



Fire Chief

Department:	Fire	FLSA Status:	Exempt
Division:	Fire	Job Status:	Non-Bargaining Unit
Reports to:	Town Chair/Town Board	Location:	Town of Sheboygan Town Hall/Fire Department
Prepared by:	Town of Sheboygan	Approved by:	Town of Sheboygan Town Board of Supervisors

GENERAL DESCRIPTION

Oversee and manage day-to-day operations of the Town of Sheboygan Volunteer Fire Department including planning, organizing, directing, and administering all operations (fire suppression, rescue, fire inspections, fire prevention, E.M.S. services). Supervise Fire Department staff, respond to service calls, implement fire protection and safety programs, coordinate department training, and enforce all state and local fire related ordinances. Work is performed under the direction of the Town Chair/Town Board who reviews work for program effectiveness and assists with overall personnel management including, when required, disciplinary actions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reports to the Town Chairperson and Town Board on public safety policies, procedures, and administratively coordinates Fire Department personnel.
- Respond to Fire Department calls for service during normal work hours and when available outside of normal work hours. Respond to large fires as Incident Commander; oversee the command of subordinates for smaller fire and EMS Calls.
- Directs and coordinates maintenance, repair, improvement, and replacement of Fire Department equipment, supplies, and facilities. May complete minor maintenance tasks for Fire Department equipment.
- Directs and coordinates all training of Fire Department staff. Conduct performance reviews and evaluations of Fire Department staff annually under the direction of the Town Chairperson/Town Board.
- Supervises subordinates and delegates department duties and activities as may be required.
- Assist and participate in the development and administration of the Fire Departments annual budget, including capital spending plan; the forecast of funds required for staffing, equipment, materials, and supplies; monitor and approve Department expenditures. Authorizes payment of vouchers and payroll of the Department.
- Report personnel issues or concerns to the Town Chairperson and administer discipline, as necessary. Seek assistance from the Town Chairperson and Town Board, when necessary, to resolve personnel matters.
- Prepare monthly and annual reports as required. Administer and maintain necessary records of the Department such as fire and rescue calls, losses and damages, purchases and expenditures, equipment repair, inspections, and all matters involving applicable ordinances, laws, and regulations.
- Serve as the primary Town of Sheboygan Fire Inspector and I conduct inspections per Chapter 14 of the State of Wisconsin Fire Prevention Code.
- Ensure compliance with all safety policies as they relate to the Fire Department; coordinate and direct the department's response to emergencies; set priorities for available resources.

- Participate in Department and Town disaster preparedness planning as may be required from time to time and provide general assistance to the Town Chairperson/Town Board related to emergency management planning and emergency government.
- Recruitment and retention of fire fighters and first responders.
- Ensure compliance with federal and state regulations related to the Fire Department.
- Provide responsible staff assistance to Town Officials and employees; recommend modifications to Town ordinances, programs, policies, and procedures as may be appropriate. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Evaluate and administer policies and procedures of the Fire Department. The Fire Chief position is subject to the employment policies set forth in the Town of Sheboygan Employee Handbook, as amended.

OTHER DUTIES

- Upon request of Town Officials attend a variety of committee or board meetings and prepare and present staff reports, or necessary correspondence related to issues relevant to the Fire Department.
- Perform all other duties as may be assigned by the Town Chairperson or Town Board.
- Candidate will live within 15 miles of the jurisdictional boundaries of the Town of Sheboygan.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of operational characteristics, services, and activities of fire suppression and service programs. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Regulations governing fire and E.M.S. records. Modern principles and practices of fire suppression, fire prevention and education, hazardous materials, and emergency medical services. Rules, regulations, and operational procedures of the Fire Department related to modern firefighting activities. Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices, and facilities. Ability to organize, deploy, and operate within the National Incident Management System Incident Command System (NIMS). Modern firefighting methods and equipment. Principles and practices of emergency medical procedures. Firefighting practices, skills and abilities required by subordinate personnel. Departmental policies, rules, regulations, directives, guidelines, and principles and practices of municipal budget preparation and administration. Federal, State, and local laws, codes, and regulations particularly those governing the fire and E.M.S. service.
- Ability to oversee and participate in the management of the Fire Department; oversee, direct, and coordinate the work of lower level staff; select, supervise, train, and evaluate divisional staff under the general oversight of the Fire Chief/Town Chairperson; participate in the development and administration of department goals, objectives, and procedures; participate in the preparation of department budgets and administration; operate office equipment, analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals, research, analyze and evaluate service delivery methods and techniques; interpret and apply federal, state, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing and maintain effective working relationship with those contacted in the course of work.

EDUCATION AND TRAINING

- Associate degree in Fire Science, Fire/Medic, or bachelor's degree in Fire Science or higher from an accredited college/university preferred or 5+ years in a fire officer role.

- Following Certifications are required or ability to obtain within a year of hire:
 - Certified Firefighter I
 - Certified Firefighter II
 - Entry Level Driver/Operator-Pumper (Certification preferred)
 - Entry Level Driver/Operator-Aerial (Certification preferred)
 - Certified Fire Inspector
 - Fire Instructor (Certification preferred)
 - Certified Fire Officer I
 - Fire Officer II (Certification preferred)
 - State Licensed EMT (State of Wisconsin)
 - NIMS Training IS100, IS200, IS700
- Office experience which regularly requires the ability to communicate orally and in writing with a variety of people, as well as frequent interaction with the public.
- Proficient in Microsoft products.
- Must possess a valid Wisconsin driver's license and good driving record.
- Position will be subject to a background check.

Compensation

- \$70,000 to \$85,000 (to be determined by Town of Sheboygan Town Board).
- Town benefits package.

WORKING CONDITIONS AND ESSENTIAL FUNCTIONS OF EMPLOYMENT

The working conditions characteristics 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.

While performing the duties of this job, the employee may be performing tasks in adverse environmental conditions.

While performing the duties of this job, the employee is regularly required to use hands to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is required to stand for extended periods of time. The employee is required to walk; talk or hear; sit; climb or balance; climb stairs, stoop, kneel, crouch, or crawl; taste and smell.

The employee must be able to carry twenty-five pounds (gear/SCBA) and occasionally lift and/or move up to one hundred pounds. Visual perception and discrimination along with sound perception and discrimination are required.

Disclaimer: This job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.