

City of Black River Falls Job Description  
**FIRE DEPARTMENT**

**JOB TITLE: Fire Chief**

Department:	Fire Department
Direct Supervisor:	City Administrator
Reports To:	City Administrator / Mayor / Common Council
FLSA Status:	Salary / Exempt

**POSITION SUMMARY**

The Fire Chief is appointed by the Black River Falls Hiring Committee. Such appointment shall become effective on the approval of the full Common Council. The Fire Chief directs the daily activities and is responsible for the effective and efficient operation of the Black River Falls Fire Department. The Fire Chief oversees the fire department's activities, associated administrative requirements, training, the maintenance and repair of all fire department equipment and vehicles, and supervises all fire department volunteers and employees. The position of Fire Chief is a supervisory, non-union, salaried position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as the Chief Executive Officer of the Fire Department and is the final departmental authority in all matters of fire and EMS administration and operations.
- Serves as the official Fire Inspector for the City of Black River Falls.
- Serves as official Fire Inspector for the Rural Fire District subject to a valid agreement between the City and the Black River Falls Rural Fire District being in place.
- Exercises all lawful powers of the office of Fire Chief as provided by City ordinances and Wisconsin Statutes.
- Obeys all lawful orders of the City Administrator, Mayor and/or the Common Council.
- Issues such orders as are necessary to assure the effective and efficient operation of the Fire Department.
- Responsible for general supervision of the EMS Division Chief.
- Responsible for general supervision of the Fire Department including planning, research, organization, budgeting, recruitment, retention, disciplinary actions, scheduling, training, fire prevention programs, and public relations.
- Reviews incident reports submitted by fire department officers under his/her command to ensure they are accurate and meet department standards.
- Conducts fire inspections compliant with all rules, regulations, per the State of Wisconsin Administrative Code, WI statute, the State's 2% Fire Dues Program and NFPA related to fire inspections.
- Conducts fire scene investigations per WI statute & NFPA 921
- Submit all fire reports to the National Fire Incident Reporting System (NFIRS) per Wisconsin Administrative Code and the State's 2% Fire Dues Program.
- Responsible for managing, supervising, directing, assigning, and evaluating subordinates.
- Responsible for meeting the department goals set by the Chief, the Mayor, and/or the Common Council.
- Administers and complies with any fire and/or EMS related collective bargaining agreement.

- Maintains all fire department personnel files/records, workers compensation insurance injury files and educational/training files, excluding EMS personnel files, per statutory requirements and city policies and procedures.
- Develops short- and long-term plans and goals for the Fire Department.
- Hires, promotes, and disciplines employees and volunteers according to the City Employee Handbook, the Fire Department By-Laws and any department related collective bargaining agreement when applicable.
- Develops the City Fire Department's annual budget subject to Common Council approval.
- Develops the Rural Fire District annual budget subject to Rural Fire Board approval and a valid agreement between the City and the Black River Falls Rural Fire District.
- Prepares and maintains all grants related to the Fire Department.
- Prepares, publishes, and distributes written directives pertaining to Fire Department operations and ensures all long-term directives are added to the department's by-laws and/or standard operating guidelines when appropriate.
- Develops and maintains rules, regulations, by-laws, & standard operating guidelines governing the Fire Department.
- Attends Committee of the Whole meetings, union negotiations, public speaking engagements relevant to the department, County Fire Association and other meetings to which assignment and notification are made.
- Prepares monthly fire department report for the Common Council / Committee of the Whole.
- Provides an annual fire department report to the Committee of the Whole no later than the third Wednesday in March. The report shall include the types of calls handled and the number of each, civilian and firefighter injuries and/or deaths, and the financial accounting for all money raised through fundraising efforts.
- Coordinates activities with other City department heads.
- Performs other job-related duties as assigned.

