

VILLAGE OF KIMBERLY

FIRE CHIEF

Approximate number of employees in classification with the same title: 1

Department: Fire

Location: 515 W. Kimberly Avenue

Reports to: Village Administrator

Supervises: Volunteer Firefighters & EMS (40)

Pay Grade: Annual Stipend

Workweek: Variable (24/7)

Background Check: Yes

Medical Physical: Yes

FLSA Classification: Exempt

PURPOSE OF POSITION:

Under the direction of the Village Administrator, the Fire Chief shall plan, organize, direct, supervise and perform all activities of the Kimberly Fire Department including but not limited to: incident response, fire suppression, emergency medical services, fire inspection, disaster planning and response, maintenance and management of equipment and physical facilities, and public fire education.

In conjunction with the Village Administrator, the Fire Chief is responsible for the management and administration of the department, and is responsible for department service delivery capacity and capability. The Chief shall work with the Village Administrator to develop a yearly budget and Capital Improvement Plan.

The Fire Chief is appointed by the Fire Commission and approved by the Village Board. The Chief reports to the Village Administrator and Fire Commission concerning employment and disciplinary matters.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

Respond to emergencies including fire, medical, and/or other forms of disaster under hazardous conditions.

Attends meetings of the Fire Police Commission or other boards and committees as required or directed.

Coordinates all fire prevention and education, activities of the department, including appropriate public awareness and media relations programs.

Coordinates mandated inspections of public buildings and places of employment to assess and eliminate fire hazards or any violation of the law relating to fire hazards or prevention of fires. Maintains records of all inspections.

Conducts studies and analysis and provides recommendation regarding policies, ordinances or other applicable measures to enhance fire protection within the Village.

Provides support to the Fire Commission regarding selection and recruitment, discipline, or related issues.

Oversees all safety functions within the department including the establishment of applicable policies and work rules and adherence to said policies by subordinate employees.

Conducts evaluations of employee performance of all subordinates. Initiates discipline and termination proceedings when appropriate.

Reviews building and site plans prior to construction to assess code compliance. Conducts inspection during construction and buildout.

Exercises general care, oversight and control of all engines, apparatus, appliances and property belonging to the department.

Directs the operations of the department and work of the officers and firefighters at fires or practices. May assign officers or firefighters to special or temporary duty.

Communicates Fire Commission agenda items to the Fire Commission Secretary.

Enforces order and discipline among subordinates and sees that they perform their duties as prescribed or directed.

Maintains appropriate maintenance records.

Supervises the proper care of the engines, hose, appliances and property for the order and discipline of the firefighters and for the constant readiness and efficiency of the department.

Recommends changes in personnel or department equipment for the purpose of maintaining efficiency or discipline.

Promptly reports to the Fire Commission any violations of subordinates, including but not limited to, failure to report for duty or remain on duty, loss of property, acts of negligence, acts of insubordination, failure to obey orders, failure to perform effective and satisfactory work, reporting to duty while under the influence of drugs or alcohol, and any failure to take proper care and maintenance of Fire Department equipment.

Exercises authority to suspend from duty any member of the department for any of the acts enumerated and shall promptly report to the Fire Commission any such suspensions and cause thereof.

Reports to the Administrator or appropriate committee any want of repairs of fire docks or cisterns and any improvements needed therein, and any want of repair of fire apparatus which cannot be efficiently made by the department.

Establishes rules Standard Operating Procedures (SOP) for the governing of the department and enforces obedience thereto. Such rules shall be submitted in writing and approved by the Fire Commission and other appropriate committees before going into effect.

Maintains a record or report of the officer and firefighter employee roster and all changes made therein, all fires and practice meetings, all acts and things done or neglected by subordinates which the Chief is required to report to the Fire Commission and the date thereof, all suspensions and the cause thereof and the date thereof, all bystanders ordered into the service of the department, the kind and time of service

of all persons not regular members of the department, and any other matter deemed useful to the department or which the Commission may direct.

Coordinates mutual aid pact, Mutual Aid Box Alarm System (MABAS) agreements, authorizes response to calls for mutual aid, and requests for mutual aid.

LEVEL OF SUPERVISION:

The position requires supervision of multiple people in the field and at the station.

MINIMUM AND RECOMMENDED POSITION QUALIFICATIONS:

Knowledge of:

- National Fire Protection Association (NFPA) Applicable Codes
- Knowledge of Structure Fire suppression guidelines.
- Knowledge of Fire Department safety policies and procedures.

Ability to:

- Ability to work with residents, employees, elected officials, and other officials at local, county, state, and federal agencies.
- Ability to develop ongoing training programs for all members of the department to ensure competency and compliance with State and Federal requirements.
- Ability to establish rules and regulations, policies and procedures for members of the department and enforce as needed.
- Ability to provide good leadership, judgment and decision-making skills.
- Ability to communicate both verbally and in writing.
- Ability to operate basic office equipment including PC, copier, fax and related items.

Education/Experience:

Bachelor's or Associates Degree in Fire Technology or equivalent education and experience.

Graduate of a National Fire Academy and Fire Executive Officers program is desirable.

Firefighting experience and supervisory experience is desirable.

Must reside within 15 miles of the jurisdictional boundary of the Village of Kimberly.

Certifications/Licenses:

Valid Wisconsin driver's license required.

Wisconsin Fire Fighter I required.

Wisconsin Fire Fighter II desired.

Wisconsin Fire Officer I certification desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that employees must meet to perform the essential functions of this job. The Village may make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- Ability to operate fire suppression equipment.
- Able to read, write, and communicate fluently in English.

- Ability to exert physical effort in work, typically involving lifting, carrying, pushing and pulling of no more than 50 pounds, although extreme cases can exist which exceed this limit.
- Ability to work under dangerous conditions where exposure to environmental factors such as temperature variations and extremes, toxic agents, noise, machinery, and/or dust, may cause discomfort and there is risk of injury.
- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise.
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Village will make every effort to make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- Work environment includes general office environment, which shall involve general sedentary work, but may also require standing and walking for up to 10% of the time.
- Work environment shall also include fire scenes that could involve hazardous conditions caused by fire, noise, dust, etc. Field environment subject to extreme variations of hot and cold environments, with exposure to various air-borne items potentially mitigated by wearing a personal air filtration system. Fire scenes could require standing and walking for extended periods as well as the possibility of various physical requirements in the pursuit of fire suppression and fire inspection.
- Field environment may expose employee to unsettling scenes of victims exposed to fire, smoke and environmental impacts.
- This position in the course of its duty may be exposed to blood-borne pathogens, as well as other unsafe conditions directly relating to fire suppression and control.

MEDICAL REQUIREMENT:

Applicants may be required to submit to a medical examination prior to appointment, consistent with requirements of the position. The Village of Kimberly Fire Commission with approval of the Village Board will update from time to time specific requirements of the medical examination.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

UPDATED 08/22/2024