



CHARTER TOWNSHIP OF TEXAS

7227 WEST Q AVENUE
KALAMAZOO, MI 49009
269.375.1591
www.texastownship.org

POSITION DESCRIPTION

Position Title:	Fire Chief	Position Creation Date:	
Department:	Fire Department	Last Revision Date:	08/27/2025
Union or Non-Union:	<input type="checkbox"/> Union <input checked="" type="checkbox"/> Non-Union		POSITION CLASSIFICATION
Supervisor's Title:	Superintendent		Regular FT <input checked="" type="checkbox"/>
			Regular PT <input type="checkbox"/>
Direct Reports (position titles only):			Temporary/Seasonal (6 mos. or less) <input type="checkbox"/>
<ul style="list-style-type: none"> Administrative Assistant Captains (2) Lieutenants (3) 			Contract <input type="checkbox"/>
			FLSA STATUS
			Exempt <input checked="" type="checkbox"/>
		Non-Exempt <input type="checkbox"/>	
If exempt, what is the annual salary range?		If non-exempt, what is the range for the hourly rate?	
\$95,000 to \$125,000			

SCHEDULE

How many hours per week?	<input type="checkbox"/> 20 <input type="checkbox"/> 24 <input type="checkbox"/> 32 <input checked="" type="checkbox"/> 40	<input checked="" type="checkbox"/> Other (please explain) Must be available for emergency call-outs and attend meetings or events outside regular business hours.
Expected days to work regularly?	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	

POSITION SUMMARY

This section helps readers understand the role's significance and how it fits within the organization's structure. The summary should be 3-4 sentences. What is the primary function of the job? Importance to the organization? Key area(s) of focus?

The Fire Chief is the head of the Township Fire Department and is responsible for the strategic leadership, administration, and coordination of fire prevention, emergency response, rescue operations, and personnel management. This position ensures the effective delivery of fire protection and emergency medical services in alignment with Township policies, state regulations, and national standards. The Fire Chief promotes a culture of safety, continuous training, and operational readiness across the department.

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ESSENTIAL DUTIES

In order of importance, list the primary responsibilities of this position and estimate the percentage of time spent on each responsibility.

1	Leadership & Administration: Directs all operations of the Fire Department, including fire suppression, emergency medical services, fire prevention, public education, hazardous materials response, and technical rescue. Develops and implements department goals, policies, standard operating procedures, and long-range strategic plans in accordance with Township objectives and applicable regulations.	25	%
2	Personnel Management & Development: Oversees the recruitment, retention, training, supervision, and evaluation of department personnel, including full-time, paid-on-call, and volunteer staff. Administers discipline and promotes a professional work culture focused on safety, readiness, and continuous improvement.	15	%
3	Emergency Response & Incident Command: Provides on-scene leadership and coordination during major emergencies; may assume incident command. Answers calls for service in support of day to day operations when necessary. Serves as Township Emergency Management Liaison to Kalamazoo County Emergency Management Program. Ensures preparedness and response capability through regular training, operational drills, and equipment readiness.	10	%
4	Compliance & Risk Management: Ensures departmental compliance with federal, state, and local laws, including MIOSHA standards. Oversees fire investigations, emergency management efforts, and coordination with law enforcement and external agencies as needed.	5	%
5	Fire Prevention & Code Enforcement: Leads the Fire Prevention Bureau and ensures the review of plans and specifications for new or modified non-residential buildings in collaboration with the Fire Marshal and Building Department. Ensures fire code inspections, compliance, and enforcement.	5	%
6	Public Engagement & Education: Responds to public inquiries, concerns, and complaints regarding fire service and safety matters. Develops and delivers fire safety education programs and fosters strong community relations and stakeholder partnerships.	5	%

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7	Budgeting & Resource Management: Prepares, manages, and monitors the Fire Department budget, including operational and capital expenditures. Pursues and administers grant funding; ensures fiscal responsibility and accurate recordkeeping.	15	%
8	Facilities, Equipment & Fleet Oversight: Maintains operational readiness through oversight of department vehicles, apparatus, equipment, and facilities. Ensures proper maintenance schedules, inspections, and inventory control.	5	%
9	Reporting & Documentation: Reviews and approves departmental documentation, including incident reports, fire investigations, and administrative records. Prepares regular reports for the Township Superintendent, Township Board, and applicable state agencies.	5	%
10	Advisory Role & Interagency Collaboration: Serves as a key advisor to Township officials on fire protection, emergency preparedness, disaster planning, and risk mitigation. Coordinates mutual aid and collaborative response with regional partners, law enforcement, and EMS providers.	5	%
11.	Other Duties as Assigned.	5	%

