

POSITION DESCRIPTION

Class Title:	Chief	Job Code Number:	307
Department:	Fire	Grade Number:	30
Division:		Union:	None
Date:		Location:	Fire Department
		Hours:	40 hours/week

GENERAL PURPOSE:

Performs a variety of administrative, supervisory and technical work in planning, organizing, directing and implementing all functions of the Fire Department to protect life and property through efficient fire prevention, suppression, education and emergency medical services.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the City Manager.

SUPERVISION EXERCISED:

Supervises directly the Assistant Chiefs and Fire Captains, Administrative Assistant, and other personnel through staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as a representative of the City of Two Rivers, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and the public.

Direct department operation to achieve goals within budgeted funds and available personnel; Plan and organize workloads and staff assignment, review progress, direct change in priorities and schedule as needed to assure services are provided in an efficient and timely manner.

Make policy recommendations regarding procedures, work rules, and performance standards to assure the efficient and effective operation of the Fire Department in compliance with City standards and federal, state and local laws.

Formulate department goals and objectives in conjunction with the City Manager, City Council, and department management staff; design programs to implement goals and objectives.

Establish policies and procedures for fire and EMS in order to implement directives from the City Manager, City Council and/or the Fire and Police Commission.

Provide managerial leadership and direct the selection, supervision and evaluation of department staff. Conduct or oversee performance evaluations, and initiates and implement disciplinary actions as warranted. Resolve grievances and other sensitive personnel matters. Assure all personnel are trained and equipped to perform duties.

Direct the preparation and administration of the department budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitor the budget to assure compliance with approved budget levels and standards.

Direct and develop short and long-range plans, goals and objectives for assigned operations. Assure adequate response to disasters by developing and maintaining an inter-departmental emergency management system.

Develop and direct a fire prevention system focusing on fire hazard mitigation, fire investigation, criminal prosecution and public education. Assures the readiness of hazardous material responders.

May direct activities of subordinates at major fires, hazardous materials incidents, and emergency medical scenes.

May be called upon to participate in provision of EMS service as a crew member, when multiple EMS calls occur.

Oversee the enforcement of the State of Wisconsin Fire Prevention Code and other fire safety related ordinances and laws. Interprets code language, approves alternate methods and materials, writes compliance notices and issues citations as necessary.

Participate in City management staff meetings; coordinate, direct, and participate in departmental presentations to the City Council on items affecting the department.

Prepare and submit reports to the City Manager regarding the department's activities and prepare a variety of other reports as appropriate including the annual report of activities.

Supervise and coordinate the preparation and presentation of an annual budget for Fire and EMS Departments.

Represent the City and the department at various state and local organizations and agencies.

Meets with elected or appointed officials, other fire and EMS officials, community and business representatives and the public on all aspects of the department's activities.

May serve on special City task forces.

Provide information to refine mutual aid agreements with other emergency entities.

Direct the operation of departmental in-service training activities.

Evaluate and recommend the purchase of new equipment and supplies; plan for and reviews specifications for new or replaced equipment.

Assign personnel and equipment to such duties and uses as the service requires.

Carry out duties in conformance with Federal, State, County and City laws and ordinances.

Participate as an active member of the department's management team.

PERIPHERAL DUTIES:

Maintain system and records that provide for proper evaluation, control and documentation of assigned operations.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department at a variety of meetings.

Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

Serves as a member of various employee committees.

Perform other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and experience:

1. High school diploma or GED equivalent.
2. State of Wisconsin Fire Fighter I and FF II Certification.
3. Fire Officer II or equivalent.
4. State of Wisconsin licensure as an EMT- Paramedic (or Paramedic).
5. NIMS 700/800 Certified
6. Incident Command System (ICS) Level 400 Certified
7. Bachelors Degree in Fire Science and/or Administration or related field of study.
8. Master's Degree in Public Administration, Business Administration or related field experience which provides the required knowledge, skills and abilities. Related course work at the National Fire Academy is preferred.
9. Five years of progressively responsible experience in all phases of fire service activities including supervisory experience.
10. The ability to meet the special requirements below.

SPECIAL REQUIREMENTS:

1. Must be 18 years or older at the time of employment.
2. Must possess a valid Wisconsin Driver's License.
3. Must be a U.S. citizen.
4. Must be able to read and write the English language.
5. Must be of good moral character and temperate and industrious habits.

DESIRABLE SELECTION CRITERIA:

Determined by the Fire and Police Commission

SELECTION GUIDELINES:

Entry Level:

Determined by the Fire and Police Commission

KNOWLEDGE, SKILLS AND ABILITY:Knowledge of:

Policies, procedures, and standard operating guidelines of the City of Two Rivers and Two Rivers Fire Department.

Practices, principles, procedures, regulations, and techniques of fire-fighting, EMS, hazardous materials, emergency preparedness and disaster control.

Fiscal management, including budget preparation, expenditure control, and record keeping.

Management and supervisory principles and practices.

Current and proposed legislation and laws of the local, state, and federal governments that affect the Fire Department.

Emergency operation plans and their preparation; emergency command procedures (including call ups and mutual aid); investigation procedures; and department prevention procedures.

Fire and medical equipment skills including tactics, fire behavior, fire department inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department apparatus and equipment; safety procedures.

Operation of all fire suppression and emergency medical equipment; regular use of computers, printers, and communication equipment.

Skill in:

Compiling relevant data and preparing budget documents.

Assembling and preparing data for report presentations.

Negotiating and resolving difficult or sensitive complaints or concerns from internal and/or external sources.

Coaching and mentoring techniques.

Ability to:

Analyze situations quickly and objectively, to recognize actual and potential danger, ability to exercise sound judgment in evaluating situations and in making decisions.

Plan, organize and oversee assigned functions including evaluating the work of subordinates.

Establish and maintain effective working relationships with senior City management, employees, council members, other agencies, and the general public.

Interact with a variety of other fire/EMS, law enforcement and emergency management agencies.

Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

Function effectively in emergency situations.

Organize, delegate, and establish meaningful goals.

Work non-standard hours such as evenings, weekends and holidays.

To perform work requiring good physical condition.

TOOLS AND EQUIPMENT USED:

Specialized fire fighting and life saving equipment and tools including trucks, pumpers/engines, ambulances, aerial ladders, generators, ventilation fans, breathing apparatus, hose lines and nozzles, axe, chisel, crowbar, saw, power tools, and radios; computers and other office equipment; ambulance stretchers, monitors/defibrillators and all related EMS equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is frequently required to stand; walk; use hands and fingers, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 140 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, day and night shifts. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or air borne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during fire fighting, EMS or other activities when noise levels may be loud.

The duties listed above are intended only as illustration 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. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/classification and do not necessarily convey the qualifications on incumbents within the position/class.

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

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision:

History: