

Egg Harbor Fire Department and First Responders Standard Operating Policy

SUBJECT: Department Fire Chief Position Description

SOP 1211

PURPOSE: To have in place a policy that defines both the qualifications and duty requirements for the Egg Harbor Fire Department Chief.

SCOPE: This policy shall apply to all members of the Egg Harbor Fire Department.

GENERAL PURPOSE

The Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

SUPERVISION RECEIVED

Works under the General Guidance and Direction of the Egg Harbor Joint Fire Commission.

SUPERVISION EXERCISED

Provides supervision over Fire Department staff either directly or indirectly thru subordinate Officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises and evaluates Fire and EMS operations.

Establishes policies and guidelines for the Fire Department in order to implement directives from the federal, state and local government agencies.

Responsible for the oversight of all First Responder licenses. To include the submission of the individual licenses, provider license and all updates as required by the State of Wisconsin

Plans and implements Fire and First Responder programs for the Department in order to better carry out the policies and goals including those set forth by the Fire Commission and Department as a whole. Reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies, implements changes to correct deficiencies and improve the department.

Supervises and coordinates the preparation and presentation of an annual budget for the Fire Department; directs the implementation of the Departments' budgets; plans for and reviews specifications for new or replacement equipment and apparatus.

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Responds to alarms and may direct activities at the scene of emergencies within the Town & Village.

Responds to mutual aid calls and works at the direction and discretion of the Chief of the requesting Department.

Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention code and ordinances.

Directs the operation of Departmental training activities.

Controls the expenditure of Departmental appropriations.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Responsible for the background investigations and interviews with all potential new personnel.

Prepares and submits Chief's report to the Fire Commission regarding the Departments' activities and prepares a variety of other reports as appropriate.

Plans Departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.

Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.

Conducts Officers meetings to strategize and plan for future Department growth and change to meet the changing needs of the Department.

Conducts intradepartmental reviews of past incidents. Reviews may consist of the Officers of the Department or the general membership at large. These reviews are for the purpose of ongoing Departmental evaluation and improvement.

Oversees and/or coordinates required testing of Department equipment and apparatus.

Coordinates maintenance of Department equipment thru both in house maintenance and contracted service.

Schedules maintenance and repairs of Departmental buildings and coordinates these activities with the town and / or village.

Appoints personnel to fill Officers positions at the Chief's discretion.

Assigns duties both administrative and operational to Officers.

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PERIPHERAL DUTIES

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Egg Harbor Fire/EMS Department in a variety of local, county, state and other meetings.

Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

Serves as a member of various committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent with specialized training in Fire Department administration to include at a minimum:
 - a.) Fire Fighter II certification.
 - b.) Driver Operator Certified.
 - c.) Must obtain Fire Officer Basic (Entry level) training within two (2) years of original hire as Fire Chief.
 - d.) Must have or had experience of at least First Responder level training before hire.
 - e.) Complete basic Fire Inspector class within one (1) year of original hire as Fire Chief.
 - f.) Must complete ICS 100-800 within one (1) year of original hire as Fire Chief.

- (B) Ten (10) years prior work experience of a progressively responsible nature in fire fighting and prevention and emergency medical services, including supervisory duties which must be equivalent to Fire Lieutenant or higher.

- (C) The Chief shall reside within the Town or Village of Egg Harbor with the following exception: Anyone employed within the Town or Village or anyone living within a reasonable distance from either station and can respond in a reasonable amount of time as decided by the Fire Commission.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (B) Skill in the operation of tools and equipment.
- (C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and Ability to meet the special requirements listed below.
- (D) Ability to effectively apply for and manage private, local, state and federal grants. To include application process, reports and oversight of the performance of the grant.
- (E) Ability and willingness to facilitate additional Department funding thru direct donations and gifts.

BASIC REQUIREMENTS

- (A) Must possess, or be able to obtain by time of hire, a valid State Driver's License.
- (B) No felony convictions or disqualifying criminal histories within the past Ten (10) years;
- (C) Ability to read and write the English language.
- (D) Ability to meet Departmental physical standards.

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

During the course of employment the employee will be required to work in potentially hazardous and stressful situations. These include multiple types of emergency situations that will place the individual in danger and require the ability to make decisions under stressful conditions.

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While performing the duties of this job, the employee is frequently required to sit, stand, crawl, walk, or run. Additionally the employee will be required to operate power and hand tools as well as heavy equipment and apparatus.

The employee must frequently lift and/or move up to 10 pounds and occasionally 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.

All of the above physical demands may take place under stressful conditions and may require the wearing of personal protective equipment to include a Self Contained Breathing Apparatus while performing their job.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed primarily in an office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination may be required.

NOTE: Appointees may be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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 requirements of the job change.

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