City of Stoughton
Classification

Name:		**Department:**	Fire	
Position Title:	**Fire Chief**	**Pay Grade:**		**FLSA: Exempt**
Date:	**May 2005**	**Reports To:**	Mayor	

Purpose of Position

The purpose of this position is to plan, organize, direct, supervise and manage fire department and emergency response activities and personnel, which involves planning of day-to-day, short term and long term activities and operations, for the protection of property and life according to applicable State Statutes, Federal regulations and local ordinances, rules and regulations. The work is performed under the direction of the Mayor and subject to the Police and Fire Commission's authority to hire, discipline or terminate.

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.

- Directs and coordinates department activities for fire prevention, fire inspection, fire suppression, hazardous materials, rescue operations, disaster control and public relations.
- Investigates fires.
- Develops and implements department operating guidelines. Assesses operating procedures and need for modification.
- Coordinates and supervises the activities of the volunteer members of the Fire Department.
- Develops and submits budget requests. Oversees expenditures for compliance with budget. Manages equipment procurement for major emergency response.
- Develops and performs department public relations efforts. Represents the department at various meetings with elected or appointed officials, other fire officials, community and business representatives and the public on all aspects of the Departments' activities.
- Attends Council, Public Safety Committee and Police & Fire Commission Meetings as needed.
- Hires, promotes, disciplines, suspends, discharges or adjusts grievances, pursuant to applicable Wisconsin Statutes, with approval of the Police & Fire Commission and makes recommendations for labor negotiations of the full-time Fire Department staff.
- Evaluates department personnel work performance. Evaluates personnel for promotion. Coordinates special assignments and projects.

- Researches and evaluates training programs. Directs and supervises seminars, training programs and related educational activities in cooperation with outside agencies.
- Participates in on-going training.
- Ensures compliance with safety mandates and requirements. Reviews safety planning.
- Discusses and resolves personnel and operational problems.
- Approves and coordinates personnel assignments and approves work schedules. Determines manpower and equipment needs, and schedules manpower and equipment.
- Ensures department equipment maintenance. Develops response equipment specifications.
- Acts as incident commander at major incidents.
- Approves payment requisitions.
- Coordinates and updates the City of Stoughton Emergency Plan with other appropriate City staff and local and State officials.
- Maintains knowledge of theories and techniques regarding personnel management, budget development and administration, fire suppression and equipment, incident management, rescue, emergency medical services, fire prevention programming, department planning and applicable codes and laws.
- Promote communications with the surrounding townships that contract for services with the City of Stoughton Fire Department.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Routes equipment for maintenance.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma and minimum of ten years of fire/rescue experience, with minimum of five years as officer, and any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Wisconsin motor vehicle operator's license and CPR certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

- Ability to utilize a variety of advisory data and information such as analysis, budgets, equipment specifications, purchase orders, technical studies, architectural drawings, insurance forms, job applications, safety regulations, training materials, personnel policies, training reports, performance evaluations, injury reports, municipal codes, computer software operations manuals, NFPA standards, environmental regulations, hazardous materials manuals and medical manuals.

- Ability to communicate orally and in writing with department personnel, public officials, medical personnel, law enforcement personnel, vendor representatives, news media representatives, other fire departments, educators and the general public.

Mathematical Ability

- Ability to interpret inferential statistical reports and/or formulation and equation data.

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 critical and/or unexpected situations involving moderate risk to the organization.

Supervisory Skills

- Ability to assign, supervise, and review the work of paid and volunteer staff.

- Ability to make decisions regarding the selection, training, discipline, and discharge of employees.

Physical Requirements

- Ability to operate equipment and machinery requiring complex and rapid adjustments, such as fire apparatus, hydraulic tools, power tools, computer terminal, emergency communications equipment, calculator, motor vehicles and a variety of hand tools.

- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as assembling.

- Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

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

Background & Reference Checks Required

Employment Eligibility
Driving Records

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature	Supervisor's Signature
Date	Date

Approved by the Common Council May 24, 2005