

Position: Department Head/Fire Fighter Town of Porter, Indiana

Job Description

The Town of Porter, IN is seeking a qualified candidate to fill the position of Department Head/Fire Fighter. The position is responsible for all Fire Department administrative functions: planning, organizing, directing, coordinating and controlling the operations of the Department and its personnel. This position involves the utilization of staff; development and training of personnel; performance evaluation; organization morale; safety of personnel; equipment maintenance and utilization; budget preparation and management; the enforcement of the codes and ordinances of the Town of Porter and the Indiana State Statutes, as well as the rules and regulations of the Fire Department. The position reports to the Town Council and provides staff support to the Town Council, Plan Commission, Board of Zoning Appeals, Technical Advisory Committee, and other groups at the direction of the Council.

Essential Duties/Requirements

- A. Supervise all fire prevention, public education, rescue, emergency response, and fire suppression activities of the Department.
- B. Respond to fires, EMS, water emergencies, missing persons, and other emergencies; determining what apparatus and equipment is needed; make decisions as to the best methods of controlling and extinguishing fires, performing rescues, and direct the work of Department members.
- C. Establish minimum standards of training and technical competence for all Fire Department personnel.
- D. Develop rules, regulations and standard operating guidelines governing both emergency and non-emergency operations of the Department.
- E. Supervise the fire prevention inspection program as required by local codes, ordinances and State statutes.
- F. Supervise the administration of the Department through budget preparation.
- G. Develop and maintain an effective system of reports and records of: personnel actions, alarm responses, fire and casualty reports, fire inspections, fire investigations, personnel training, fire stations, apparatus, equipment maintenance and testing.
- H. Develop long range plans for the training, operations, staffing and equipment requirements of the Department.
- I. Develop and maintain effective working relationships with other area fire and emergency response agencies.

Qualifications

Required:

- At least 7 years of Fire Fighter experience (paid or verifiable volunteer service)
- At least 3 years of service as a superior officer (e.g., Lieutenant, Captain, Deputy Chief, Chief, etc.)
- Indiana Firefighter I/II certification or higher.
- Indiana Fire Officer I certification or higher.
- Indiana Fire Investigator I certification or higher.
- Indiana Fire Instructor II/III certification or higher.
- Indiana Fire Inspector II certification or higher.
- Valid Indiana Motor Vehicle Operators License.
- Must reside within 10 miles of Town limits within 90 days of hire
- Must successfully pass a criminal background check

Preferred:

- Experience working with, and organizing, a Volunteer Fire Department
- Familiarity with the Town of Porter and broader Duneland area
- Emergency medical care certification at level of First Responder or higher
- Dive Rescue certification and experience

Salary/Benefits: Starting Range \$52,000-58,000 + Benefits

Process

For full consideration, applicant should submit a cover letter, resume, and 3 professional references to:

Fire Department Head Position
Porter Town Hall
303 Franklin Street
Porter, IN 46304

Applicants can also email these materials as attachments to:
gstinson@townofporter.com. Use Subject: Fire Position.

Deadline: Review of applications will begin immediately. Position will remain open until filled.

The Town of Porter is an Equal Opportunity Employer