RESOLUTION OF THE COMMON COUNCIL	
Authorizing and directing the proper city official(s) to approve the Fire Department Assistant Fire Chief position description. Committee Action: Personnel Committee recommends approval. (4-0) Fiscal Impact: None	
File Number: R-41-2023	**Date** March 14, 2023

WHEREAS, the Personnel Committee received a request to approve the Fire Department Assistant Fire Chief position description, and,

WHEREAS, the Personnel Committee met on Monday, March 6, 2023, to review the Fire Department Assistant Fire Chief position description and,

WHEREAS, the Personnel Committee recommends approval unanimously (4-0) to approve the Fire Department Assistant Fire Chief position description, now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby authorized and directed to approve the Fire Department Assistant Fire Chief position description.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____ _____

Timothy Swadley, Mayor **Date**

Council Action: _____ ☐ **Override** **Vote** _____

Stoughton Wisconsin

FIRE DEPARTMENT

Assistant Fire Chief

REPORTS TO: Fire Chief/Deputy Chief **PAY GRADE: TBD** **FLSA**: TBD

SUMMARY OF POSITION

The purpose of this position is to act as a command level supervisor within the Stoughton Fire Department. Captains will report to Assistant Chief(s) for day-to-day administrative purposes. Assistant Chiefs will act in the appropriate command role (Incident Command, accountability, safety, etc.) during incidents. The Assistant Chief(s) will report to the assigned officer as necessary during an incident.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Responds to emergency incidents in fire department apparatus, filling the role of vehicle officer, firefighter, operator or Incident Commander (as qualified/assigned).
- Includes roles/responsibilities included in SFD Firefighter and Captain job descriptions. See attached.
- Helps to educate on and enforce SFD Standard Operating Guidelines (SOGs), Standard Operating Procedures (SOPs), and the City of Stoughton work rules.
- Participates in research, development of proposals for potential adjustments to SFD and City of Stoughton SOG's, SOP's, best practices and other operational aspects as necessary to ensure SFD provides a high quality, effective, efficient and risk managed level of service to the citizens we serve.
- Represent and help carry the mission of the SFD, encouraging, leading, and helping mentor all SFD members.
- Ensures equipment is returned to service for use, whenever possible. If an issue exists that prevents return to service, ensure appropriate staff (Chief, Deputy Chief, etc.) are notified for appropriate repairs/replacement.
- Acts as a supervisor as assigned at incidents, acting in the position of company officer, directing subordinates as required, unless/until relieved by a superior officer.
- Acts as initial incident commander at incidents when necessary for efficient and

safe emergency scene operations.

- As an emergency scene incident commander, implement and coordinate a formal incident management system emphasizing firefighter and civilian safety. This includes collaborating with senior Firefighters/officers when appropriate.

- Command Level supervisor for assigned battalion, providing support to assigned captains as necessary for administrative and incident response purposes.

- Maintains technical knowledge by attending/participating in local, regional, state and national conferences, seminars and other trainings as designated/approved by the Chief.

- Demonstrate proper methods of performing the various techniques of modern firefighting.

- Assists with training, as coordinated with the training committee and respective captains.

- Assists with teaching members procedures, leadership skills, and other knowledge to assist with future promotions and leadership positions within SFD (progression planning).

- Contributes to team effort by accomplishing related results as needed.

- Promotes a positive atmosphere in all aspects of the Department. One that helps one another and builds a team that works together for the common goal of integrity, professionalism and a high level of service to the people that we serve.

- Ability to be objective, use reason and good judgment in dealing with all kinds of people.

- Ability to act with integrity and be professional in appearance and actions.

- Ability to positively interact and communicate with the public.

- Performs functions as specified for the specific Assistant Chief Assignment (Fire Suppression, Rescue, Health and Wellness).

- Participate in practice/trainings in operation of the City of Stoughton Emergency Operations Center (EOC) functions, as assigned.

- Fill out incident reports via paper and online mechanisms.

