



## Wright-Tallmadge Fire Department

0-1451 Leonard ST NW  
Grand Rapids, MI 49534  
Phone 616-677-1610 Fax 616-677-6133  
Email: [Fire@Tallmadge.com](mailto:Fire@Tallmadge.com)



### WRIGHT / TALLMADGE FIRE DEPARTMENT

#### Position Opening

<b>Title</b>	FULL TIME FIREFIGHTER / ADMINISTRATIVE ASSISTANT
<b>Department(s)</b>	FIRE DEPARTMENT
<b>Reports to</b>	FIRE CHIEF, TOWNSHIP SUPERVISORS
<b>Positions Open</b>	1
<b>Pay</b>	\$50,000-\$58,000 (Annual Salary) depending on qualifications.
<b>Hours</b>	7:00am – 5:00pm
<b>Days of Week</b>	Monday-Friday

#### Job summary

This is a multi-role position that will provide fire suppression and medical response. Additionally, light maintenance as well as other administrative and clerical duties will be required. This position assists with day to day management of the department along with responding to calls for service within our townships and mutual and automatic aid requests. The ideal candidate possesses qualities such as; excellent oral and written communication skills, self-starter, integrity and trustworthiness. This individual will also assist with purchasing supplies and budget preparation with the Chief. The employee will be expected to review site plans, conduct business inspections and be active in the training members of our department.

#### Minimum requirements

- High School Diploma or GED
  - Effective Computer Skills
  - State of Michigan FF I & II Certified
  - State of Michigan (First Responder) able to complete (EMT Basic within one year of employment)
  - State of Michigan HAZMAT Operations Certified
  - Preferred Fire Officer I, II, III
  - NIMS 100, 200, 300, 400, 700 and 800 or obtainable within 1 year of employment
- Application Period

The application period will be from January 16th to January 31 2018 at 4 pm. Please submit cover letter, resume and application to: Att. Lenore D. Cook – Clerk at Tallmadge Charter Township, 0-1451 Leonard Road, N.W., Grand Rapids, Michigan 49534. Applications may be picked up at the address above. Any application after the date applied will be denied.

Wright-Tallmadge Fire Department is an equal opportunity employer.