



Position Announcement  
**FIRE CHIEF**

**Posting Date: Wednesday, October 27, 2021**

Located in southeast Michigan in the greater Detroit metropolitan region, Auburn Hills is one of the many dynamic and successful communities that make up Oakland County. Perhaps best known as the headquarters community of Stellantis (formerly Chrysler), the city is also home to numerous North American and world headquarters from thirty-two countries. With a residential population of approximately 25,000, the weekday daytime population swells to nearly 80,000 as thousands of people commute into the city for work or to attend classes at one of three colleges and universities. Within our seventeen square miles is a host of small and big businesses, including high-tech companies, many of which are defined as research & development or advanced manufacturing; as well as millions of square feet of retail and entertainment. Our housing stock offers something for everyone, and our efforts to create diverse housing and active lifestyle options has earned us the designation of “community for a lifetime”. Geographically located along the I-75 and M-59 corridors, Auburn Hills has the enviable position of being easily accessible to the entire metropolitan Detroit region. The community has a AA+ bond rating and is financially strong. There is consistent investment in the city’s infrastructure and low debt. A highly collaborative leadership team, as well as a focused, stable, and supportive elected City Council, continuously strives to deliver the highest quality services in a cost-effective manner. Everyone here clearly understands the meaning of great public service.

Auburn Hills is seeking an energetic and experienced leader with strong communication and interpersonal skills to lead its fire department. A commitment to high professional standards is required and experience with both fire and EMS is essential. Our current fire chief is retiring, and she has continued to foster greater department success and a higher level of employee achievement, as well as continuously advocate for the advancement of the fire service. Personnel operate out of three strategically placed fire stations and are part of a full-time combination agency comprised of eighteen full-time firefighter/paramedics (or EMTs), two fire inspectors, three lieutenants, three captains, one administrative officer, one assistant fire chief, and a small number of part time and paid-on-call firefighters. The current fleet consists of an engine at each station as well as an ambulance, with a fourth reserve ambulance; three ladder trucks (one of which is currently being manufactured), one special rescue vehicle, and one command vehicle. All vehicles in primary use are 2009 or newer. The department responds to approximately 4,000 calls annually. The fire department is a member of Mutual Aid Box Alarm System, MABAS Division 3201, which provides a streamlined system of automatic aid responses, instills interagency cooperation, and allows for shared training opportunities. The expense budget for the

department is generally around \$5.5 million but is expected to exceed \$7 million in 2022 due to improvements scheduled in two of its three fire stations, at \$750,000 each.

The city has a Council-Manager form of government with the Fire Chief appointed by the City Council upon recommendation of the City Manager. The Fire Chief reports to the City Manager. The current City Manager has been employed with the city in a management capacity since 2001, the last 7 ½ years as City Manager. The role of Fire Chief is a key and highly visible position in the community and will be recruited with the following quality factors paramount in the search.

- Having knowledge of high-liability issues, community fire strategies, changing community and workforce values, budget resource management, and technology systems and applications.
- Demonstrating skills in leadership, communication, collaboration, decision making, problem solving, finance and resource management, strategic planning, and emergency management.
- Possessing the ability to establish trust and confidence, create and sustain an ethical organizational culture, enforce the laws fairly and impartially, apply critical thinking to problem solving, exercise good judgment in decision making, develop effective community relationships, provide visionary and adaptable leadership, and assess and respond to community concerns.
- Having a minimum of 10 years of experience in fire and emergency medical service work, three years of which must have been equivalent to battalion chief or higher, with an agency that is comparable in size and complexity, or larger.
- Possessing a minimum of a Bachelor's Degree with an advanced degree preferred (e.g., a master's degree in public administration, organizational leadership, or fire science) and completion of Michigan Firefighter Training Council Firefighter II or equivalent, Hazardous Materials Operations, Incident Command Systems and Fire Officer III, graduate of NFA executive Fire Officer Program or equivalent and National EMT or Paramedic licensure.
- A proven track record in successful labor/management relations.

The starting salary range for this position is \$94,367 - \$108,023, DOQ. The city offers a comprehensive benefits package that includes medical insurance, dental, optical, and prescription, and a highly competitive employer contribution to a 401(k), retirement health savings plan, and an employer matched 457 deferred compensation account. A vehicle with take-home privileges will be provided to the successful candidate who lives within 10 miles (by roadway) of any city border, in accordance with our vehicle policy.

To learn more about our community, visit [www.auburnhills.org](http://www.auburnhills.org). Your cover letter and resume shall be sent to: Mr. Thomas A. Tanghe, City Manager, 1827 North Squirrel Road, Auburn Hills, Michigan 48326. The position will remain open until filled. The expected start date is within the first half of February 2022.

