



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

FIRE CHIEF

ABOUT THE COMMUNITY

Two Rivers, Wisconsin is a historic Lake Michigan shoreline city of 11,271, located 90 miles north of Milwaukee and 35 miles southeast of Green Bay.

Located in Manitowoc County (population 81,500), Two Rivers and the larger, neighboring city of Manitowoc together form an industrialized, urban center of about 45,000 people; the balance of the county is mostly rural, with significant agricultural activity.

Outdoor recreational opportunities are abundant in Two Rivers, and have helped attract new residents, new business investment and increased tourism activity in recent years. These assets include:

- Point Beach State Forest, with 1,800 acres of forests, ridges and swales, 6 miles of unspoiled Lake Michigan shoreline and a bike/hiking trail connection to the city.
- Woodland Dunes Nature Center, with 1,200 acres of forests, meadows and wetlands along the West Twin River
- The VanderBrohe Arboretum, currently under development on the City's northeast side
- Neshotah Park and beach, a 50 acre city-owned shoreline park that's home to the Best Beach in Wisconsin
- The Rawley Point Trail and Mariners Trail, which together form a 12-mile bike/pedestrian trail connecting Two Rivers to the State Forest to the north and Manitowoc to the south
- The East and West Twin Rivers, which course through the City to their confluence at the harbor at Lake Michigan, providing kayaking and canoeing opportunities as well as ready access to the big lake for sailing, powerboating and sport fishing

Two Rivers has a traditional downtown business district, which remains a vital, thriving center for business and for community activities, thanks to both City and private reinvestment. Two Rivers is a Wisconsin Main Street Community. Redevelopment of former industrial sites along the City's downtown river corridors is an ongoing effort.

The City has two light industrial parks: The Columbus Industrial Park, now largely developed, and the Woodland Industrial Park, with available sites ranging from two to twenty acres. The Two Rivers Public School District provides K-12 education for a district that includes the city and nearby rural areas. Two Rivers High School, located on STH 42 near the northeast corner of the city, is about 20 years old. Local voters in November 2022 approved a \$38 million bond issue to expand and renovate local schools, with most of the investment to be made at the L.B. Clarke Middle School campus.

The Aurora Medical Center – Manitowoc County, located in Two Rivers, is a 69-bed short-term/acute care facility. Aurora also has outpatient services at the Aurora Clinic on Garfield Street in Two Rivers and the Aurora Medical Office Building adjacent to the hospital. Aurora has larger facilities offering more specialized care at the Aurora/Baycare Center in Green Bay and at Aurora facilities in the Milwaukee metro area.

Local health care is also provided through Holy Family Memorial Hospital in Manitowoc, which is affiliated with Milwaukee-based Froedert and the Medical College of Wisconsin. Holy Family/Froedert has an outpatient clinic in Two Rivers—the Holy Family Lakefront Clinic.

ABOUT TWO RIVERS CITY GOVERNMENT

The City of Two Rivers is a full-service municipal organization, with 118 full-time employees and a total budget (all funds) of \$43 million, including a General Fund budget of \$11.2 million. The City has operated under Council-Manager government since 1924, with a 9-member City Council elected at-large to three-year staggered terms and an appointed City Manager who serves as chief executive officer.

The Fire Chief is appointed by the Police and Fire Commission and is a direct-report to the City Manager, along with other City department heads. Those department heads include Police, Fire, Public Works/Engineering, Parks and Recreation, Finance, City Clerk, Library, Water and Electric.

ABOUT THE DEPARTMENT

The Two Rivers Fire Department has proudly served the City of Two Rivers for over 100 years.

The TRFD is a combination department with both full-time, part-time, and paid-on-call staff. There are 3 cross-staffed shifts of Firefighter/Paramedics operating on the California Schedule. Full-time shift Firefighter/Paramedics are affiliated with IAFF Local 423.

Full-time staffing consists of:

- Fire Chief
- Assistant Fire Chief/Fire
- Assistant Fire Chief/EMS
- 3 Captains/Shift Commanders
- 12 Firefighter/Paramedics (4 per shift)
- 1 Administrative Assistant

Current part-time staffing consists of:

- 6 Paid-on-call Firefighters
- 6 Paid-on-Premise Paramedics

The Department's 2023 operating budget is \$2,737,470. The Department operates from a single, central station that was built in 2002.

