

CITY OF SHEBOYGAN

Job Description

FIRE CHIEF

Grade 14

CODE A09000D

Reports to: Mayor/Chief Administrative Officer

Department: Fire Department

Classification: Exempt

Division: Non Rep

Date: 12/12/11
12/22/11

Approved: S & G
G.O. 54-11-12

POSITION SUMMARY:

The Fire Chief is the executive head of the Fire Department and is directly responsible for proper and efficient fire department operations. The Fire Chief will perform emergency duties as necessary, including assuming the role of Incident Command or functioning as the fire department representative to the Emergency Operations Center during major incidents. Typical administrative work will include preparing detailed management and operational reports on department activities, proactively managing personnel matters, and managing the department budget strategy. It is also expected that the Fire Chief works constructively with management staff and labor unions to encourage dialogue and consensus through collaborative discussions and team building, as well as participation in contract negotiations. The Fire Chief works under the general direction of the Chief Administrative Officer in areas that do not conflict with State Statutes.

Essential Functions:

1. The Fire Chief is responsible for the overall administration of the Fire Department, including the discipline, effectiveness, safety and efficiency of personnel.
2. Delegates duties to supervisory personnel and directs supervisory personnel in maintaining an effective department.
3. Responsible, through subordinate personnel, for training and development of all personnel, including methods of firefighting, emergency medical systems and use of equipment.
4. Evaluates the performance, effectiveness and/or productivity of all personnel and departmental functions.
5. Organizes and directs fire prevention, inspection and firefighting activities at large fires and emergencies.
6. Develops and executes policies, rules and regulations and general orders for administering the various activities of the department.
7. Directs the preparation of the department budget, requisitioning of materials and equipment and the maintenance of fiscal controls on all department revenues and expenditures.

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8. Interacts with the Mayor, Council Members, and various government committees.
9. Directs and implements the reorganization and revision of procedures, methods, and policies to improve the efficiency and effectiveness of the department.
10. Directs the maintenance, replacement, and improvement of firefighting equipment, communication equipment, fire stations and develops long range plans for the department.
11. Conducts conferences with staff, civic officials and industrial representatives, and participates in civic programs, emergency measure activities and fire prevention and safety activities.
12. Keeps abreast of new developments in firefighting technology and prevention and legislative and court rulings affecting the Fire Department.
13. Recommends to the Police and Fire Commission the appointment, promotion, and termination of employees that fall under the specified Table of Organization of the Fire Department.
14. Is responsible for the implementation of employee evaluations in accordance with the guidelines set forth by the Human Resources Department.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include hiring of employees; planning, assigning, and directing work, appraising and or improving performance, addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Licensure, Certifications, Education, and Experience:

- A Bachelor's Degree from an accredited college or university in Fire Science, Emergency Management, Public or Business Administration or a related field or experience deemed equivalent to a college degree is required. A Masters degree in Public Administration or a related field is preferred. Also required is a minimum of five (5) years experience as a Fire Chief, or staff position of Lieutenant or higher in a paid municipal fire department with a minimum of fifteen (15) years of progressive work in the administration of fire/emergency medical services.
- Possession of a valid Wisconsin Motor Vehicle Operator's license or equivalent
- Current BLS Certification through approved agency (NREMTP 2018)

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- Any additional requirements as established by the Board of Police and Fire Commissioners pursuant to their authority contained in Chapter 62.13(3) of the Wisconsin Statutes.

Required Knowledge, Skills and Abilities:

- Fire suppression techniques and practices
- Incident Command structure and applications
- The organization of Emergency Medical Services
- The processes related to Emergency Management
- The National Incident Management System
- Mutual Aid Box Alarm System
- Managing municipal finances
- Setting and achieving goals
- The applicable federal, state and local laws, standards and codes
- Representing the City with the media
- Ability to communicate effectively both orally and in writing
- Ability to deal with difficult personnel issues
- Ability to handle intergovernmental relations
- Contracts, grievance, and labor relations

Pre-Employment

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

Language Skills:

- Ability to read, analyze and interpret complex documents
- Ability to respond effectively to sensitive inquiries or complaints
- Ability to write documents and presentations, using original or innovative techniques or style, to convey complex information in a format that can be easily understood
- Ability to make effective and credible presentations on potentially divisive or complex topics to top management, public groups, and other organizations and individuals at the local, state and federal level

Mathematical Skills:

- Ability to prepare forecasts, calculate and understand various ratios, and perform analytical procedures

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Reasoning Ability:

- Ability to define problems, collect data, establish facts, analyze information, and draw valid conclusions

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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk.

The employee must be able to meet the current standards of physical fitness for the Fire Department.

Work Environment

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

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Function of Position Description

This job description has been prepared to define the general duties of the position, to provide examples of work, and to detail the required knowledge, skills, and abilities as well as the level of training and experience for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The City of Sheboygan retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description by its own discretion.

This job description is not a contract for employment.