MINIMUM QUALIFICATIONS	
Required Minimum Education:	<input type="checkbox"/> High School Diploma/GED <input checked="" type="checkbox"/> Associate's degree or 2 years of college <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree
Required Experience:	Minimum of ten (10) years of progressively responsible fire service experience, including at least five (5) years in a supervisory or command-level role.
Required Licenses or Certifications:	<ul style="list-style-type: none"> Michigan Fire Fighter II, Fire Officer III, Hazardous Materials Operational Level (minimum), FM-123 Drivers Training Certification, Fire Instructor I (minimum), or commensurate level of experience and training. Current NREMT EMR (MFR) license. FEMA/NIMS ICS 100, 200, 300, 400, 700, 800 Valid Michigan Driver's License.

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Preferred Skills, Knowledge and Abilities:

Knowledge of:

- Pertinent federal, state, and local laws, regulations, codes, and ordinances.
- Operational characteristics, services, and activities of a comprehensive municipal fire protection program.
- Organizational and management practices as applied to analyzing and evaluating fire service programs, policies, and operational needs.
- Modern principles, practices, techniques, and equipment of fire service operations.
- Recent developments, current literature, and sources of information related to fire science and safety.
- Specialized rescue technology and hazardous materials issues.
- Principles and techniques of modern first aid, rescue, resuscitation, and emergency medical services.
- Geography, construction types, significant fire hazards, water supply, and fire/building laws and regulations of the Township.
- Regional, state, and federal emergency management agencies, mutual aid plans, and procedures.
- Principles of leadership, supervision, training, and performance evaluation.
- Modern office practices and technology, including computers and Microsoft Office software.
- Effective written and verbal communication skills.
- Public/community relations techniques.

Ability to:

- Interpret, analyze, apply, and enforce federal, state, and local laws, rules, and regulations.
- Provide administrative and professional leadership for the Fire Department.
- Plan, organize, and supervise the work of subordinate staff.
- Select, supervise, train, evaluate, and discipline staff.

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	<ul style="list-style-type: none"> • Interpret goals and procedures for providing effective and efficient municipal fire prevention and suppression services. • Analyze problems, identify alternative solutions, determine consequences of proposed actions, and implement recommendations supporting goals. • Plan and participate in Township and County disaster operations. • Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. • React quickly and calmly in emergencies. • Appraise situations and people accurately and quickly and adopt practical action. • Deal courteously yet firmly and effectively with the public in emergencies.
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WORK ENVIRONMENT/CONDITIONS			
Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outdoor environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Street environment (near moving traffic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confined space	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shop environment (maintenance/repairs take place)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the community (resident homes, businesses)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals who are hostile or irate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Individuals with known violent backgrounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme cold (below 32 degrees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme heat (above 100 degrees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, substances, or waste	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud noises (85+ decibels)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Other (please explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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PHYSICAL DEMANDS			
Physical Demands	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What weight is the employee expected to lift or carry, with or without accommodation?	Seldom or Never	Sometimes or Occasionally	Frequently or Often
10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100+ lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What height is the employee expected to work, with or without accommodation?	Seldom or Never	Sometimes or Occasionally	Frequently or Often
4 feet (general industry standard)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6 feet (requires fall protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10 feet (scaffold work requiring fall protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15-30 feet (some specialized work environments)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

TRAVEL & MOBILITY			
	Seldom or Never	Sometimes or Occasionally	Frequently or Often
How often does this position require the employee to drive a vehicle for work-related duties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

VISION, HEARING & COMMUNICATION		
	Yes	No
Does this position require specific visual abilities (e.g., close vision, distance vision, color vision, depth perception)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Is hearing acuity required for tasks such as communicating in noisy environments or detecting alarms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require clear verbal communication in person, over the phone, or via radio?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BENEFIT ELIGIBILITY		
	Yes	No
Elected Official's Deputy (e.g., Deputy Clerk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Health benefits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mobile Device Stipend?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Automobile Stipend?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flex Scheduling (regular or seasonal)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hybrid Work?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Remote Work?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Compressed Workweek?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

FOR COMPLETION BY HUMAN RESOURCES			
REQUIRED PRE-EMPLOYMENT CHECKS			
<input checked="" type="checkbox"/> Criminal History	<input type="checkbox"/> Credit History	<input checked="" type="checkbox"/> Drug Test	<input checked="" type="checkbox"/> Driving Record

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