



Position Description

Job Title	Fire Chief
Department	Waupaca Area Fire District
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

This position is responsible for providing leadership for the Waupaca Area Fire District consisting of paid on-call staff with a commission approved annual budget. The chief directs the activities for a broad spectrum of services including fire, hazardous spill, and emergency management functions.

Supervision

Received	Waupaca Area Fire District Commission
Exercised	Directly or indirectly supervises all Waupaca Area Fire District personnel

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.

Other Job Functions

- Performs administrative functions; develops, implements, evaluates, and oversees policies, procedures, plans, and projects; engages in long range planning; engages in grant writing; prepares and administers the Department budget; determines manpower requirements; engages in

community and media relations; prepares various required reports; plans and attends meetings, conferences, training programs, and educational seminars.

- Coordinates and performs firefighting activities, directs, and performs firefighting and emergency rescue activities; performs fire investigations and fire safety programs; coordinates activities with police, other departments, and governmental agencies; and ensures maintenance of firefighting equipment.
- Performs supervisory duties: interviews, selects, promotes, supervises, and evaluates department employees; delegates authority and responsibility to all fire department staff; coordinates and/or participates in the training of officers, firefighters, and the general public; determines work schedules and shift assignments; makes decisions regarding promotion, transfer, discipline and discharge; prepares and reviews performance evaluations; ensures state mandated training, career development, and educational requirements are met; and handles department personnel problems.
- Performs various duties as a representative for the City of Waupaca and four District township (Farmington, Dayton, Waupaca, Lind) Emergency Planning committees. Also serves as Chairperson of Waupaca Area Fire Districts Employee Safety Committee and supervises updates to Employee Safety Policies.
- Supervises and performs residential and commercial fire inspections.
- Performs other duties as required.

Requirements of Work

Minimum 10 years of fire protection experience including 3 years in a managerial or supervisory position with experience in fire services, budgeting, and leadership; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none">• The principles and practices of modern fire administration, organization, management and supervision.• Laws, rules, regulations, policies and procedures pertaining to fire protection and the ability to interpret and apply them.• Modern fire protection techniques, fire prevention methods.• Business English (grammar, spelling, punctuation, tone).• The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none">• Prepare and present clear, concise, and logical reports and presentations.• Prepare and administer department budget.• Work under stress and resolve problems involving conflict and danger; make sound decisions while utilizing available resources.• Multitask and prioritize workload.• Delegate and assign tasks; effectively manage the work of subordinates.• Provide leadership and promote teamwork.• Establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, employees and the general public.• Maintain confidential information.• Maintain physical fitness required to perform job tasks.

	<ul style="list-style-type: none"> Ability to comprehend and interpret a variety of documents such as State Statutes, Administrative Code, City of Waupaca, and District Township Municipal Code, as well as accurately and professionally draft various reports and documents necessary for Fire Service operations. Ability to use and interpret a variety of operating and regulatory manuals such as standard operating guidelines, the Environmental Protection Agency and Occupational Safety and Health Administration manuals, NFPA manuals, and hazardous materials manuals.
Skill in	<ul style="list-style-type: none"> Organization. Public relations. Oral and written communications. Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so.

Necessary Special Requirements

- Completion of the Wisconsin Firefighter I & II, Hazardous Material Technician Certification
- Completion of Wisconsin Driver Operator, Aerial operator Certification.
- Completion of Wisconsin Fire Inspector 1 & 2 or the ability to acquire these within 2 years of appointment.
- Completion of Fire Officer 1 & 2 or the ability to acquire these within 2 years of appointment.
- Completion of the National Fire Academy's Executive Fire Officer Program or similar managerial or executive training experience.
- Completion of ICS 100, 200, 300, 400, 700, & 800 or the ability to acquire these within 2 years of appointment.
- Demonstrated history of successfully building effective relationships with other public safety agencies and working in a collaborative manner with citizens, elected and appointed officials.
- Proven commitment and experience leading fire fighter recruitment and training program focused on safety, professionalism, and retention.
- Work performed shall be in an office environment and at fire / accident scenes with corresponding weather conditions, hazards, and discomforts.
- Must be able to fill in and assist during emergencies throughout the Fire District's boundaries as needed.
- The Waupaca Area Fire District Commission encourages residency within the boundaries of the Waupaca Area Fire District.
- Valid Wisconsin driver's license
- Ability to pass a criminal and financial background check.

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration with the ability to adjust, focus, and perceive and discriminate colors and sounds.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl. Must be able to stand for extended periods of time.
- The employee must occasionally lift and/or move up to 50 pounds and participate in all team lift operations.
- The employee may be exposed to severe weather and other unpleasant conditions while performing tasks, including extreme heat, cold, wetness and humidity; smoke, toxic agents, hazardous sites and dangerous situations or conditions; heavy machinery, disease and potentially life-threatening situations.