The TRFD's major apparatus and vehicles include:

- 2022 Spartan 100 foot aerial platform truck
- 2005 Pierce Saber Engine
- 1995 Pierce Enforcer Engine
- 2006 Ford Expedition 4x4 Utility
- AB Boat
- Polaris Ranger UTV
- 2020 Braun 4x4 Type 1 Paramedic Ambulance
- 2014 Braun 4x4 Type 3 Paramedic Ambulance
- 2011 Braun 4x4 Type 1 Paramedic Ambulance
- 2011 MedTec Type 3 Ambulance
- 2017 GMC 2500 4x4 (Paramedic Intercept)

Two Rivers Fire Department operations include:

- Fire Suppression/Rescue
- MABAS
- Water Rescue
- Ordinance Enforcement
- Inspections
- Public Education
- 911/Private Call EMS Response
- Paramedic Intercept
- Critical Care Transport
- Tactical EMS
- Community Paramedicine
- Special Events
- AHA and Technical College Training Center



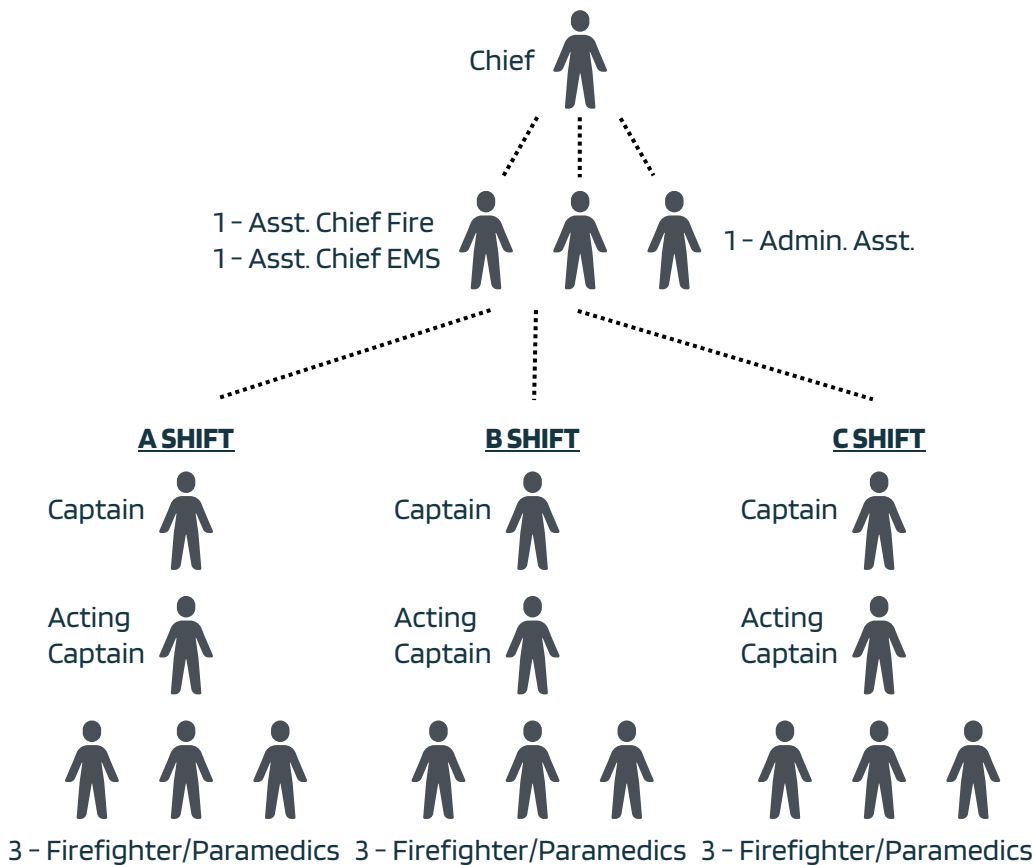
Call volumes in 2022 were:

- 1,938 Total Calls
 - 1,775 EMS
 - 163 Fire

The Insurance Services Office (ISO) has assigned a Public Protection Classification of 3/3X to Two Rivers, effective April 1, 2023, based on a recent review.



DEPARTMENT ORGANIZATION



PAID ON CALL FIREFIGHTERS



PAID ON CALL PARAMEDICS



APPLICATION & SELECTION PROCESS

A full position description and City employment application are available at www.two-rivers.org/jobs.

Qualified candidates should submit a cover letter, resume, and completed City employment application to HR@two-rivers.org or by mail to: City of Two Rivers, Attn: Human Resources, PO Box 87, Two Rivers WI 54241. The position will remain open until filled. Contact Human Resources at 920-793-5526 or HR@two-rivers.org with questions. More information about the Two Rivers Fire Department can be found at: <https://www.two-rivers.org/fire>

COMPENSATION & BENEFITS

SALARY RANGE: Hiring salary range: \$93,040 to \$121,389, dependent on qualifications.

