



**ALMIRA TOWNSHIP
FIRE & EMS DEPARTMENT
FULL-TIME FIREFIGHTER**

April 1, 2025 - Review of Applications: Open Until Filled



NOTICE TO HIRE

The Almira Township Fire & EMS Department is seeking a skilled, self-motivated individual for a Full-Time Firefighter position. The Almira Township Fire & EMS Department is a progressive fire and EMS agency that provides service to Almira Township and the Village of Lake Ann. Located 15 miles west of Traverse City, Almira Township Fire & EMS Department provides 911 fire and Basic Life Support ambulance service to a growing community of 4,000 as well as assisting other departments through mutual aid or the MABAS Division.

JOB CLASSIFICATION

Firefighter-EMS Provider

Reports to: Fire Chief

Salary Range: \$66,500 – \$78,000 (Excludes holidays; pay depending on experience, certifications and training)

Benefits and Retirement: Yes

Exempt/Non-Exempt: Non-Exempt

Location: Almira Township – Lake Ann, MI

The position is eligible for call-back for emergency calls

JOB SUMMARY

Responsible for numerous duties and tasks as directed by department officers and the Chief. This position is responsible for extinguishing fires, preventing fires, and BLS transport agency operations. Work involves leading firefighting teams assigned to the fire ground, rescue operations, emergency medical operations, and keeping superior officers informed of changes on the emergency scene. Work will also include administrative duties associated with fire station activities, fire inspections, building pre-plans, and assisting with the training of department members. All work is performed under general supervision and established procedures; requires initiative, understanding of modern firefighting techniques, rescue methods, and emergency medical operations.

ESSENTIAL FUNCTIONS

- Ability to direct and supervise a firefighting crew as assigned by the Incident Commander. Assignments may include ventilation, fire attack, search & rescue, salvage & overhaul, water supply operations, and emergency medical response operations
- Ability to perform the duties of Incident Command.
- May be assigned to oversee tasks associated with the management of the station in the absence of the Chief and Fire Officers.
- Supervise the proper return to service of all equipment and apparatus used during any emergency call and complete associated checklists and reports.
- Conduct and/or assist with the training of firefighters in fire suppression, prevention and emergency medical operations.
- Responsible for assuring all firefighters at an emergency scene are operating in a safe manner.
- Attend departmental meetings and trainings, unless excused by the Chief.



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- Perform related work as required.
- Perform all functions of a firefighter when needed.
- Perform routine truck/equipment checks.
- Ensure MIOSHA compliance.
- Perform minor equipment and building maintenance
- Any other duties as assigned

The above statements are intended to describe the general nature and level of work being performed by the person assigned this classification. They are not to be construed as an exhaustive list of all the job duties performed by personnel so classified.

25-mile residency requirement per the Township within 12 months. Must complete a 1-year probationary period with evaluation by the Chief.

NON-ESSENTIAL JOB FUNCTIONS

- Attends department meetings and trainings regularly.
- Works to ensure that all EMS apparatus and equipment is properly maintained.
- Attends community events to promote a positive image of the Department.

QUALIFICATIONS AND REQUIREMENTS

Required Education and Experience

- Minimum of one (1) years of experience in firefighting & EMS
- **Certifications:** Firefighter I & II; Haz Mat – Operations; Emergency Vehicle Drivers Training, ICS 100, 200, 700 & 800
- **Licensure:** State of Michigan Emergency Medical Technician (EMT)
- Must complete the required training and continuing education to maintain all required certifications.
- Must possess a valid, unrestricted driver's license.
- Must obtain EMS requirements through Northwest Regional Medical Control Authority within 6 months.

Preferred Education and Experience

- ICS 300 & 400
- 2+ years of Fire Officer experience
- 2+ years of EMS transport experience
- Paramedic Licensure
- Certifications: Fire Officer I; Fire Officer II; Fire Officer III; Fire Instructor I



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Knowledge, Skills, and Abilities

- Knowledge of laws relative to HazMat, ordinances, codes, and modern firefighting techniques.
- Strong organizational, follow-through, managerial and interpersonal skills to communicate effectively with, the Chief, Fire Officers, township personnel at all levels, vendors, representatives from various professional organizations and the general public.
- Under the direction of officers, ability to direct actions based on training and experience and take appropriate actions to mitigate hazardous situations.
- Ability to communicate and provide direction when dealing with persons experiencing adverse trauma.
- Ability to work in all weather conditions including extremely hazardous conditions, and must be able to climb ladders and lift equipment and supplies weighing 50 pounds or more at emergency scenes.
- Must be able to communicate clearly and concisely both verbally and in writing to the Chief, fire department members and the general public in the form of instructions, oral or written presentations, written reports and training.
- Obtain proficiency with Department RMS systems.

SPECIAL NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

Applications can be found at Almira Township Fire & EMS Department's website: <https://almiratownshipmi.gov/fire-ems-personnel/#fire-jobs>, and submitted via mail, email or in person. 7272 Ole White Drive Lake Ann, MI 49650. Firechief@almiratownshipmi.gov.



Thank you for your interest.

Brad Drury
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