EMS/FIRE DEPARTMENT

EMS/Fire Chief

REPORTS TO: City Mayor **Exempt**

SUMMARY OF POSITION

This position is responsible for the overall operations of the Stoughton Area EMS/Fire Department. ~~The purpose of~~ ~~T~~this position ~~is to~~ plans, organizes, directs, supervises, and manages EMS/Fire D~~d~~epartment and emergency response activities and personnel, which involves budget, the planning of day-to-day, short-term, and long-term activities and operations, for the protection of life and property according to applicable State Statutes, Federal regulations, and local ordinances, rules and regulations. The work is performed under the direction of the Mayor and is subject to Municipal Code, Chapter 26. Fire Prevention and Protection. Art. II. Fire Department.

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.

- Performs administrative functions: develops, implements, evaluates, and oversees programs, policies, procedures, guidelines, and goals. Prepares and monitors the annual budget, implements long-range capital expenditures, and assists the Board of Directors in the determination of staffing requirements, equipment needs, or replacement.
- 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 the need for modification.
- Coordinates and supervises the activities of the volunteer members of the EMS/Fire Department.
- Reviews and approves timesheets for Deputy Chief EMS, Deputy Chief/Fire Marshall, Operations Support Specialist, Equipment Support Technician, AEMT/Firefighters, and Fire Duty Crew.
- Develops and submits budget requests. Oversees expenditures for compliance with budget. Manages all equipment procurement 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 Department's activities.
- Attends Council, Public Safety Committee, and Police & Fire Commission meetings as needed.
- Working with the City's Human Resources Department and Police & Fire Commission to hire, promote, discipline, suspend, discharge, or adjusts grievances, pursuant to applicable Wisconsin Statutes. 62.13
- Evaluate EMS/Fire D~~d~~epartment personnel work performance. Provides feedback and recommendations to the Police & Fire Commission regarding personnel for promotion. Coordinates special assignments and projects.
- Has oversight of all training programs coordinated by the EMS/Fire Department's Training Coordinator.
- Participates in ongoing training.

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- Ensures compliance with safety mandates and requirements. Review safety planning with the department Safety Officer and Safety Committee.
- Resolves personnel and operational problems.
- Approves and coordinates personnel assignments and approves work schedules. Determines staffing ~~manpower~~ and equipment needs, and schedules ~~manpower~~ staffing and equipment.
- Ensures department equipment maintenance. Develops response equipment specifications.
- Acts as incident commander at 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.)

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.

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

Education/Training/Certifications

- High school diploma and a minimum of ten years of fire/rescue experience, with a minimum of five years as an 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 are required.
- Background check, physical/drug screen & reference checks required.

Supervisory Skills

- Ability to assign, supervise, and review the work of paid and volunteer staff.
- Ability to make decisions regarding employee selection, training, discipline, and discharge.

Language Skills

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

Physical and Mental Abilities Required to Perform Essential Position Functions

- 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 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.

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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: _____