

# Village of Waukesha

## Position Description

**Job Title:** Fire Chief  
**Department:** Fire  
**Exempt/Nonexempt Status:** Salaried position - Nonexempt

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### General Summary:

This is a professional managerial position responsible for administration and supervising all phases and operations of the Village's fire department, including financial supervision, fire prevention, emergency services incorporating emergency medical services, fire suppression and public safety. The Chief reports to the Village President and Village Fire Commission pursuant to Village ordinances and Wisconsin State Statutes.

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### Essential Job Functions:

The Fire Chief performs a variety of technical, administrative and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services. The job functions listed herein are neither exclusive nor exhaustive, but are some tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

1. Supervise all aspects of the fire department, including staffing, inspection, investigation, training, operations, equipment and budgeting.
2. Assume command of all department operations at fire and other emergency incidents, when present, or as otherwise required.
3. Review Village growth and associated risks to the community and make appropriate recommendations to the Fire Commission and/or Village Board to provide fire and emergency medical protection. (for example, forecast personnel and equipment needs, develop appropriate policies and motivational needs).
4. Supervise and develop department policies, rules, regulations and general orders, protocols and procedures.

5. Ensure all firefighters and emergency medical personnel are trained to all applicable National, State and local standards, and have appropriate certifications and licenses.
6. Review performance of fire department personnel and provide regular feedback.
7. Supervises the maintenance, repair, improvement and replacement of fire department equipment and facilities.
8. Supervise and ensure that all required building fire inspections are conducted and that the buildings meet all code requirements of the State of Wisconsin, including citing and resolving violations.
9. Supervise and ensures that fire investigations are conducted in accordance with applicable Wisconsin Statutes and submits required reports to applicable agencies.
10. Supervise and maintain necessary records for the fire department; e.g., fire and rescue calls, emergency medical service reports, losses and damages, purchases and expenditures, equipment inspections and repairs, and all building inspections; also monitor and maintain applicable ordinances, laws and regulations.
11. Protect the privacy of all patient information in accordance with Village of Waukesha Fire Department privacy policies, procedures and practices as required by Federal and State law.
12. Coordinate with and assist the Village Director of Emergency Management in preparedness and response; to develop the Village Emergency Plan, practice, train and execute the emergency plans.
13. Prepare the fire department budget recommendation; controls expenditures, and executes programs in accordance with budgetary limitations.
14. Prepare grant proposals, and applications for special funds that may become available for operations and/or equipment.
15. Oversee the approval of fire department payment vouchers and department payroll.
16. Develop long range plans for the fire department.
17. Prepare monthly and annual reports as required and requested.
18. Maintain department communications through monthly meetings and interdepartmental correspondence.
19. Maintain departmental discipline and ethics.

20. Attend continuing education, conferences and seminars regarding firefighting, emergency medical services, prevention, public safety, and management.
  21. Maintain applicable certifications and licenses.
  22. Attend meetings with the Village President, Village Board, Village Fire Commission, and others as requested.
  23. Oversee the Department Public Information Program; ensuring compliance with applicable Wisconsin Law and local procedures with release of information and to promote fire prevention and public safety.
  24. Develop, maintain, and promote good public relations with residence of the community and surrounding municipalities.
  25. Ensure all duties and responsibilities of the Fire Chief and the department are being fulfilled in accordance with applicable Wisconsin State law.
  26. Perform other and all related duties, as assigned.
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**Required Qualifications:**

1. Bachelor's Degree in Management, Public Administration, Fire Science or a related field.
2. Wisconsin Firefighter II Certification
3. Licensed Wisconsin State EMT Paramedic. (maintain this license throughout employment)
4. WI Driver/Operator-Pumper Certification (Aerial within one year of hire)
5. Wisconsin Fire Officer I Certification. (Wisconsin Fire Officer II Certification preferred)
6. Wisconsin Fire Inspector I Certification.
7. Fire Service Instructor or EMT instructor Certification.
8. Completion of National Incident Management System courses 100, 200, 300, 400, 700, 800.

