Village of Salem Lakes Fire/Rescue Job Description

Job Title: Assistant Fire Chief

Department: Fire/Rescue
Pay Grade:
Reports to: Fire Chief
Union Position: No
Exempt: Yes
Date: October 2018

JOB SUMMARY
Under the general direction of the Fire Chief, this position involves responsible managerial and administrative work related to the development and delivery of major fire service programs both directly and indirectly through the work of subordinate Fire Captains. The employee in this position must exercise considerable judgment and discretion in planning, developing, implementing, and evaluating departmental programs and services. The work involves considerable emphasis on overseeing the day-to-day operations of the fire department and integrating and coordinating departmental and inter-departmental programs and activities. The Assistant Chief will assume the role of Fire Chief in the Chief’s absence and provide for administration and direction of the Fire/Rescue Department. This position also involves considerable interaction with government and community leaders, committees, boards, councils, commissions, associations, entities, and allied community service providers.

DUTIES AND RESPONSIBILITIES
The duties described below are indicative of what the incumbent might be asked to perform. Other duties may be assigned.

Essential Functions:

- Plan, direct, coordinate, and oversee the day-to-day operations of the department to establish and maintain a safe and harmonious work environment that ensures a high degree of operational readiness at all times that maximizes the level of service provided to the community.
- Assists with the development of the operating and capital budgets of the department.
- Maintains positive relationships with elected or appointed officials, other municipal EMS/Fire officials, community and business representatives and the public on all aspects of the department.
- Assists with the preparation and review of all fire service recommendations that require Village or outside agency approval.
- Assists with developing and implementation of department wide goals and objectives, providing support as needed and monitors progress to their achievement.
- Responds to fire alarms, rescues, or other emergencies and non-emergency assignments. Performs firefighting/fire rescue duties providing protection of life and property and operating fire and rescue equipment as emergencies and conditions require.
- As necessary, initiate the National Incident Management System and/or incident command system and serve as the “Incident Commander” when scheduled or in the absence of the Fire Chief or other higher ranking officer.
May provide emergency medical care to injured and ill patients utilizing approved emergency medical protocols for basic and advanced life support.
Coordinates, administers, and monitors fire and emergency response activities, personnel, and programs in the absence of the Fire Chief.
Develops and assists with disaster planning efforts as required additionally serving as Assistant Emergency Manager working closely with Kenosha County Emergency Management.
Observes and evaluates performance of personnel. Recommends personnel actions, e.g. new hire, promotion, merit increase, disciplinary action, etc.
Conducts and/or directs investigations of accidents and incidents involving damage, loss of equipment, or injury to personnel and prepares report's findings and recommendations.
Evaluates fire prevention and fire control policies by keeping abreast of new methods and conducting studies of departmental operations.
Assists the Fire Chief with mutual aid fire protection plans, emergency responses, and other department activities with surrounding jurisdictions, other departments, and organizations.
Confers with officials and community groups and conducts public relations campaigns to present need for changes in laws and policies and to encourage fire prevention.
When required directs investigations into causes of fires and inspections of buildings for fire hazards.
Working with the Fire Inspector, and Fire Chief assists with making final interpretation of fire and building regulations, ordinances, codes, and applicable laws to ensure compliance and consistency.
Coordinates and prepares a variety of plans, reports, presentations, and records.
Participates in employee relations activities related to the fire department, including providing advice and assistance for management negotiations.
With the Fire Chief incumbent is responsible for the overall direction, coordination, and evaluation personnel within the fire/rescue department.
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Material and equipment used:

- Standard Firefighting Equipment and Apparatus
- Various Life-Support Equipment
- Computer and Peripheral Equipment
- Standard Office Equipment

QUALIFICATION REQUIREMENTS
To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

Education and/or Experience:

- Bachelor’s degree in Fire Service Management, Fire Administration, or Public Administration
Or a minimum of ten (10) years experience in urban and rural fire protection, five (5) years experience as a senior officer such as an assistant Chief or Chief which involved duties similar to those expected of incumbents in this position.

