

SUPERVISOR
Rick Galardi

CLERK
Adam Cramton

TREASURER
Sandy Stump




1401 W. Herbison Road, DeWitt, MI 48820-7900

TRUSTEES
David Fedewa
Steven Smith
Brian Ross
David Seeger

MANAGER
Andrew Dymczyk

TO: Township Board

FROM: Andrew Dymczyk, Township Manager 

SUBJECT: Fire Inspector Hire

DATE: July 22, 2021

The position of Fire Inspector was advertised on June 17th and interviews were conducted on July 19th by Chief DeKorte, Assistant Chief North, and me. We would recommend the hiring of Mr. Steven Schott for the position of part time (20 hours per week) Fire Inspector in the Fire Department.

Attached is a Fire Inspector job description, 2021 Wage Schedule and resume of Mr. Steven Schott. Mr. Schott is a current member of the Fire Department and would not require a pre-employment physical.

SUGGESTED ACTION:

Approve the hiring of Steven Schott at Grade 4, Step 1 of the Classification and Wage Scale, for the position of part time (20 hours per week) Fire Inspector in the Fire Department.

DEWITT CHARTER TOWNSHIP JOB DESCRIPTION

FIRE INSPECTOR

Supervised By: Fire Chief, Fire Marshal
Supervises: Firefighters

Position Summary:

Under the direct supervision of the Fire Chief and the Fire Marshal, the Fire Inspector maintains all the duties, responsibilities, and standards of a DeWitt Township Firefighter, plus acts as a primary enforcement Officer of State statutes and local ordinances over burning, building codes, and serves as a coordinator for fire prevention.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties the employee may be expected to perform. To perform this job successfully, an individual must demonstrate the ability to perform each essential function satisfactorily.

1. Performs and maintains all duties, responsibilities, and standards of a DeWitt Township Firefighter.
2. Develops, implements, and maintains fire and life safety programs.
3. Investigates, upon request of the Fire Chief, Fire Marshal, or Incident Command, the cause and origin of any fire.
4. Performs inspections of new and existing buildings for the purpose of determining life and fire safety compliance.
5. Enforces any applicable local and state fire laws, codes and regulations.
6. Reviews site plans and construction plans to verify the application of proper fire codes.
7. Submits fire prevention program purchase requests to the Fire Marshal or Fire Chief.
8. Plans, schedules, and coordinates training activities and opportunities for Department personnel.
9. Stays informed on modern fire inspection methods and current issues through continued training and professional growth. Maintains cooperative relations with other Township departments and internal departmental personnel. Attends workshops, and training sessions as directed.
10. Assists in Department supervisory and administrative activities as assigned.

11. Assists in training new firefighters as assigned.
12. Performs other duties as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate degree in Fire Science or related field would be preferred.
- Minimum of two (2) years of firefighting field experience.
- Michigan Firefighters Training Council Certification as a Firefighter I and II.
- State of Michigan Vehicle Operator's License and Driver Certification through the Michigan Firefighters Training Council.
- Certification as a Medical First Responder.
- Completion of HazMat First Responder Awareness (FRA) and HazMat First Responder Operations (FRO).
- Knowledge of first responder techniques such as resuscitation and basic life support procedures and practices.
- Knowledge of state and local laws pertaining to fire codes and other laws and regulations governing fire prevention.
- Training in fire investigation, inspection, and prevention.
- Ability to effectively direct and supervise personnel.
- Skill in the operation and maintenance of an array of firefighting and medical responder tools, equipment and apparatus and other items utilized in the line of duty.
- Ability to adhere to an established command structure in standard and emergency situations and the ability to work effectively under stress in emergency conditions.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with other firefighters and rescue personnel, regional partners, the Building Department and Planning Department, and the public.
- Ability to effectively communicate orally and in writing.

- Ability to use basic office equipment such as telephone, calculator, photocopier, fax and Computer with applicable software applications such as word processing and specialized department software, as well as email/internet/world wide web.
- Ability to obtain Fire Inspector I certification within one year.
- Ability to obtain Plan Review certification within two years.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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's environment can range from a fire house setting to highly dangerous medical extraction or fire suppression situations. Physical demands, therefore, range from sitting in an office or vehicle to the potentially enormous physical exertion associated with firefighting. While in the fire house, the employee is frequently required to communicate verbally in person and by telephone, write and read and utilize manual dexterity in performing maintenance tasks. While firefighting or providing medical service, the employee is required to travel to other locations, stand, walk, run, climb, stoop, kneel, crouch, crawl, and occasionally lift or move up to 180 pounds.

