

Town of Gibraltar
Position Description

Position: Fire Chief

Department: Fire

Reports to: Town Board

FLSA Status: Exempt

Date: January 2018

POSITION SUMMARY

Under the general direction of the Gibraltar Town board, the Fire Chief shall plan, organize, direct, supervise and participate in all activities of the Fire Department including but not limited to: incident response, fire suppression, emergency medical services, public education; fire inspection, disaster planning and response, public fire education, maintenance and management of equipment and physical facilities.

The Fire Chief is responsible for the management and administration of the Department; budget development and management; the continued development of the Department in terms of service delivery capacity and capability; and the recruitment, development and supervision of personnel. The Fire Chief is responsible for the enforcement of the codes and ordinances of the Town of Gibraltar and the Wisconsin State Statutes, as well as the rules and regulations of the Fire Department.

The Fire Chief is appointed by the Gibraltar Town Board and reports to the Board concerning employment and disciplinary matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Evaluate the risk of the community for fire, emergency medical, and disaster situations through assessment and statistical analysis on a continuous basis to plan for current growth and evolving needs of the Town.
- Plan Departmental operations with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- Establish policies and procedures to efficiently utilize staff and equipment to address the identified risk of the community in compliance with federal, state and local regulations.

- Prepare and administer the Department budget, directs the implementation of the Department's budgets; plans for and reviews specifications for new or replacement equipment and apparatus.
- Supervise, direct and coordinate fire suppression, rescue and EMS services.
- Respond to incidents and may direct activities at the scene of emergencies within the Town. It is expected the Fire Chief, as reasonably practicable, will respond to most incidents during normal weekdays and business hours and to incidents outside of normal hours at least 35% of the time.
- Respond to mutual aid calls and works at the direction and discretion of the Chief of the requesting district.
- Maintain an awareness of community events and develops action plans as needed.
- Provide supervision to officers and non-supervisory personnel.
- Develop and implement plans for recruitment of personnel for the Department.
- Participate in interviews and effectively recommend hiring of new employees.
- Maintain current knowledge of firefighting/emergency medical response/hazardous materials methods and technology.
- Oversee and manage the Department training programs for personnel in firefighting methods, rescue, emergency medical response, first responder response, hazardous materials response, inspections, use of equipment and re-certification.
- Supervise and perform the inspection of buildings and other properties for fire hazards and enforces State and local fire prevention codes and ordinances.
- Coordinate all fire prevention and education activities of the department, including appropriate public awareness and media relations programs.
- Investigate or ensure that all fires are investigated for cause and origin and coordinates as needed with the County Sheriff's Department and State Fire Marshal's office.
- Ensure the readiness, maintenance and coordinates required testing of Department equipment and apparatus.
- Ensure the necessary maintenance and repairs of the fire station are completed.

- Develop and maintain an effective system of reports and records of: personnel actions, alarm responses, fire and causality reports, fire inspections, fire investigations, personnel training, fire stations, apparatus, equipment maintenance and testing.
- Develop and present an annual report to the Town Board on the activities and performance of the Fire Department.
- Attend Town Board meetings and other meetings as assigned by the Board to represent the department.
- Interact with the public with regard to fire prevention, fire protection, medical emergency services and other fire related issues.
- Perform other responsibilities as assigned by the Town Board.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A valid Driver's License with an ability to obtain a State of Wisconsin Driver's License within six (6) months;
- Wisconsin Certified Fire Fighter I & II;
- Wisconsin Certified Driver/Operator – Pumper;
- Wisconsin Certified Emergency Medical Responder;
- National Incident Management System (NIMS) 100, 200, 300, 400, 700, 800 Compliance; within two years of appointment
- Wisconsin Certified Fire Inspector I; within two years of appointment
- Wisconsin Certified Fire Officer I; within two years of appointment
- Wisconsin Certified Emergency Services Instructor within two years of appointment
- Wisconsin Certified Fire Officer II is preferred;
- Must have a proven successful background and experience with responsible experience in a department comparable with the Gibraltar Fire Department or larger, including experience as a chief officer.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of modern firefighting methods and equipment and of applicable firefighting practices and tactics.
- Knowledge of emergency medical service, applicable equipment and patient care delivery.
- Knowledge of technical rescue operations including confined space, trench, water/ice, dive and high/low angle rescue.
- Knowledge of local and state fire prevention codes.
- Knowledge of national standards, state laws, administrative codes and regulations relating to fire departments and emergency medical services.
- Knowledge of fire department administration, budget planning and control, personnel management and public relations.

- Knowledge of Polices and Standard Operating Guidelines.
- Skill in the use of personal computer including experience with all MS Office products.
- Ability to communicate effectively, both orally and in writing, with personnel within and outside of the fire department using the English language.
- Good interpersonal skills and team orientation.
- Skill at meeting deadlines and managing multiple priorities.
- Skill in recruiting, testing, selecting, and training department personnel.
- Skill and experience with motivating and directing volunteer/paid on call personnel, effectively resolving interpersonal relationship issues.
 - Ability to establish effective working relationships with supervisors, co-workers, the public and other Town personnel.
 - Ability to evaluate staff subordinates in a fair and equitable manner, recommending commendations and discipline as necessary.
- Knowledge of fire and emergency medical service safety laws, regulations and practices.

TOOLS AND EQUIPMENT USED

All equipment that a firefighter/EMS provider would use, such as protective ensembles including SCBA, hand and power tools, hose lines, motor vehicle, two way radios, personal computer, Microsoft Office products, phone, copy machine, fax machine, calculator.

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.

- Wearing personal protective ensemble and SCBA, performing fire-fighting tasks (hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power to hand tools, forcible entry, etc.), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged time periods.
- Wearing SCBA, which includes a demand valve-type positive-pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
- Being exposed to toxic fumes, irritants, particulates, biological (infection) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
- Climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb. (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb. (9 to 18 kg).

- Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C).
- Wearing personal protective ensemble and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns to adults weighing over 200 lb. (90 kg) to safety despite hazardous conditions and low visibility.
- Wearing personal protective ensemble and SCBA, advancing water-filled hose lines up to 2 1/2" (65 mm) in diameter from fire apparatus to occupancy (approximately 150 ft. (50 m), which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- Wearing personal protective ensemble and SCBA, climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Solving critical, time-sensitive, complex problems during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces that is further aggravated by fatigue flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.

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 individuals with disabilities to perform the essential functions.

The noise level in the work environment may vary from quiet to moderately loud. The work may be indoors and outdoors; exposed to weather conditions typical of Wisconsin. The work environment may vary from low to very hazardous with potential exposure to high heat and toxic environments.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.