EMS/FIRE DEPARTMENT

Deputy Chief / Fire Marshall

REPORTS TO: EMS/**Fire Chief** **Exempt**

SUMMARY OF POSITION

The purpose of this position is to operate firefighting equipment at fire scenes, inspect public buildings for fire hazards, maintain Department records, supervise the Inspector/Fire Support Technician position and perform EMS/Fire Chief tasks in his/her absence for the City of Stoughton. This position is a protective services position.

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.

- Must Coordinate the d~~D~~epartment volunteer firefighter training programs.
- Responds to emergency incidents during assigned shift.
- Plans and conducts fire inspections for code violations on all commercial and multi-family residential properties twice annually and maintains the files for the State Auditors. Performs follow-up inspections for corrected code violations.
- Maintains knowledge of current and historical code requirements regarding fire hazards and prevention.
- Maintains knowledge of current firefighting techniques.
- Operates firefighting pumps, related equipment and aerial apparatus as needed.
- Dispatches, responds and assists other agencies (Public Works Police, EMS, etc.).
- Prepares and forwards NIFRS incidents for all fire-related incidents to the State of Wisconsin.
- Conducts fire prevention presentations to the public on site and at other locations such as schools and businesses.
- Maintains and updates new maps, road files, and knowledge of response routes.
- Work with State Fire Marshal's Office, Fire Investigators, and Insurance Adjusters on fire investigations.
- Reviews Plans for building construction, fire alarms, sprinkler systems, exhaust hoods, etc.
- Receives, reviews, and assists with code application for petition for code variances.
- Completes and returns documentation forms from Federal, State, Local, DNR, NFPA, and other agencies as required.
- Receives, reviews and files material data sheets and tier two forms from all occupancies with hazardous materials.
- Administers and files rural fire inspections in the contracted fire service area for State Auditors and the payroll for inspectors.
- Attends State, County and other required code seminars to learn new codes and new code updates.
- Receives and documents all controlled burning in our fire service area.
- Is a member of the Volunteer Fire Department.
- Supervises Maintenance Specialist in the absence of the EMS/Fire Chief.

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

Education/Training/Certifications
- High school diploma and two years of responsible work dealing with the public, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Commercial driver's license required.
- Vocational/technical training in Fire Technology/ Fire Science or related field preferred.
- Background check, driving record, physical/drug screen & reference checks required.

Supervisory Skills
- Ability to assign, supervise, and review the work of others.

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 assembles, copy, and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to persuade, convince, and/or 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.
- 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.
- Ability to communicate effectively with Department personnel, property owners, State Fire Prevention Coordinator, building inspectors, attorneys, fire/accident victims and families, Mayor, City Clerk, vendor representatives, insurance adjusters/investigators.

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

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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.

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: _____