



JOB DESCRIPTION

Title:	Fire Chief	Employee Group:	Non-Union
Department:	Fire	Pay Grade:	51
Reports To:	Village Administrator	FLSA Status:	Exempt

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordinating and management of the Department. This position directs and administers the overall operations, programs, development, and promotion of the Department, its systems, resources, programs, and responsibilities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

- Provides overall supervision, leadership, and direction for department managers; ensures they are performing their duties competently. Assigns areas of accountability and delegates authority to subordinate supervisory personnel.
- Provides professional guidance, training and policy interpretation for all divisions. Provides guidance to managers in resolving/improving performance standards. Assists division managers as necessary. Maintains knowledge of all department activity.
- Exercises authority over all department staff including hiring, promotion, transfer, discipline, and termination of individual employees within established village policies.
- Investigates, or directs internal investigations. Investigates citizen complaints.
- Evaluates the effectiveness and efficiency of the Department. Review procedures and policies to develop improvements in department operations.
- Evaluates department training needs, staffing needs, budget resources, and management of personnel to achieve department wide program objectives.
- Approves training plans and programs for the Department and maintains departmental fire fighter efficiency.
- Develops and administers immediate and long-range budgets. Ensures the department operates within the annual budget and directs the annual budget process for the department. Monitors expenditures and revenues. Forecasts spending, staffing and revenue levels and recommends equipment purchases. Researches, applies for and administers grants.
- Recommend and plan long range goals, objectives, organizational structure and overall direction for the department. Monitor, review and communicate the implementation phases of the department's strategic plans to ensure long-range goals are met. Ensure the programs and objectives of the department are developed and maintained in accordance with the objectives of the Village Board.
- Analyzes fire problems and develops plans and techniques to provide fire protection, rescue, emergency medical and hazardous materials response services.
- Gives general supervision to the enforcement of fire prevention laws and ordinances including safety regulations for commercial and public occupancies including places of assembly, business, educational and institutional facilities, industrial (hazardous) occupancies, residential properties and structures which could pose a fire or life safety risk
- Develops and maintains liaison with various governmental agencies, community groups and the general public.
- Serves as spokesperson for the department to media sources. Prepares or approves news releases specific to the Department.
- Address civic organizations and other groups regarding the activities and programs of the Fire Department to explain and promote public understanding of its work and to promote good community

relations.

- Meets and plans with local emergency management personnel to maintain preparedness for natural and manmade disasters within the community.
- Represents the Department in major initiatives or as assigned.
- Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's Degree in Fire Science, Fire Administration, Emergency Management, Business Administration, Public Administration or related field required with 10 years' experience in fire suppression or emergency services.
- Five years of directly related, progressively responsible administrative and supervisory experience at the rank of Lieutenant or higher.

OTHER REQUIREMENTS

- Must have WI State Certified Fire Officer 1 Fire Officer 2 and WI Fire Emergency Instructor 1 certifications upon hire.
- National Incident Management System (NIMS) training is required including ICS 700, ICS 100, ICS 200, ICS 300, and ICS 400.
- Must possess a valid Driver's license.

PREFERRED QUALIFICATIONS

- Master's Degree.

REQUIRED JOB COMPETENCIES

- Knowledge of fire administration including organization, staffing, financing, collective bargaining, equipment management and maintenance, records and reports.
- The application of modern fire prevention and suppression techniques and methods.
- Skill in the evaluation of tactical and operational requirements of situation involving large, destructive fires.
- Knowledge of the Village's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
- Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
- Ability to effectively utilize the principles of strategic and long and short-range planning.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to develop department goals and objectives.
- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
- Ability to prepare, recommend and monitor an operating budget, including line item budgeting.
- Knowledge of administrative policies and procedures of the Village.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
- Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
- Knowledge of current office practices and procedures and knowledge of the operation of standard

- office equipment and software.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee’s supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work may require wearing specialized personal protective equipment.
- Work is occasionally exposed moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; hazardous materials, and risk of vibration.

Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By _____
Print Name / Signature *Date*

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature Date

Employee Printed Name