- Successful completion of a physical examination that meets or exceeds the requirements of National Fire Protection Association (NFPA) 1582, *Standard on Medical Requirements for Firefighters* within 12 months of appointment.
- Successful completion of a drug screening test.
- Successful completion of an annual respiratory physical which is required for compliance with existing federal and state regulations for firefighting personnel. This examination includes testing on lung capacity and chest X-rays.

**Certifications, Licenses, and Other Requirements:**

- Possession of or ability to obtain and maintain a valid driver's license.
- Possession of or ability to obtain and maintain a Wisconsin Paramedic license.
- Recognized State Firefighter 1, and 2 certification
- Certified Wisconsin as a Fire Instructor 1 or obtain within 18 months of hire.
- Certified as a Wisconsin Fire Officer 1 or successfully attended Company Officer Leadership (COLA) program.
- Holds NIMS 100/200/300/400/700/800 certification or obtain within 18 months of hire.
- Must maintain residency within 10 miles of the Village of Salem Lakes.
- Required to be available as needed and on call 24 hours a day.

**Skills and Abilities:**

- Planning, directing, overseeing, and managing the activities of a fire-rescue organization.
- Directing personnel in emergency situations.
- Establish and maintain effective working relationships with co-workers and supervisors.
- Ability to establish and maintain harmonious effective working relationships, handle sensitive situations with tact and diplomacy, communicate effectively both verbally and in writing, establish and fulfill goals and objectives, supervise a diverse workforce, strong interpersonal skills, managerial abilities, and negotiation skills.
- React competently in emergency situations.
- Enforce departmental policies, procedures, and rules.
- Plan and organize the activities of a fire-rescue service.
- Conducting research and preparing complex reports.

**Knowledge of:**

- Management principles regarding fire department administration.
- Principles and practices of employee supervision including selection, work planning, organization, performance review and evaluation, employee training, and employee disciplinary practices.
- Principles, practices, and procedures of firefighting, rescue, hazardous material handling, and disaster management.
- Emergency medical, fire, and rescue equipment, operation, and maintenance.
- Fire prevention and suppression.
- Proper assessment of patients’ condition and use of appropriate emergency techniques and equipment during assessment and treatment.
- Principles, practices, and techniques for emergency medical service administration.
- Applicable federal, state, and county laws, rules, and regulations.
- Basic budgetary procedures and techniques.
- Occupational hazards and safety precautions.
- Ability to speak, read and understand the English language.

**Language Skills:**

- Ability to communicate effectively, tactfully, and persuasively with other Village employees and the general public in difficult situations.
- Ability to communicate effectively in both written and verbal form.
- Ability to speak, read, and understand English.
- Ability to participate and perform effectively in meetings and at public speaking engagements to present firefighting/prevention information.
- Skill in the use of communication equipment such as vehicle radios, portables, and base stations.
- Directing personnel in emergency situations.

**Mathematical Skills:**

- Ability to perform ordinary arithmetical, algebraic, and geometric procedures in standard practical applications is required.

**Reasoning Skills:**

- Conduct accident investigations, gathering facts, and reaching logical conclusions.
- React competently in emergency situations.
- Conduct research and prepare complex reports
- Read and understand professional journals and manuals.

**PHYSICAL AND WORK ENVIRONMENT**

The physical demands and work environment described is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Environment:**

- Regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk, hear, taste, and/or smell.
- Lift and/or move up to 100 pounds; is frequently required to stand, walk, sit, and reach with hands and arms;
- Occasionally required to climb, balance, stoop, kneel, crouch, or crawl; and lift and/or move in excess of 100 pounds.
- Specific vision abilities required include close vision, distance vision, color vision; peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

- While performing the essential functions of this job, the employee is frequently exposed to outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or
caustic chemicals, wet conditions, extreme cold or heat, risk of electrical shock, explosives, risk of radiation, and vibration and is occasionally exposed to high precarious places.