



## Fire Department

Charter Township of White Lake

**To:** Board of Trustees  
**From:** J. David Feichtner, Fire Chief  
**Date:** 1/20/26  
**Re:** Part-time fire safety inspector job position

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The fire department is requesting and recommending that we create and fill a part-time fire safety inspector job position. As stated with the Deputy Fire Chief position, the fire department has grown both in size and mission and cannot keep up with the requirements of a robust fire prevention program.

This new position, as seen in the job description, is required to have all of the regular certifications that any member of the department would need, but also needs several more certifications in order to do the fire and life safety inspections that are needed in the township. This new position will have several areas of focus:

- 1) Working with the Fire Marshal to inspect all the commercial businesses in the Township. Prioritizing the public assembly and hazardous locations, inspections will be completed along with re-inspections to ensure that any items that were identified for correction are completed.
- 2) Working with the Building Department, this inspector will assist in the inspections of our rental occupancies per our ordinances.
- 3) The inspector will also be responsible for creating pre-incident surveys including drawings, contents, occupant contact information, water supply, and other mission critical data our crews need to operate safely on incidents.
- 4) As discussed with the Deputy Fire Chief position, a target of opportunity in our service model is in the fire prevention scoring within our ISO evaluation. We are simply not getting to all of the business locations often enough nor collecting all of the needed information. An evaluation today would see a drop in our score in this area. We simply do not have the staff currently to accomplish this.

This position is needed for several reasons to support the mission of the department. New and expanded demands on our crews prevent the on-duty crews from doing inspections while still being able to respond to calls, training, transport patients, and so

on. This solution reflects our need to conduct business that continues while our incident responses continue to rise.

Coupled with this position will be a 6-month trial period where we will examine the results of the position/program. We will review data on the number of inspections and re-inspections that are being conducted of both the businesses and rental occupancies as well as the number of preplans that are being created. This will provide excellent information as to the program's trajectory, if we are meeting the goal of providing information to the crews while making the community businesses safe for employees and visitors.

The fire department is requesting the Board approve the attached job description for part-time fire safety inspector job position and authorize the Supervisor, Human Resources, and Fire Chief to fill the position.

## **WHITE LAKE TOWNSHIP FIRE DEPARTMENT JOB DESCRIPTION**

Part-time fire prevention inspector

Exempt

Wages: \$25.18-26.19/hr

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### **GENERAL PURPOSES**

This position is not covered by the part-time firefighters' union and works under the general guidance of and reports directly to the Fire Marshal and Fire Chief. Keeps the Fire Chief informed of all functions and important matters concerning their fire prevention activities. He/she will oversee certain fire prevention activities conducted by the fire department specifically annual inspection, re-inspections, and rental occupancy inspections. These activities may also include the plan review process, fire code inspection and enforcement, assist with permit issuance, and training of fire department staff in the relevant areas of fire prevention. A majority of this work is performed in the field with occasional time in an office environment for report writing. The field time will be to locations in the community for the purpose of performing inspections, assisting with safety on emergency scenes, and speaking before community groups when requested. They will respond to emergency incidents and provide non-operational assistance to command staff and crews. He/she will also assist with non-emergency activities, including maintenance of facilities, apparatus and equipment; public education activities; and performs other duties as assigned by the fire chief or fire marshal.

### **ESSENTIAL JOB FUNCTIONS**

- Assist with our comprehensive fire prevention program
- Coordinate community risk reduction programs with those that have been assigned those job performance requirements
- Evaluate fire prevention division activities and goals on a regular basis and recommend adjustments as appropriate
- Assist in the review of the annual inspection and reinspection program.
- Interpret codes and mitigate solutions for fire prevention and suppression personnel. This will be coordinated with the fire marshal, building officials, and business owners
- Conduct procedural methods and practices for reviewing plans, conducting inspections, and assisting when requested by the investigator, typically the fire marshal, on fire loss incidents
- Conduct field inspections of construction projects and inspect buildings and facilities as necessary
- Conduct rental inspections as directed by the fire marshal
- Evaluate and enforce existing fire safety conditions in federal, state, and local codes applicable to fire safety
- Assist in the development and implementation of fire department policies, goals, and objectives which will formulate our priorities to recommend policy, procedure, and ordinance revisions as necessary