BENEFITS: Comprehensive health, vision, and dental insurance. Health insurance opt-out incentive up to \$5,000 annually. Employer contribution of 18.45% into Wisconsin Retirement System. Paid vacation, 8 paid holidays per year, and 8 hours of sick leave accrued per month with ability to be accumulated up to 960 hours.

HOW TO APPLY

Send a **cover letter**, **resume**, and **completed employment application**:

By Email to: HR@two-rivers.org

Or by Mail to: City of Two Rivers, Attn: Human Resources, PO Box 87, Two Rivers, WI 54241



**TWO
RIVERS**
WISCONSIN

POSITION TITLE: Fire Chief

REPORTS TO: City Manager

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: January 2023

DEPARTMENT: Fire

FLSA CATEGORY: Exempt

PAY TYPE: Salary, Pay Grade 34

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

Directly supervises the Assistant Chiefs and Fire Captains, Administrative Assistant, and other personnel through staff.

ESSENTIAL DUTIES & 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.
- Oversee and promote progression of Fire Department's emergency medical services.
- Oversight and support of various TRFD EMS operational plans.

Fire Chief Job Description

Page 1



- 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.
- Support EMS and Fire Assistant Chiefs to develop and accomplish training and operational goals.
- 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.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

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 firefighting, 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.

REQUIRED EDUCATION AND EXPERIENCE

- State of Wisconsin Fire Fighter I and Fire Fighter II Certification.
- Fire Officer II or equivalent.
- State of Wisconsin licensure as an EMT- Paramedic
- NIMS 700/800 Certified
- Incident Command System (ICS) Level 400 Certified
- Bachelor's degree in Fire Science and/or Administration or related field of study
- Five years of progressively responsible experience in all phases of fire service activities including supervisory experience.
- The ability to meet the special requirements below

DESIRED EDUCATION AND EXPERIENCE

- Bachelor's or 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.

SPECIAL REQUIREMENTS

- Possess and maintain a valid Wisconsin Driver's license; must remain insurable under the City's liability insurance policy.
- Must be a US Citizen or authorized to work in the United States.
- Must be able to read, write and speak in the English language.
- Must be of good moral character and temperament with industrious work habits and be willing to have a background check completed by the Two Rivers Police Department and WI-CBI.

TOOLS AND EQUIPMENT USED

Specialized firefighting and lifesaving 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.

Programmable telephone, desktop and personal computer, printer, copy machine, fax, calculator. Computer software includes, but not limited to Microsoft Office Suite including Word, Excel, and PowerPoint. Google Business Suite including Gmail and Google calendar. Use of city vehicle.

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 firefighting, EMS, or other activities when noise levels may be loud.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview/assessment center, reference check, and related tests may be required.

As per City policy, a drug and alcohol test and physical exam will be required prior to employment and residency within 15 miles of the City limits must be maintained throughout employment. Residency within the City limits is preferred.

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.

This position is expected to be available for changing work schedules as necessary to attend evening meetings and assist with emergencies.

**CITY OF TWO RIVERS
APPLICATION FOR EMPLOYMENT**

To Applicants: We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

APPLICANT INFORMATION

Last Name	First	Middle	Date of Application
Address			Telephone No. (Include Area Code)
City	State	Zip	Cell Phone No. (Include Area Code)
Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name and relationship (include in-laws):			
Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: <i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

Please Provide your E-Mail Address: _____

INSTRUCTIONS:

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

APPLICANT NOTE:

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

EEO STATEMENT

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

EMPLOYMENT INFORMATION

Position Applied For: Full-Time Part-Time Seasonal (Circle One)	Date you can start	Salary/Hourly Rate desired
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you perform the requirements of this job with or without reasonable accommodations?		

EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: _____

Driver's License Number: _____ State of Registration: _____ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances? Yes No. If yes, provide date, where arrested, and under what circumstances. _____

EMPLOYMENT WORK HISTORY

(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)

Name of Employer	Present		2.		3.	
Address						
Telephone						
Employment Dates	From	To	From	To	From	To
Salary	Start	Finish	Start	Finish	Start	Finish
Exact Title of Your Position						
Name/Title of Immediate Supervisor Immediate Supervisor						
Describe Your Duties						
Reason for Leaving						

REFERENCES
(Do Not Include Relatives)

Name & Occupation	Address/Phone	Years Known/Relationship

APPLICANT'S CERTIFICATION AND AUTHORIZATION

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name _____
(PLEASE PRINT)

Signed

Dated

EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please print)

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

Complete Only The Sections Below That Have Been Checked:

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open ___ Yes ___ No

Position(s) Considered For: _____

Other: _____