



Fire Chief

Department:	Fire	FLSA Status:	Exempt
Division:	Fire	Job Status:	Non-Bargaining Unit
Reports to:	Police Chief/Director of Public Safety	Location:	Plymouth City Hall/Fire Department
Prepared by:	Police & Fire Commission	Approved by:	Plymouth Common Council
Date:	May 3, 2021	Date:	May 11, 2021

GENERAL DESCRIPTION

Oversee and manage day-to-day operations of the Fire Department including planning, organizing, directing, and administering all operations (fire suppression, rescue, fire inspections, fire prevention, ambulance services). Supervise Fire Department staff, respond to service calls, implement fire protection and safety programs, coordinate department training, and enforce all fire related ordinances. Work is performed under the direction of the Police Chief/Director of Public Safety, who reviews work for program effectiveness and assists with overall personnel management including, when required, disciplinary actions.

JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

Examples of Essential Job Functions

- Respond to Fire Department calls for service during normal work hours and when available. Respond to large fires as Incident Commander; oversee the command of subordinates for smaller fire and EMS Calls.
- Directs and coordinates maintenance, repair, improvement and replacement of department equipment, supplies and facilities. May complete minor maintenance of equipment.
- Directs and coordinates all training of Fire Department staff. Reviews and appraises staff annually under the direction of the Police Chief/Director of Public Safety.
- Supervises subordinates and delegates department duties and activities as may be required.
- Assist and participate in the development and administration of the Fire Departments annual budget, including capital spending plan; participate in the forecast of funds needed for staffing equipment, materials, and supplies; monitor and approve division expenditures. Authorizes payment of vouchers and payroll of the department.
- Report personnel issues or concerns to the Police Chief/Director of Public Safety that may require discipline and assist the Police Chief/Director of Public Safety with resolving those personnel matters.
- Prepare monthly or annual reports as required. Supervises and maintains necessary records of the department such as fire and rescue calls, losses and damages, purchases and expenditures, equipment repair, inspections, and all applicable ordinances, laws, and regulations.
- Serve as the primary Fire Inspector and will conduct inspections per Chapter 14 of the State of Wisconsin Fire Prevention Code.
- Ensure compliance with general safety policies as they relate to the Fire Department; coordinate and direct the departments response to emergencies; set priorities for available resources.
- Participate in department and city disaster preparedness planning as may be required from time to time and provide general assistance to the Police Chief/Director of Public Safety related to emergency management planning and emergency government.
- Recruit and retain fire fighters.
- Ensure compliance with federal and state regulations related to the Fire Department.
- Provide responsible staff assistance to the Police Chief/Director of Public Safety, City Administrator/Utilities Manager, Mayor and Common Council or Police & Fire Commission; recommend modifications to City ordinances, programs, policies, and procedures as may be appropriate.

- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Follow rules and regulations as written in the City of Plymouth Personnel Manual and Plymouth Fire Department Policy Manual and SOG's.

OTHER DUTIES

- Upon request of the Police Chief/Director of Public Safety, City Administrator/Utilities Manager, Mayor or Common Council attend a variety of committee or board meetings and prepare and present staff reports or necessary correspondence related to issues relevant to the Fire Department.
- Perform all other duties as may be assigned.
- Residency requirement of 15-mile radius from City of Plymouth Limits.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of operational characteristics, services, and activities of fire suppression and service programs. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs. Regulations governing fire and ambulance records. Modern principles and practices of fire suppression, fire prevention and education, hazardous materials and emergency medical services. Rules, regulations and operational procedures of the Fire Department related to modern firefighting activities. Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices and facilities. Ability to organize, deploy, and operate within the National Incident Management System Incident Command System (NIMS). Modern firefighting methods and equipment. Principles and practices of advanced emergency medical procedures. Firefighting practices, skills and abilities required by subordinate personnel. Departmental policies, rules, regulations, directives, guidelines, and principles and practices of municipal budget preparation and administration. Federal, State and local laws, codes and regulations particularly those governing the fire and ambulance service.
- Ability to oversee and participate in the management of the Fire Department; oversee, direct, and coordinate the work of lower level staff; select, supervise, train, and evaluate divisional staff under the general oversight of the Fire Chief/Director of Public Safety; participate in the development and administration of department goals, objectives, and procedures; participate in the preparation of department budgets and administration; operate office equipment, analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals, research, analyze and evaluate service delivery methods and techniques; interpret and apply federal, state, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing and maintain effective working relationship with those contacted in the course of work.

EDUCATION AND TRAINING

- Associate's Degree in Fire Science, Fire/Medic or Bachelor's degree in Fire Science or higher from an accredited college or university preferred.
- Following Certifications are required:
 - Certified Firefighter I
 - Certified Firefighter II
 - Driver/Operator-Pumper
 - Driver/Operator Aerial
 - Certified Fire Inspector
 - Certified Fire Officer I
 - Certified Fire Officer II Desired
 - State Licensed EMT (State of Wisconsin)
 - NIMS Training IS100, IS200, IS700

- Office experience which regularly requires the ability to communicate orally and in writing with a variety of people, as well as frequent interaction with the general public.
- Proficient in Microsoft products.
- Must possess a valid Wisconsin driver's license and good driving record.

WORKING CONDITIONS

The working conditions characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be performing tasks in adverse environmental conditions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is required to stand. The employee is required to walk; talk or hear; sit; climb or balance; climb stairs, stoop, kneel, crouch, or crawl; taste and smell.

The employee must be able to carry 25 pounds (gear/SCBA) and occasionally lift and/or move up to 100 pounds. Visual perception and discrimination along with sound perception and discrimination are required.

Disclaimer: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.