

**CITY OF VERONA
POSITION DESCRIPTION**

FIRE CHIEF

GENERAL STATEMENT OF POSITION: The Fire Chief is a managerial position responsible for planning, organizing, and directing the activities of the Fire Department in preventing and extinguishing fires, protecting life and property, and providing other applicable emergency services in accordance with general policy established by the Mayor and Common Council. This position directs personnel in the utilization of equipment, facilities and apparatuses. The Fire Chief develops and administers programs in fire prevention, suppression, local ordinances and code enforcement, labor relations, incident reporting, and public safety education. The Fire Chief must be able to respond to fire or other emergency calls occurring outside of normal business hours.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and directs all Fire Department operations including staffing, inspection, investigation, public education, training, equipment, budgeting and the maintenance of records.
2. Responds to major alarms and personally directs firefighting operations including determining what apparatus and equipment is required, making decisions as to the best methods of controlling and extinguishing fires, and directing the work of firefighters and officers.
3. Directs, supervises, and participates in employee recruitment, testing and hiring, the development of promotional guidelines, and the response to any personnel issues.
4. Establish and implement goals and plans for an active and aggressive recruitment of new paid-on-call and paid-on-premise firefighters.
5. Develops policies and procedures governing both the emergency and non-emergency operations of the department.
6. Directs the training of firefighters in methods of fire suppression, operations, rescue, hazardous material, fire prevention inspections, investigation, building plan review, public education, and uses of equipment.
7. Develops and maintains an effective system of reports and records of personnel actions and conducts annual evaluations of all officers.
8. Develops long range plans for the training, facilities, personnel and equipment

requirements of the department.

9. Plans, directs, and participates in fire officer professional growth and development and the mentoring of subordinates.
10. Prepares, presents, and administers the annual fire department budget.
11. Directs the preparation of specifications for apparatus, equipment, fire stations and locations.
12. Reviews reports and records of department activities and operations and takes appropriate action when required to assure efficiency and effectiveness.
13. Maintains an effective system of reports and records on alarm responses, fire and casualty reports, fire inspections and investigations, personnel training, and equipment maintenance and testing.
14. Assists in the development and has general oversight of the public safety education programs for civic, fraternal, educational, institutional, and industrial organizations within the district.
15. Supervises and directs the inspection of the cause of all fires in the district and coordinates the code enforcement program for all new and existing buildings, including public venues.
16. Direct the development of fire prevention plans and strategies to minimize life and property loss due to fires and other hazards.
17. Endeavor to maintain the best possible ISO ratings for residences and commercial buildings within the municipalities that make up the district.

OTHER JOB FUNCTIONS:

1. Participates in relevant local, state, and national fire service organizations, conferences, and seminars as other duties allow.
2. Attends and participates in staff and City meetings as required.
3. Participates in department-wide training activities.
4. Participates in labor negotiations.
5. Performs related duties as assigned by the Mayor and City Administrator.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of modern firefighting methods, equipment and applicable firefighting practices.
2. Knowledge of the methods and practices of Fire administration.
3. Knowledge of policies, rules and regulations, and operating procedures of the Fire Department and the City.
4. Knowledge of emergency management and hazard mitigation methods.
5. Ability to effectively direct the operations of personnel and equipment under emergency conditions.
6. Ability to analyze fire problems and formulate policies and procedures as appropriate.
7. Ability to plan, assign and direct the work of a number of subordinate operating units.
8. Ability to evaluate staff subordinates in a fair and equitable manner; recommending commendations and administering discipline as necessary.
9. Ability to delegate authority to appropriate staff subordinates monitoring adherence to established fire policies and departmental procedures.
10. Ability to establish and maintain effective working relationships with other employees, supervisors, and the members of the public.
11. Skill in dealing with the public and departmental personnel firmly and courteously, and to establish effective working relationships with the public, news media, City officials, outside agencies and others.
12. Skill in the preparation and interpretation of complex oral and written communication; skill in all aspects of public speaking.

EDUCATION AND EXPERIENCE: Preferred qualifications include graduation from an accredited college or university with a bachelor's degree in fire science, business administration, public administration, emergency management or a closely related field and experience of at least ten years as a fire-fighter in a local government fire department with at least five years as a command officer (battalion chief, captain, assistant fire chief or equivalent rank). Equivalent professional training or fire related work experience may be considered for substitution for these qualifications.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS: The Fire Chief performs work in office, vehicles, and outdoor settings in all weather conditions, including prolonged periods in extreme weather during 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 moving mechanical parts and in high precarious places, with explosives, and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually quiet in office setting and loud in emergency situations.

The Fire Chief is required to be physically capable of performing typical office and firefighting field operations. The individual should be able to wear protective clothing and carry equipment weighing up to 60 pounds. Must be able to exert force of up to 40 pounds occasionally and up to 20 pound frequently. The Fire Chief is required to respond to emergency scenes and attend meetings outside of regular office hours including Police and Fire Commission, City Council meetings, and other community meetings.

EQUIPMENT USED IN PERFORMING TASKS: Fire apparatus and fire suppression equipment, personal protective equipment include Self-Contained Breathing Apparatus (SCBA), computers, calculators, telephones, copiers, fax machines and other office equipment.

ADDITIONAL REQUIREMENTS: Must maintain a valid Wisconsin driver's license, Wisconsin Certified Firefighter II (or equivalent), NREMT Basic or Certified First Responder, NIMS certification, and Wisconsin Fire Officer I (or equivalent). Desired certifications include Fire Inspector, EMT First Responder and Fire Officer II. Must obtain and maintain a Wisconsin Commercial Driver's License (CDL).

POSITION REPORTS TO: The Fire Chief shall be appointed by the Police and Fire Commission. The Fire Chief reports to the Mayor and receives administrative direction from the City Administrator.

The above is intended to describe the general content of the requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Approved by the City Administrator:

Approved by the Police and Fire Commission:5/30/2013