- Participate/contribute to preplanning of incidents/risks within the City of Stoughton.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High school diploma

- Valid Wisconsin's Driver's License
- NIMS IS 100/IS 200/ICS 700/ICS 800
- NIMS ICS 300/ICS 400
- AHA-CPR Certification
- Minimum Firefighter 1
- Meets DSPS 330 requirements, as a command officer, Fire Officer 1 and 2 would be desirable, but not required.
- Ability to pass background check, driving requirements, pre-employment physical, and drug screen.

Experience

- Minimum of 10 years active firefighting experience, with a minimum 3 years of acting as a company officer.
- Experience working within the Incident Command System, at varying levels, including Command Staff and working in an Emergency Operations Center.

Supervisory Skills

- Ability to assign, supervise, and review the work of others in a manner that is efficient and respectful, balanced against the immediate needs of the situation (day-to-day vs. incident response).
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Language Skills

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate measure and/or sort data, as well as assemble, copy, and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to utilize a variety of advisory data and information such as Wisconsin Administrative Code, blueprints and building diagrams, insurance reports, schedules, lists, hazardous materials lists, storage tank permits, photos, fire inspection reports, incident reports, inventory lists, logs, billing statements, NFPA Code, municipal ordinances, maps, Nifer manual, technical operating manuals, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Skills

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

- Ability to properly account for risks vs benefits in making decisions for various operations, actions, etc. during SFD Operations.

- Ability to realize limitations of self and others, to not take on or assign tasks that the AC or other members are not trained, skilled, physically able to perform or otherwise unable to attempt the task without undue safety considerations.

Physical and Mental Abilities Required to Perform Essential Position Functions

- Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as rescue tools, fire vehicles, breathing apparatus, ladders and hoses, ventilation fans, two-way radios, hazmat suit, water suit and hand tools.

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements.

- Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling and lifting, carrying, pushing, and pulling extrication equipment, charged fire hoses and other firefighting equipment with some weighing over 100 pounds. Ability to stand for prolonged periods while operating firefighting equipment and apparatus.

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and ingredients. Ability to locate fire using sound, move through smoke-filled areas by feel.

Environmental Adaptability

- Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, smoke, potential violence, noise, wetness, machinery, electrical currents, disease and/or dust can cause discomfort and where there is a risk of injury.

Position Specific Responsibilities: Each of the Assistant Chiefs will have separate duties to assist in the operation of the department:

- Fire Operations
- Rescue Operations
- Health and Safety

Fire Operations:

- Knowledge of best practices for firefighting (Structural and Wildland) activities.

- Knowledge of appropriate local, state and federal rules relating to fire suppression activities (NFPA, SPS 330, appropriate OSHA guidelines, etc.)

- Responsible for monitoring, revision and development of SOP/SOG's, best practices, and other guiding principles for SFD.

- Assist in developing proposals for budgetary requests applicable to Fire Operation specific training, equipment, software, etc.

- Response planning for incidents, including vehicle personnel assignments and mutual aid planning.

Rescue Operations:

- Knowledge of best practices for rescue activities. This includes extrication, water rescue, other technical rescue activities.

- Knowledge of appropriate local, state and federal rules relating to fire rescue activities (NFPA, SPS 330, appropriate OSHA guidelines, etc.)

- Responsible for monitoring, revision and development of SOP/SOG's, best practices, and other guiding principles for SFD.

- Assist in developing proposals for budgetary requests applicable to Rescue Operation specific training, equipment, software, etc.

- Response planning for incidents, including vehicle personnel assignments and mutual aid planning.

Health and Safety

- Knowledge of all applicable safety standards and best practices for firefighting and rescue activities.

- Knowledge of appropriate local, state and federal rules relating to fire suppression activities (NFPA, SPS 330, appropriate OSHA guidelines, etc.)
- Coordinate with department officers to satisfy requirement of SPS 330.05

- Acting as lead, development of Incident Safety officer functions within SFD, for use at training and incident scenes.

- Assist in coordination of SFD safety programs, with the Fire Chief, Deputy Chief and City of Stoughton HR/Risk Management.

- Development of physical standards for SFD members that participate in various functions/duties. Examples include interior firefighter, driver operator, command officer, non-firefighting member.

- Research and make recommendations for development of a health and wellness program for SFD Members with goals to minimize physical injury, illness and other potentials for causing harm or death to SFD members (and others) assisting at training and incidents.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____