- Make presentations before the Township board, commissions, boards, and committees on fire prevention matters as requested
- As required, meet with and assist architects, engineers, contractors, and others involved in the development and construction activities when fire codes, ordinances, or standards may affect those activities
- Provide fire prevention contact training to fire department personnel as requested
- Maintain complete, permanent, and accurate records of fire prevention activities that they retain authority over. These include but are not limited to public education, inspections, conditions corrected, citizens complained, special hazards, causes of fires, and loss of property
- Submit weekly and monthly reports to the Fire Chief and Fire Marshal summarizing your fire prevention activities
- Remain current in regional and state affairs that will impact fire prevention activity.
- Remain current with code interpretations, fire investigations, and public education programs and techniques that can positively impact performance
- Assist with coordinating and managing members during non-emergency operations, to include; public fire/safety education; and maintenance of facilities, as requested
- Participate as part of management team in reviewing and recommending operational practices for the purpose of improving service to the community as requested
- Prepare and ensures that incident and other required reports are accurate and complete
- Actively participates in station drills and meetings and shall remain current in the performance techniques associated with services provided by the department
- Maintain a positive working relationship with all department members and staff
- Assist with the exchange of information from the Fire Marshal with the Fire Chief, officers, and fire fighters as requested.

### **PERIPHERAL DUTIES**

- Performs the duties of subordinate personnel, in their absence, and fills in for staff members, as assigned by the Fire Chief
- Attends conferences and meetings to keep informed of the activities of the Department, the Township, and the Fire Service as directed by the Fire Chief
- Represents the Department at meetings, as assigned by the Fire Chief
- Attends and/or participates in special Department events including, but not limited to, the Fire Department Open House, Department-wide meetings, and Department Officers' drills

## **MINIMUM QUALIFICATIONS**

### ***Education & Experience***

- At least 20 college credits in fire science or a related field
- Fire Fighter I and II Certification
- Fire Officer I and II Certification or equivalent as approved by Fire Chief
- State certification as Inspector I
- Ten (10) Years of experience in the fire service
- Ten (10) years of experience in code enforcement
- IS 100, 200, 700, 800
- Any combination of equivalent education and/or experience
- Familiarity with the White Lake Township Area

## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

### ***Extensive Knowledge of:***

- Department Policy, Procedures, Personnel, Facilities, Apparatus, Equipment and Organizational Philosophy

### ***Thorough knowledge of:***

- Township and its hazards
- Fire behavior and characteristics
- Fire Fighting techniques, practices, and standards
- Basic fire investigation and arson detection techniques
- Township and Department Policy and Procedures
- Station apparatus and equipment capabilities
- Motivational skills pertinent to all personnel
- Leadership Practices
- EMS techniques, practices, and standards

### ***Working Knowledge of:***

- Department operational procedures
- Department policies
- Skill in operation of listed equipment and apparatus

### ***Ability to:***

- Work effectively with other staff, supervisors, and the public
- Effectively supervise others to ensure compliance with policy and standards
- Follow verbal and written instructions
- Establish and maintain effective working relationships
- Handle the physical requirements of the job
- Analyze situations quickly and correctly and make decisions regarding the management of emergency situations

- Analyze situations correctly and make decisions regarding the management of personnel
- Handle sensitive information in an appropriate manner
- Work effectively as part of a management team
- Identify problem areas and make recommendations
- Prepare concise department reports, correspondence and records
- Communicate effectively, both orally and in writing
- Effectively analyze situations and provide solutions to problems

## **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

- State Certification as an Inspector II
- State Certification in Plan Review
- IS 300 and IS 400
- Licensed as an paramedic with the State of Michigan
- Hazardous Material Operations Training
- Hazardous Materials Technician Training
- Experience working with career and Paid-on-Call personnel

## **SPECIAL REQUIREMENTS**

- Must maintain CPR certification for the Professional Rescuer or BLS Provider
- Must maintain Driver Certification for all apparatus
- Must possess a valid State of Michigan Driver License
- Must be able to read, write and speak the English language
- No felony convictions or disqualifying criminal history

## **SELECTION GUIDELINES**

May include any or all of the following: Formal request for promotion, review of education, training, and experience; written examination; psychological examination; oral board; background/driver's license check; offer of employment; post physical examination, including drug screen

## **APPARATUS AND EQUIPMENT USED**

All vehicles/apparatus, two-way radios, pager, personal computer, telephone, calculator, photo equipment, EMS equipment and supplies, operational tools, and related equipment.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by any member to successfully perform the essential functions of this job. Reasonable

accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is frequently required to stand; sit; walk; talk; or hear; use hands or fingers, to handle, or operate objects, tools, or controls, and reach with hands and arms. The member is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The member must frequently lift and/or move heavy objects. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those a member may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle, and outdoor setting, in all weather conditions including temperature extremes, during day or night shifts. Work is often performed in emergency and stressful situations. Individuals are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance including infectious substances, smoke, noxious odors, fumes, chemicals, solvents, and oils.

The member occasionally works near moving mechanical parts, and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, moderate during daily work routine, and loud at the emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change.