

WAUPACA AREA FIRE DISTRICT Position Description

POSITION TITLE: Fire Chief – Part – time salaried

REPORTS TO: Waupaca Area Fire District Commission

SCOPE OF WORK

The Fire Chief shall be responsible for overall supervision, planning, organizing and directing of all the Fire District services. This administrative position will be responsible for the recruitment, selection, training and supervision of the volunteer firefighter work force. The position is also responsible for the development and management of the annual budget, establishment of standard operating policies and procedures, equipment maintenance and utilization and enforcement of the codes of the fire district and Wisconsin State statutes.

ESSENTIAL JOB FUNCTIONS. The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Administers, supervises and manages the Waupaca Area Fire District fire department.
- Supervises all activities of the department including fire inspections, fire prevention, public education and fire suppression.
- Develops and administers rules, regulations and standard operating procedures governing both the emergency and non-emergency operations of the department.
- Responds to dispatched fire calls, determines what apparatus and equipment is needed, decides the best methods of controlling and extinguishing fires and directs works of the firefighters.
- Establishes minimum standards of training and technical competence for all fire department personnel. Plans, organizes, coordinates and attends fire training programs.
- Supervises the investigation of fires and analyzes findings to determine causes of fires.
- Conducts and/or supervises fire inspections, public education and prevention programs as required by district codes of state statutes.

- Responsible for producing, distributing and posting all agendas for Fire District meetings; attend and participate in all meetings.
- Provides personnel management for the department including the selection, supervision of the volunteer firefighters. Maintain appropriate personnel and pay records and length of service records.
- Complies with the duties listed in the most current state of Wisconsin Fire Prevention Code Comm. 14 and Fire Department Safety and Health Code (Comm. 30 & 32).
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery. Implements improvements as needed.
- Develops long range plans for trainings, operations, manpower and equipment requirements for the department. Maintain a 5 year CIP for department equipment and capital projects.
- Responsible for completing and submitting to appropriate agencies required fire incident and NIFSR reports.
- Directs maintenance, repair, improvement and replacement of department equipment facilities with approval of the Fire District Commission.
- Maintains a positive working relationship with local, county and regional emergency services agencies and the general public.
- Attends and participates as a voting member in the City of Waupaca Emergency Planning Committee; attend monthly City of Waupaca mayor department head meetings.
- Participates in applicable local, regional and state conferences and seminars.
- Attends and participates in Waupaca County fire chiefs and inspectors meetings.
- Provides review of building and development plans in conjunction with Fire District member respective building inspectors and planners.
- Attends City Council and Town Board meetings as may be required from time to time.
- Responsible for seeking out and completing applicable grant applications.
- Any other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of equipment/apparatus used in firefighting.
- Comprehensive knowledge of supervisory techniques; ability to provide effective leadership and to plan, assign and direct the work of the department.
- Comprehensive knowledge and experience in developing and administering operating and capital budgets.
- Working knowledge of the National Incident Management System (NIMS), emergency operations planning and command standards and all-hazard standards and requirements.
- Ability to operate and maintain modern firefighting equipment and apparatus.
- Ability to exercise sound judgement and discretion in developing, applying and interpreting department rules, policies and procedures.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to operate modern office equipment including computers and related software.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

- At least ten (10) years of fire service experience, including at least three (3) years of experience in a supervisory/command position is required. Work history should show a progression of increased responsibility culminating in a role equivalent to a fire officer.
- Must hold and maintain a valid Wisconsin Driver license, Commercial Driver License (CDL) or ability to secure one.
- High school diploma or equivalent. Associate degree in Fire Technology/Fire Administration is recommended but not required.
- Must have or be able to complete in a reasonable timeframe the following certifications: Firefighter I and II, Driver Operator and Fire Inspector Technician.
- Desired qualifications include: Fire Inspector, HAZMAT Response Awareness, Incident Command and Fire Instructor.
- Must reside within the Waupaca Area Fire District boundary.

PHYSICAL REQUIREMENTS

The Fire Chief will work in a normal office setting and under field conditions. The individual in this position is subject to 24 hour emergency call, exposure to extreme weather conditions, toxic chemicals and hazardous substances; exposure to dangers of smoke, fire and explosion. Must be able to lift a minimum of 50 pounds and handle strenuous physical activity.