The City of Auburn Hills is an Equal Opportunity Employer



## **POSITION DESCRIPTION**

Position: Fire Chief		Department: Fire	
Reports to: City Manager		FLSA Status: Exempt	
Location: Public Safety Building	Division: Administration	Pay Grade: N/A	
Revised: August 13, 2021	Last Reviewed:	Union: N/A	Status: Full-time

### **GENERAL PURPOSE**

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, fire suppression and rescue emergency medical services to prevent or minimize the loss of life and property. Manages and runs a department of ranging qualified staff to successfully prevent and mitigate emergency incidents related to fire services.

### **SUPERVISION RECEIVED**

Works under the General Guidance and Direction of the City Manager

### **SUPERVISION EXERCISED**

- Overall supervision and oversight of all fire department employees.
- Directly supervises the Assistant Chief of Operations, Fire Prevention Bureau staff, all other administrative staff. and suppression department employees through subordinate officers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, coordinates, supervises, and evaluates Fire and EMS operations.
- Establishes policies and procedures for Fire and EMS Departments to implement directives from the (City Manager/Mayor) or City Council.
- Plans and implements Fire and EMS programs for the City to better carry out the policies and goals including those set forth in the City's Affirmative Action Plan;
- Reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation and presentation of an annual budget for Fire and EMS Departments; directs the implementation of the Departments' budgets; plans for and reviews specifications for new or replaced equipment.
- Responds to alarms and may direct activities at the scene of major emergencies, as required.
- Oversees that fire code and site plan requirements are applied to construction and remodeling of buildings within the city for the safety of the community and first responders (when the Fire Marshal position is not filled).

- Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- Directs the operation of departmental in-service training activities to meet the State of Michigan's training requirements.
- Controls the expenditure of departmental appropriations.
- Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits monthly reports to the City Manager regarding the Departments' activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- Plans employee succession.
- Assigns personnel and equipment to such duties and uses as the service requires;
- Evaluates the need for and recommends the purchase of new equipment and supplies.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.

### **PERIPHERAL DUTIES**

- Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire/EMS Department in a variety of local, county, state, and other meetings.
- Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- Participates in Mutual Aid Box Alarm Systems (MABAS) meeting, conferences, and exercises.
- Oversees the City's emergency planning and represents the City of Auburn Hills as it's Emergency Operations Planning Liaison to the Oakland County Emergency Operating Center.
- Participates as a member on the State required County training committee.
- Serves as a member of various employee committees.

### **DESIRED MINIMUM QUALIFICATIONS**

#### ***Education and Experience:***

- A. Possessing a minimum of a bachelor's degree with an advanced degree preferred (e.g., a master's degree in public administration, organizational leadership, or fire science) or a closely related field.
- B. Ten (10) years of experience in fire and emergency medical service work, three years of which must have been equivalent to battalion chief or higher.
- C. Completion of the Michigan Firefighter Training Council Firefighter II or equivalent, Hazardous Materials Operations, Incident Command Systems and Fire Office III.
- D. Graduate of National Fire Academy's Executive Fire Officer Program or equivalent.
- E. National EMT or Paramedic licensure.
- F. Fire Inspector II and Site Plan Reviewer licensure through the State of Michigan.
- G. National Incident Management qualifications to operate in an Emergency Operating Center.

***Necessary Knowledge, Skills and Abilities:***

- A. Thorough knowledge of modern emergency management, fire suppression, emergency medical services, fire prevention, and fire codes including the principles, procedures, techniques, and equipment;
- B. At a minimum, working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification;
- C. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures, and regulations;
- D. Skill in the operation of the listed tools and equipment.
- E. Ability to train and supervise subordinate personnel;
- F. Ability to perform work requiring good physical condition;
- G. Ability to communicate effectively orally and in writing;
- H. Ability to exercise sound judgment in evaluating situations and in making decisions;
- I. Ability to effectively give and receive verbal and written instructions;
- J. Ability to establish and maintain effective working relationships with other employees, supervisors, and the public;
- K. and Ability to meet the special requirements listed below.

**SPECIAL REQUIREMENTS**

- A. Must be twenty-one (21) years of age or older at time of hire;
- B. Must possess, or be able to obtain by time of hire, a valid State Driver's License.
- C. No felony convictions or disqualifying criminal histories within the past seven years;
- D. Ability to read and write the English language
- E. Ability to meet Departmental physical standards.

**TOOLS AND EQUIPMENT USED**

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone. (If position is strictly administrative, delete field equipment/tools).

**SUBHEAD**

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 up to 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, and oils.

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 testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary period.

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.

Approval: \_\_\_\_\_  
Fire Chief

Approval: \_\_\_\_\_  
City Manager

Approval: \_\_\_\_\_  
Employee