While at fire scenes, the employee may be exposed to extreme heat, chemicals, fumes, airborne particles, vibration, moving mechanical parts, and adverse weather conditions. The noise level in the work environment is usually quiet in the fire house, but may become extremely loud in the field.

While conducting inspections, the employee may be required to utilize a range of abilities related to vision, including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Adopted by DeWitt Charter Township Board on June 14, 2021.

DeWitt Charter Township
2021 Wage Schedule - effective January 1, 2021
Classification and Wage Scale

% Increase 1.0300

| Grade | Steps | | | | | | | | |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | 12.18 | 12.63 | 13.10 | 13.55 | 14.01 | 14.46 | 14.93 | 15.39 | 15.84 |
| 2 | 15.47 | 16.05 | 16.63 | 17.21 | 17.79 | 18.37 | 18.96 | 19.53 | 20.11 |
| 3 | 17.11 | 17.76 | 18.40 | 19.04 | 19.68 | 20.32 | 20.97 | 21.61 | 22.24 |
| 4 | 17.98 | 18.65 | 19.33 | 20.01 | 20.69 | 21.36 | 22.04 | 22.72 | 23.38 |
| 5 | 20.50 | 21.27 | 22.04 | 22.81 | 23.58 | 24.35 | 25.12 | 25.89 | 26.65 |
| 6 | 21.53 | 22.33 | 23.14 | 23.94 | 24.75 | 25.55 | 26.36 | 27.16 | 27.98 |
| 7 | 23.03 | 23.90 | 24.76 | 25.62 | 26.49 | 27.35 | 28.21 | 29.08 | 29.94 |
| 8* | 59,483.95 | 61,714.73 | 63,945.51 | 66,175.13 | 68,405.91 | 70,636.69 | 72,867.46 | 75,097.08 | 77,327.86 |
| 9* | 66,621.05 | 69,119.15 | 71,618.41 | 74,116.51 | 76,614.61 | 79,112.71 | 81,611.98 | 84,110.08 | 86,608.18 |
| 9A** | 32.03 | 33.23 | 34.43 | 35.63 | 36.83 | 38.03 | 39.24 | 40.44 | 41.64 |
| 10* | 70,619.18 | 73,267.86 | 75,915.38 | 78,564.07 | 81,211.58 | 83,860.27 | 86,507.79 | 89,156.48 | 91,803.99 |

| | | | | |
|-----------------|---------|--------|--------------------|-------|
| Ass't Chief | 3416.17 | yearly | Fire Photographer | 15.98 |
| Captains (2) | 2733.46 | yearly | Fire Marshal | 20.79 |
| Lieutenants (3) | 2049.46 | yearly | Fire Support Staff | 10.13 |

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|---|-------|
| Trainee | 10.10 |
| Trainee with Medical License only | 11.37 |
| Trainee with Fire Fighter I & II only | 11.37 |
| Trainee with Medical License and Fire Fighter I & II | 12.63 |
| Regular rate with Medical License only | 17.14 |
| Regular rate with Fire Fighter I & II only | 17.14 |
| Regular rate with Medical License and Fire Fighter I & II | 19.03 |
| Training Pay | 12.20 |

| Grade | Position |
|-------|--|
| 1 | Police Department Assistant |
| 2 | Admin Assistant I |
| 3 | Maintenance Worker, Firefighter |
| 4 | Admin Assistant II, Fire Inspector, Code Enforcement |
| 5 | Deputy Clerk & Treasurer, Maintenance Supervisor |
| 6 | Assistant Assessor |
| 7 | Assistant to the Township Manager, Planner |
| 8 | Deputy Building Official |
| 9 | Assessor, Community Dev., Ass't Manager |
| 10 | Fire Chief, Chief of Police, Chief Building Official |

*Exempt

**Non Exempt/Hourly