

**Village of Palmyra
PUBLIC SAFETY DEPARTMENT
Position Description**

**Fire/EMS Chief
Police Services, Fire Services, or Emergency Medical Services Division**

I. Identification

Fire/EMS Chief

Assigned administrative supervision of the Fire and EMS Services Division.

This position reports to the Public Safety Director and supervises the Fire/EMS Assistant Chief, Captains, Lieutenants, EMS Coordinator/Supervisor and fire and EMS line staff.

II. Position Summary:

These supervisory positions assist the Public Safety Director in planning, organizing, directing, and administering Fire and Emergency Medical Services (EMS) operations of the Public Safety Department as assigned and/or delegated by the Public Safety Director. The Fire/EMS Chief will supervise the Fire and EMS Divisions of the Public Safety Department.

This position participates in and supervises the activities of emergency responders during emergency and non-emergency operations to protect life, property, and the environment by performing fire suppression, rescue, emergency and non-emergency aid, hazardous materials and fire prevention and inspection activities. This position also performs all related technical, administrative, and supervisory work as required and/or assigned.

III. Duties and Responsibilities

The tasks, duties, and responsibilities listed below represent most of the time spent working in this position. Management may assign additional tasks, duties, and responsibilities related to the type of work of this position.

1. Complies with all Fire and EMS Departments Policies, Standard Operating Guidelines (SOG's) and regulations of the Village of Palmyra Employee Manual.
2. Supervises subordinate personnel throughout the chain of command during activities at the Public Safety Department, on scene, or any other time employees are on duty; supervisory duties include instructing; maintaining standards; coordinating activities; allocating personnel; acting on employee problems and complaints; and recommends and/or assists in implementing employee

discipline as assigned within the Department Standard Operating Guidelines and the Employee Handbook.

3. The Chief assumes command of all administrative responsibilities of all Fire/EMS personnel within the chain of command of the Department; Assist in carrying out orders, plans, or instructions from the Public Safety Director.
4. Functions within the National Incident Management and Incident Command Systems.
5. When required, wear all the required personal protective clothing and equipment including self-contained breathing apparatus.
6. May act as Public Safety Director during the absence of the Public Safety Director, as assigned.
7. Responsible for planning, organizing, and directing assigned programs and activities of the Fire/EMS Departments; Review, evaluate, develop, and implement policies and procedures for all Fire/EMS Department operations.
8. Reviews the work of subordinates for completeness and accuracy; assists in evaluating employee performance; offers advice and assistance as needed. Ensure the completion of the annual performance evaluations of subordinates as assigned.
9. Oversee administration of training at all levels to ensure safe and effective operations.
10. Develop and coordinate plans and tactical objectives for rescue, fire suppression, containment, water supply, strategy, and all other emergency operations within the chain of command; Directs the work and assignments of Fire/EMS personnel as deemed necessary by incident.
11. Monitors activities of firefighters through subordinates in the strategies and tactics, laying of hose lines, placing ladders, ventilation, rescue, salvage and overhaul operations, or any other activity assigned.
12. Assist in assuring the Department's compliance with applicable Federal, State, and local laws and regulations and standards of safety; Ensures compliance of all Standard Operating Guidelines and regulations of the Employee Handbook; Fire/EMS Chief will implement employee discipline, as needed.
13. Attends all relevant meetings to ensure Fire/EMS Departments representation.
14. Responds to emergency calls as assigned; May assume incident command from a subordinate officer if requested or required. Respond to mutual aid calls of service and act as a liaison between agencies in a unified command system; Assume all administrative duties during an emergency in the absence of the Public Safety Director as assigned.

