergeants, Fire Fighters, and Paid On-Call Personnel in the Fire Division for the Department of Public Safety.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High degree of administrative and organizational ability, knowledge of union contract administration and procedures, management and budget experience is desirable. Considerable knowledge of modern fire suppression, prevention, hazardous materials, rescue and emergency medical first responder services. Knowledge of fire fighting procedures, technology, techniques, materials, and

equipment including the operations of fire apparatus, vehicles, radios, computers, and ability to train and supervise subordinate personnel is required.

- The Deputy Director-Fire Services should possess a bachelor's degree or equivalent in Public Administration, Fire Administration, Public Safety Administration, Management, or a related field.
- Desirable considerations include, School of Fire Staff and Command (SFSC), United States National Fire Academy Executive Fire Officer Program (EFOP), or other National or State of Michigan recognized training programs is preferred.
- A minimum of five years of progressively more responsible experience in command supervision, administrative management and leadership of public safety personnel is required.
- State of Michigan certification as a Fire Fighter I and II will be required.
- State of Michigan certification as Training Officer is preferable.
- Valid State of Michigan Driver's License.

**Other Knowledge, Skills, and Abilities:**

- The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the administrative, leadership, and management requirements for the position.

**Physical Demands and Work Environment:**

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

The position may occasionally be exposed to accident or health hazards due to exposure to toxic, reactive, explosive or biohazard type substances, infections diseases, and blood borne pathogens, and atmospheres as a result of emergency command responsibilities. Incumbents are occasionally exposed to extremely disagreeable working conditions due to exposure to severe weather conditions at various times of the day or night.

**Compensation and Hours of Employment**

As approved by the Board of Trustees