#### **PERIPHERAL DUTIES**

- Ensures the building, grounds, equipment, and vehicles are routinely and properly maintained.
- Serves appropriate capacities within the Incident Command System as needed.
- Performs the duties of subordinate personnel as needed.
- Analyzes and makes recommendations to the Committee of the Whole / Common Council for improvements to equipment and facilities as needed.
- Schedules and conducts department meetings.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- High School Diploma or equivalent required.
- Must have completed ICS 100, 200, 300, 400, 700, & 800 training modules.
- Associate's Degree or higher in fire science or related field preferred.
- Minimum of 10 years of experience in the fire service field preferred.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Wisconsin Firefighter I and II certification required.
- Wisconsin Fire Inspector certification preferred.
- Possess and maintain valid Wisconsin Driver's License required.
- Wisconsin Emergency Medical Technician or higher certification preferred.

- Valid American Heart Association Healthcare Provider CPR Certification required.
- Must meet fire officer qualifications as outlined in Wisconsin state statutes (SPS330.08)
- Maintain up-to-date certifications, licenses, registrations, and required education.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

### Knowledge:

- Thorough knowledge of modern best practices for fire service activities including but not limited to fire prevention, fire suppression, vehicle extrication, and scene safety.
- Thorough knowledge of the Incident Command System (ICS).
- Thorough knowledge of state statutes, city ordinances and other regulations which apply to the fire department and fire service.

### Skills:

- Critical Thinking skills – using logic and analysis to identify the strengths and weaknesses of different approaches.
- Problem Identification skills – identifying the nature of problems.
- Judgment and Decision-Making skills – weighing the relative risks and benefits of a potential action.
- Information Gathering skills – knowing how to find information and identifying essential information.
- Excellent interpersonal skills in dealing with the public required.
- Utilize effective communication skills; be polite, courteous and professional in manner.
- Social Perceptiveness skills – being aware of other's reactions and understanding why they react the way they do.
- Speech skills – talking to others to effectively convey information.
- Active Listening skills – listening to what other people are saying and asking questions as appropriate.
- Active Learning skills – working with new material or information to grasp its implications.
- Information Organization skills – finding ways to structure to classify multiple pieces of information.
- Writing skills – communicating effectively with others in writing as indicated by the needs of the situation.

### Abilities:

- Documenting/Recording Information – entering, recording, storing, or maintaining information in written, oral and/or electronic data format.
- Communicating with Other Workers – observing, receiving, and otherwise obtaining information from all relevant sources via contact with supervisors, fellow workers and subordinates, the public, government and other external sources.
- Operating Vehicles or Equipment – running, maneuvering, navigating, and/or driving vehicles or mechanized equipment.
- Performing General Physical Activities – performing physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs such as in physical handling of persons or objects.

- Establish and Maintain Relationships – developing constructive and cooperative working relations among city, county, state and tribal agencies.
- Ability to read and interpret documents in the English language.
- Ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Inductive and deductive reasoning – ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense.

## **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. The employee is regularly required to stand, walk, use hands to finger, handle or feel objects; reach with hands and arms, hear and talk. The employee frequently is required to run, sit, stoop, kneel, crouch, crawl, climb, balance, taste and smell. Required to regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Vision must be correctable to 20/20. Weak eye corrected vision can be 20/30. Specific hearing: no more than a correctible 20 decibel hearing loss in either ear at 1000, 2000, 3000 and 4000 hertz.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to wet or dry conditions, outside weather conditions, variations from extreme cold to extreme heat. The employee is exposed to moving parts, high precarious places, fumes or airborne particles, risk of electrical shock, occasional exposure to toxic or caustic chemicals, and vibration, and any other type of environment normal for the course of this job.

## **WORK SCHEDULE**

The normal work week is Monday through Friday 8:00am-4:30pm. The Fire Chief will also be expected to attend the monthly Committee of the Whole meeting, other meetings as needed and work varying hours as needed for incident responses, fire investigations, and other department business.

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This job description should not be interpreted as all inclusive. It is intended to identify major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

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

The City of Black River Falls is an Equal Opportunity Employer. In compliance with the Americans 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.