



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212
Telephone 313-800-5233

Fire Chief – Part-Time

An Equal Opportunity Employer

The City of Hamtramck has an opening for a part-time Fire Chief.

Job Description Summary:

The Fire Chief reports to the City Manager and is responsible for the administration, leadership, management, and operations of the Fire Department. This is a part-time position working no more than 29 hours per week. The office is located at 2625 Caniff Street, Hamtramck, MI 48212

Essential Duties and Responsibilities:

- Responsible for the proper management, rules and personnel of the fire department subject to the approval of the City Manager
- Coordinate with the Fire Department Training Officer an effective training program. This training along with highlights and activities conducted shall be reported to Council by the City Manager monthly.
- Shall submit an annual estimate detailing the expenditures of the Fire Department to the City Manager, to be included in the yearly budget, and make other reports as required by the City Manager, provisions of this charter or by law or ordinance of the City.
- Direct the implementation of the fire department's budget; plan for and review specifications for new or replacement equipment; control the expenditures of departmental appropriations.
- Assign personnel and equipment to such duties and uses as the service requires.
- Plan, coordinate, supervise, and evaluate fire and EMS (if applicable) operations.
- Establish policies and procedures for the fire department; formulate programs and/or policies to alleviate deficiencies.
- Supervise the maintenance, repair, improvement, and replacement of firefighting equipment, radio equipment and property of the fire department.
- Maintain custody and control of all evidentiary property, books, records, and equipment belonging to the Fire Department.
- Coordinate with Human Resources on department discipline, conduct, and general behavior of assigned personnel.
- Authorize the release of information to the press.
- Attend conferences and meetings to keep abreast of current trends in the field; represent the fire department in a variety of local, county, state, and other meetings.
- Maintain a strong working relationship with neighboring fire departments, such as Detroit and Highland Park; and maintain a strong working relationship with other City of Hamtramck departments.
- Hold powers, duties, and responsibilities as conferred by the laws of the State, the provisions of the charter, and the ordinances of the City Council.
- Perform various other related duties as required.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques, and equipment. Thorough knowledge of emergency medicine techniques and their application as demonstrated through EMT Certification. Considerable knowledge of applicable laws, ordinances, standards, and regulations.
- Skill in the operation of fire and EMS tools and equipment.
- Ability to train, supervise and lead subordinate personnel.
- Ability to perform work requiring good physical condition.

- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgement in evaluating situations and making decisions.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the public.
- Knowledge of all aspects of emergency management and hazard mitigation methods.
- Operations Management including emergency communication, water supply, incident command, fire operations, rescue operations, hazardous materials and emergency medical services.
- Working knowledge of the IAFF Local 750 collective bargaining agreement.

Education and Experience:

- Associate degree in Fire Science, Fire or Public Administration, Emergency Management, Management or related field preferred.
- Preferred Minimum experience: Fifteen (15) years in Fire Service with five (5) years in a supervisory capacity.
- Basic Emergency Medical Technician license with past EMS supervisory experience.
- Certified through the Michigan Firefighters Training Council Firefighter II, Fire Officer III, and Hazardous Materials Operations Level; National Incident Management Systems: ICS courses 100, 200, 300, 400, 700 and 800.
- Valid State of Michigan operator's license with clean driving record.
- Any acceptable equivalent combination of education and experience working in a full-time fire department.

Pay Rate:

\$44.625/hour for no more than 29 hours per week.

Application Process:

Download application at <https://hamtramck.us/wp-content/uploads/2021/05/Hamtramck-Application-Final-05072021.docx>. Return completed application and resume by email to hr@hamtramckcity.com. Position open until filled.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.