

****POSITION DESCRIPTION**

Class Title: Chief	Job Code Number: 307
Department: Fire	Grade Number:
Division:	Union: None
Date:	Location: Fire Department

GENERAL PURPOSE:

Performs a variety of administrative, supervisory and technical work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of property by fire and emergency conditions.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

Supervises directly the assistant chiefs and fire lieutenants, and other personnel through staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, coordinates, supervises and evaluates fire and EMS operations.

Establishes 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.

Plans and implements fire and EMS programs for the City in order to better carry out the policies and goals including those set forth in the City's Affirmative Action Plan; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.

Supervises and coordinates the preparation and presentation of an annual budget for Fire and EMS Departments; plans for and reviews specifications for new or replaced equipment.

Responds to alarms and may direct activities at the scene of emergencies as required.

Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.

Directs the operation of departmental in-service training activities.

Controls the expenditure of departmental appropriations.

Handles grievances, maintains departmental discipline and conduct and general behavior of assigned personnel.

Prepares and submits reports to the City Manager regarding the department's activities and prepares a variety of other reports as appropriate including the annual report of activities.

Plans departmental operation in respect to equipment, apparatus, and personnel; supervises implementation of such plans.

Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.

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.

PERIPHERAL DUTIES:

Attends conferences and meeting to keep abreast of current trends in the field; represents City Fire/EMS 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.

DESIRED MINIMUM QUALIFICATIONS:

Entry Level:

Education and experience:

1. High school diploma or GED equivalent.
2. State of Wisconsin Fire Fighter I Certification.
3. Bachelors Degree in fire science and/or administration or any equivalent combination of training which provides the required knowledge, skills and abilities.
4. Five years of progressively responsible experience in all phases of fire service activities including supervisory experience.

Necessary Knowledge and Skills

1. Thorough knowledge of modern fire prevention, suppression, hazardous materials, and emergency medical procedures, techniques and equipment; thorough knowledge of applicable laws, ordinances, and departmental standard operating guidelines; thorough knowledge of fire department administration.
2. Ability to train and supervise subordinate personnel in the duties of their position; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships

with other employees, supervisors and the public; and the ability to meet the special requirements below.

SPECIAL REQUIREMENTS:

Entry Level:

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

TOOLS AND EQUIPMENT USED:

Specialized fire fighting and life saving equipment and tools including trucks, pumpers, ambulances, aerial ladders, generators, smoke ejectors, breathing apparatus, hose lines and nozzles, axe, chisel, crowbar, saw, power tools, and radios; typewriters and computers; 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 10 pounds and occasionally lift and/or move up to 100 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 or EMS 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.

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: