

The City of St. Johns is now accepting applications for a full-time Fire Chief & Code Inspector position.

Under the direction of the City Manager, the Fire Chief manages and directs all aspects of the St. Johns Fire Department to ensure the prevention and suppression of fires, protection of life and property, and enforcement of fire safety codes. This includes performing all duties of Fire Marshal, conducting code enforcement, planning reviews, and managing the housing rental inspection program. The Fire Chief serves as a key leader in public safety and community engagement while overseeing department personnel, equipment, and operations.

Following are the minimum qualifications: High school diploma; minimum of seven years of firefighting experience and two years of supervisory/leadership experience; Licenses and Certifications: Firefighter I and II & Hazmat Operations; Company Officer I and II (III preferred – or obtained with a year of hire); Valid Michigan driver’s license; Fire Inspector I (preferred); Code Inspector Requirements; Ability to gain knowledge and/or obtain course certifications to become proficient in inspecting residential rental housing; preferred: experience with Volunteer/On-Call Department strongly preferred and experience in inspection and/or interpretation of zoning and code ordinances

Wage range of \$68,000 - \$80,000 DOQ and comprehensive benefit package for this position.

Interested candidates need to complete and submit a City of St. Johns application for employment as well as a comprehensive resume to the City of St. Johns, Attn: City Manager Chad Gamble, P.O. Box 477, St. Johns, MI 48879 no later than **January 15, 2025**. Employment applications are available on the city’s website: www.cityofsaintjohnsmi.com

The City of St. Johns is an equal opportunity employer that does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services.

**City of St. Johns, Michigan
Job Description**

**St. Johns Fire Department
Fire Chief & Code Inspector
Exempt**

General Summary

Under the direction of the City Manager, the Fire Chief manages and directs all aspects of the St. Johns Fire Department to ensure the prevention and suppression of fires, protection of life and property, and enforcement of fire safety codes. This includes performing all duties of Fire Marshal, conducting code enforcement, planning reviews, and managing the housing rental inspection program. The Fire Chief serves as a key leader in public safety and community engagement while overseeing department personnel, equipment, and operations.

Essential Job Functions

Leadership and Management

1. Plan, direct, and coordinate all Fire Department activities, including operations, personnel management, and resource allocation.
2. Establish and implement departmental policies and procedures in alignment with City directives.
3. Prepare and administer the Department's budget, including equipment acquisition, required inspection and certifications, consulting needs, and general maintenance.
4. Supervise, train, and evaluate personnel to maintain a skilled, disciplined, and motivated workforce.
5. Respond to fire, medical, and rescue calls, assuming scene command as necessary.

Fire Prevention and Code Enforcement

6. Inspect buildings and properties for fire hazards and ensure compliance with local, state, and federal fire codes.
7. Coordinate with Planning and Zoning Departments to review site plans and construction proposals for fire safety and general zoning compliance.
8. Perform inspections related to the housing rental inspection program and other code enforcement initiatives.
9. Develop pre-incident plans in collaboration with city, county and regional stakeholders.

10. Assists Administrative Assistant or Account Clerk with fire run billing and collection that is done monthly for all runs within the City of St. Johns.

Community and Interagency Engagement

10. Serve as the city's representative in local, county, and state fire-related meetings and conferences.
11. Develop and maintain mutual aid and shared fire service agreements with neighboring jurisdictions.
12. Meets with elected or appointed officials, other fire officials, community and business representatives, and the public on all aspects of the department's activities.

Training and Professional Development

13. Plan and supervise in-service training programs for department personnel.
14. Attend and coordinate participation in fire prevention, firefighting, and emergency operations training.

Operational Oversight

15. Oversee the maintenance, testing, and certification of firefighting vehicles, apparatus, and equipment.
16. Ensure accurate and timely reporting of fire incidents, state fire reports, and department performance metrics.
17. Review and recommend the purchase of new equipment and supplies to meet operational needs.

Strategic Planning

18. Assess departmental performance and develop plans to address deficiencies or expand services.
19. Explore grant and alternative funding opportunities to support department growth.

Qualifications

Education and Experience

- **Required:**
 - High school diploma.
 - Minimum of seven years of firefighting experience and two years of supervisory/leadership experience.
- **Preferred:**

- Experience with Volunteer/On-Call Department strongly preferred
- Experience in inspection and/or interpretation of zoning and code ordinances

Licenses and Certifications

- Firefighter I and II & Hazmat Operations
 - Company Officer I and II (III preferred – or obtained with a year of hire)
 - Valid Michigan driver's license
 - Fire Inspector I (preferred)
 - Code Inspector Requirements
 - Ability to gain knowledge and/or obtain course certifications to become proficient in inspecting residential rental housing
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Physical and Work Environment Requirements

- Must frequently lift/move up to 10 pounds and occasionally lift/move up to 100+ pounds.
 - Work involves exposure to hazardous materials, extreme weather, and high-stress emergency situations.
 - Ability to work in all weather conditions and occasionally in extremely hazardous conditions.
 - Must be able to climb ladders and work effectively at a scene of emergency; ability to operate a wide variety of fire-fighting equipment and apparatus.
 - Frequently required to talk, hear, stand, walk and sit; uses hands to finger, reaches with hands and arms, stoop, kneel, crouch or crawl, climb or balance.
 - Requires dexterity to operate computer efficiently.
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
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Residency Requirement

Must live within a reasonable response time of the St. Johns service area.

This job description is intended to provide a general overview of the responsibilities and qualifications for the Fire Chief position. Other duties may be assigned as necessary to fulfill the city's mission.