



## CHARTER TOWNSHIP OF VAN BUREN

**Position Title:** Deputy Director of Public Safety-Fire Services

### **Position Summary**

Under the general supervision of the Director of Public Safety, this position will provide highly responsible and complex administrative support to the Director of Public Safety. This individual will be responsible for the overall administrative direction and control of fire operations. This position serves as second-in-command to the fire department and is the designated representative for the Director of Public Safety for fire matters in the Director's absence. The Deputy Director of Fire will plan, develop and direct a complete program of fire and emergency services in cooperation with the police services.

The ideal candidate will possess leadership traits that are able to blend the ability to "Lead and Do" on a daily basis. The Deputy Director of Public Safety-Fire Services must most importantly have a clear understanding of a paid-on-call fire department and be able to effectively manage such a unique and dynamic team.

### **Essential Job Functions, Duties and Responsibilities**

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples are intended to describe the general nature and level of work to be performed by an employee assigned this classification and are not to be construed as an exhaustive list of all job duties performed in this position.

- Experience in leading paid-on-call firefighters. This position requires a philosophy in that the Deputy Director of fire will be the only full-time, non-union firefighter.
- A thorough knowledge of fire suppression, rescue, and fire prevention principles.
- Considerable knowledge of administrative fire department requirements including budget preparation, grant writing, retention and recruitment of paid on call firefighters, and plan review experiences.
- Skills to be a good communicator, be effective in collaboration with other municipal departments, being visible in the community as the Deputy Director of Fire, and be an approachable, confident leader.
- Ability to plan, assign, and direct the work of paid-on-call firefighters; a ability to plan and supervise the instruction and training of firefighting personnel; working with other departments in mutual aid plans; and a proven track record of coordinating multiple tasks.
- Supervise activities and participate in the recruiting, hiring, training, counseling, evaluating and disciplining of all subordinate personnel.
- Performs other related duties and projects, as assigned.

The above list of job requirements, duties and responsibilities, physical abilities and other abilities are meant to be representative only and not all encompassing. The Township reserves the right to add

to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities, and other abilities herein above set forth at any time and without prior notice.

### **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, duties and responsibilities of the position.

- Bachelor's degree with major in Public Administration, fire management, public safety/emergency management, fire science or related field.
- Certifications of Firefighter I and II, EMT, Fire Officer I, II and III required.
- Graduation from the National Fire Academy, School of Fire Staff and Command or similar leadership and management training is desirable.
- Valid State of Michigan Vehicle Operator's License.
- Eight or more years of progressively more responsible experience in command positions including supervisory and administrative duties.
- Knowledge in building construction, fire behavior and hazardous materials. Thorough knowledge of the principles, practices and techniques of modern fire science to establish and maintain effective fire ground operations.
- Thorough knowledge of professional public management techniques involved in budgeting, personnel administration, labor relations and operations management.
- Knowledge of State and Federal laws, local ordinances and other regulations.
- Knowledge of the principles, practices and techniques of modern fire science and maintain effective fire protection and suppressions services desirable.
- Skills in assessing information, analyzing data, preparing comprehensive and accurate reports.
- Must be effective in communication, public speaking and exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations. Solve problems, work effectively under stress, within deadlines and in emergency situations.
- Ability to travel to other locations.
- While residency is not required, although preferred, the employee must live within twenty (20) miles of the nearest boundary of the township.

### **Physical Abilities and Work Environment**

While performing the duties of this job, the employee is frequently required with or without reasonable accommodations to do the following: talk or hear, must have normal sight and vision and be able to identify and distinguish colors. The employee's environment can range from an office setting to highly dangerous fire-service related situations. Physical demands can range from sitting in an office or vehicle to the potentially enormous physical exertion associated with rescuing persons in emergency situation. The employee may be exposed to outside weather conditions, and potentially exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risks of electrical shock; explosives; risks of radiation; and vibration. The noise level in the work environment ranges from quiet to moderate in the office to potentially loud in the field.

## **Hiring Process Overview**

It is anticipated that the resume review and background checks will produce a list of approximately six (6) finalists who will be invited to participate in an oral interview. A team of elected officials, the Director of Public Safety, Deputy Directors of Fire and Police, and Human Resources will be directly involved in this interview process. Exact wage to be determined by Board of Trustees based on qualifications and experience. Candidates will need to be present for the interview process on (date to TBD). After successful completion of a physical and psychological assessment, a selection an anticipated start date for the selected candidate will be March 1, 2017. Questions regarding the process should be directed to Nicole Sumpter, Human Resource Director at 734.699.8900 ext. 9293.

Please submit a cover letter, resume, five references and application along with a copy of the highest level professional certification and degree to:

[nsumpter@vanburen-mi.org](mailto:nsumpter@vanburen-mi.org)

The Charter Township of Van Buren is an equal opportunity employer.