9. Valid Wisconsin Driver License.
10. Minimum of ten (10) years-experience as a Certified Firefighter prior to application.
11. Minimum of five (5) years as a licensed Emergency Medical Technician with at least two (2) of those years as EMT Paramedic prior to application.
12. Minimum of five (5) years-experience in administrative and supervisory position with municipal budget experience prior to application.

Equivalent combinations of training, knowledge and experience determined by the Village of Waukesha Fire Commission may be considered for these requirements.

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### **Preferred Knowledge, Skills, and Abilities:**

#### **Knowledge of:**

- Modern technology, operations, techniques, methods and practices relating to fire prevention, suppression, and inspection, emergency medical services, hazardous materials, confined space entry, training, public education, and administration management in a progressive fire service organization.
- Ordinances, laws, regulations, codes, operating guidelines, and safety standards applicable to a firefighting/emergency medical/rescue organization.
- The principles and practices of building construction and maintenance.
- The principles of personnel management, including recruiting, training, discipline and termination.
- The use of standard office equipment, computers and relevant software.

#### **Skills in:**

- Establishing positive relationships between management and employees.
- Mathematical calculations using whole numbers, fractions and decimals. Able to compute rates, ratios, and percentages.
- Preparing, understanding, and administering governmental accounting standards and budgets.
- Oral and written communications.

**Ability to:**

- Instruct and train staff in methods and procedures.
  - Supervise staff including: orientation, training, monitoring, delegate work duties, evaluate performance, and conduct meetings.
  - Provide leadership, create initiative, and serve as a spokesperson.
  - Respond efficiently to complaints and grievances, communicate and cooperate with other members of staff, supervisor, elected officials, and the public.
  - Think quickly, maintain self-control, adapt to stressful situations.
  - Maintain a systematic record keeping system.
  - Use good judgment, effectively solve problems, follow directions, complete work, delegate work, and establish priorities.
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**Essential Physical Requirements:**

1. Work is performed both in an office setting and at fire and other emergency and nonemergency scenes.
2. Vision requirements include: close vision, depth perception and ability to adjust focus. Hand-eye coordination is necessary to operate computers, office, fire and EMS equipment.
3. Ability to operate within various weather and environmental conditions. The employee may be exposed to extreme weather conditions including: heat, cold, wetness, humidity. Employee may also be exposed to: odors, noise, vibrations, toxic agents, electric currents, heavy machinery, violence, disease, and smoke.
4. While performing duties of the job, the employee frequently is required to sit, stand, walk, run, stoop, kneel, crouch, crawl, climb, balance, talk, hear/listen, use hands and fingers to feel, grasp, reach arms and hands to operate objects, tools or controls.
5. The employee may lift and carry objects weighing up to 25 pounds frequently, and in excess of 50 pounds occasionally.
6. The employee is exposed to time pressures, frequent “rush” jobs, urgent deadlines, and multiple priorities and must be able to respond efficiently and operate effectively under high-pressure conditions.
7. There is a need to work frequent evenings, weekends, and additional hours.
8. Be available all year round to resolve emergency situations.

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervision to assign, direct, and monitor the work of the employee under supervision.

**Required Documents For All Applicants To Be Submitted With Application:**

(Please verify certifications and licenses)

1. Resume with cover letter and References (2 fire service, 2 non-fire service)
2. Completed Village of Waukesha Application For Employment
3. Copy of current/valid Driver's License
4. Copy of High School Diploma or GED
5. Copy of College Diploma(s)
6. WI Firefighter I Certification with ICS 100, 700
7. WI Firefighter II Certification with ICS 200, 800, 300, 400
8. WI Driver/Operator – Pumper (Aerial within one year of hire)
9. Current WI EMT-Basic/EMT-Paramedic License
10. WI Fire Officer I Certification
11. WI Fire Inspector I Certification
12. WI Fire Service Instructor Certification