15. Receives and responds to public and news media inquiries, concerns, complaints, and requests for assistance and conducts all follow up as necessary within guidelines established by the Public Safety Director.
16. Coordinates activities with other supervisors and/or other Village departments and exchanges information with officials in other agencies, as directed or assigned.
17. May drive EMS, and fire response vehicles.
18. Ensures all necessary reports of all fire, EMS, and other emergency incidents and responses are completed and comply with standards.
19. Ensures subordinates comply with the Policies and Standard Operating Guidelines.
20. Prepares pre-fire plans for buildings; participates in fire prevention and fire safety education activities.
21. Attends and participates in regular department training, seminars, and meetings in accordance to required standards.
22. Achieves and maintains the requirement for incident attendance in accordance with departmental standards.
23. Ability to communicate using two-way communications systems.
24. Performs general administrative clerical work as required, including preparing reports and records, copying, and filing documents, entering, and retrieving computer data, attending meetings, answering the telephone, etc.
25. Ability to train and supervise subordinate personnel.
26. Ability to communicate effectively orally and in writing.
27. Ability to use sound judgment in evaluating situations and in making decisions.
28. Ability to effectively give and receive verbal and written instructions.
29. Ability to establish and maintain effective working relationships with other employees, supervisors, Village officials, and leaders of other agencies.

IV. Minimum Education and Experience:

1. High School Diploma or equivalent

2. Two-year associate degree in firefighting, or related degree or minimum of 60 college credits. Other degrees will be considered with related EMS, rescue, or firefighting experience.
3. Must be Licensed by the State of Wisconsin as an Emergency Medical Technician - Basic
4. Certified by the State of Wisconsin as a Fire Officer I (Fire) and/or equivalent training in EMS leadership (EMS) or obtain within 12 months.
5. Must be 21 years old at the time of appointment.
6. Must possess and maintain a valid driver's license.
7. U.S. Citizen
8. Must be able to read and write the English language.
9. Must be of good moral character and of temperate and industrious habits. No felony convictions, no misdemeanor conviction involving moral turpitude, domestic abuse or pattern of misdemeanor convictions, no pending misdemeanor or felony charges, no use or sale of illegal drugs.

SPECIAL REQUIREMENTS

Must meet the minimum requirements for the position of **Chief of Fire/EMS** in addition to:

- o Certified Fire Officer II and/or equivalent advanced EMS leadership training*
- o Certified Incident Safety Officer*
- o Minimum 30 hours of additional command level training and/or certificates of completion of leadership classes recognized by the U.S. Fire Administration or other accrediting body* (example: Company Tactical Operations, Leadership I, II, or III, etc.)

**Must be obtained within 24 months (about 2 years) of appointment or as soon as practical thereafter.*

V. Knowledge, Skills, and Abilities:

1. Knowledge of public safety principles, procedures, techniques, and equipment.
2. Able to communicate effectively orally and in writing. Able to exercise sound judgment in evaluating situations and make quick decisions under highly stressful and emergency situations while maintaining a calm and stable demeanor.
3. Proficient knowledge of driver safety and proficient in first aid, CPR, and Emergency Medical Services techniques.
4. Proficient knowledge of fire control operation and other emergency equipment.

VI. Tools and Equipment Used:

1. Must be able to use all equipment required for employment assignments.
2. Able to operate an ambulance, and fire apparatus.
3. Able to operate fire apparatuses, fire pumps, hoses, ladders, and other standard firefighting equipment, and emergency medical equipment, including AED.
4. Ability to proficiently utilize computers and various software programs.

VII. Physical Requirements:

1. Requires frequent physical strenuous activities and lifting.
2. Ability to carry and lift 100 pounds or more
3. Ability to reach, stoop, and lift
4. Ability to pass medical examination meeting NFPA standards
5. Able to work in outside weather conditions, near moving mechanical parts, in high, precarious places, and conditions with fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
6. Requires frequent standing, walking, use of hands to touch, handle, or operate objects, tools, or controls and reach with hands and arms. Requires occasional sitting, climbing, balancing, stooping, kneeling, crouching, crawling, talking, listening, and smelling.
7. Specific vision ability with or without corrective lenses required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
8. May be exposed to excessive to moderate noise, particularly during certain firefighting, or EMS activities.

VIII. Selection Process

The selection process for these positions will be overseen and administered utilizing a process established by the Village of Palmyra Police and Fire Commission. Final selection and appointment shall be made from a list of eligible candidates established by the police and fire commission with final appointment made by the public safety director and shall remain subject to the authority of the police and fire commission.

REVISION HISTORY

- 02/06/2017** **Creation of Job Description by Village Board Approval**
- 07/18/2022** **Updated to include Deputy Chief of Police. Modifications to language to include law enforcement as a role of the position.**
- 04/30/2024** **Updated to Chief of Fire and EMS.**