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|  | Western Lakes Fire District Policies & Procedures | | 100.702 | |
| | Subject: | Job Description – FT Assistant Chief | | |
| | Initial Date: | 05-22-2017 | Revised Date: | 09-26-2022 |
| | Approved By: | Fire Board | | |

REPORTS TO:

Fire Chief

FUNCTION:

Performs under general direction of the Fire Chief to manage, lead, supervise, plan, and direct fire prevention, fire suppression, emergency rescue, emergency medical service, and training activities of the Fire District while exercising discretion and independent judgment. The Assistant Chief also responds to emergency calls when necessary and available to respond. Assumes operational responsibilities of the Fire District in the absence of the Fire Chief.

SUPERVISES:

Assists in the supervision of Deputy Chiefs, Battalion Chiefs, Captains, including shift Captains, Lieutenants, Mechanics, Firefighters, EMTs, Paramedics, Firefighter/EMTs, Firefighter/Paramedics, and Motor Pump Operators (MPOs).

EQUIPMENT USED:

Emergency response vehicles, fire apparatus, breathing apparatus, emergency medical equipment as authorized, fire suppression and rescue equipment and tools as authorized, photographic equipment, computers, office equipment, and communication equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Using excellent customer service skills, establishes and maintains effective working relationships with the Fire Chief, Board and Commission, other public safety agencies, public officials, residents, businesses, community stakeholders, and employees of the District.
- Assists the Fire Chief and other Officers, to develop press releases and coordinate participation in community events, programs, and other gatherings where the visibility of the Fire District would be beneficial. Serves as public, government, and media relations contact at discretion of the Chief or Chiefs absence,

- Specifies, bids, and recommends the purchase of fire suppression, rescue, and EMS apparatus and equipment in collaboration with other Officers as assigned.
- Assists the Fire Chief in reviewing and updating capital improvement plans and costs of apparatus, equipment, and facilities.
- Assists the Fire Chief in the strategic planning and goal setting for Fire District long-range operational needs with respect to administration, operations, equipment, apparatus, facilities, and personnel; executes and supervises the implementation of such plans.
- Assists the Fire Chief in the establishment, implementation and execution of policies and procedures for the organization in order to implement directives from the Fire Board.
- Assists the Fire Chief in the formulation, issuance, and enforcement of Fire District rules, regulations, and procedures in accordance with applicable Fire Board policies for all employees; handles grievances, maintains discipline, and the general conduct of assigned personnel.
- Assists the Fire Chief in enforcing applicable federal, state, and municipal fire codes, and NFPA codes and standards.
- Collaborate with, assist, and cooperate with the Human Resources Manager in the performance of the Human Resources Manager's responsibilities, and direct matters requiring the Human Resources Manager's attention to the Human Resources manager.
- Attends schools, conferences, trainings, and other meetings to keep abreast of current trends in the field; Represents the Fire District in a variety of local, county, state, and other meetings. Shall generally be available for off-hour meetings, phone calls, and special assignments, and attend extra training as required for the position.
- Performs the duties of the Fire Chief in the Fire Chief's absence; responds to calls and may direct activities at the scene of major incidents or perform the work of subordinate personnel as required.
- Recommends hiring, appointments, promotions, discipline, suspensions, and terminations.
- Responds to fire and rescue calls and performs suppression, rescue, and ventilation in compliance with the Fire District's policies and procedures.
- Responds to EMS calls and performs emergency medical care in compliance with the Fire District's policies and procedures, medical protocols, and applicable law.
- Functions within the Incident Command System. Acts as Command Officer at emergencies, hazardous material incidents and disasters. Investigates all fire causes and losses at fire scenes.
- Assesses and coordinates the resources and personnel to facilitate safety.

- As a team member, assesses and coordinates the resources and personnel to facilitate safety.
- Supervises firefighters, firefighting teams, rescue teams, and/or EMTs during emergency and non-emergency operations.
- Shall participate and instruct in the department's training program.
- Shall attend extra training, staff meetings, and Fire Board meetings.
- Shall ensure that assigned apparatus is inspected and properly stocked.
- Issues verbal and/or written warnings when appropriate per Fire District disciplinary procedures.
- Reviews each accident report and tracks accidents to determine what action might be taken to reduce same and report his/her recommendations to the Chief.
- Promotes Fire District policies, procedures, objectives, safety, and quality assurance programs.
- Maintains prompt, predictable, reliable attendance, including physical worksite attendance.
- Maintains the ability to credibly testify in any judicial or administrative proceedings.
- Participates in a quality assurance program through post-incident analysis and debriefings.
- Performs the duties of subordinate personnel and other duties as assigned at a satisfactory level.

ADDITIONAL DUTIES:

The duties listed above are intended as illustrations of the various types of work performed by persons in this position and leadership role. This list is not all-inclusive. The omission of a particular job duty/responsibility does not mean that the duty/responsibility is not one of the essential functions of the job, nor does it abdicate this position from the obligation of completing other job duties or responsibilities. This job description does not create an employment contract between the Fire Board and the employee. The job description is subject to change by the Fire Board as the needs of the Fire District change over time.

KNOWLEDGE AND SKILLS REQUIRED:

- Proficient management, budget and personnel skills in fire department administration.
- Effective communication, oral and written, with supervisors, peer and public.
- Understanding and following work rules, and Suggested Operating Procedures/Guidelines.

- Read, write, add, subtract, multiply, and divide.
- Knowledge of national, state and local laws and fire/safety codes.
- Organize, direct, and coordinate written and oral reports.
- Skilled in report writing, use of computer, calculator, copy machine, fax machine, telephone, adding machine, and two-way radio.
- Knowledge of fire protection, water supply, building construction, direct fire and rescue operations, disaster control, and extinguishment of combustible and flammable materials.
- Knowledge of Incident Command System, emergency medical services, firefighting, fire inspection, and public relations.

WORKING CONDITIONS:

Facility and Work Area:

- Western Lakes Fire/EMS response area and fire stations.
- Workplace environment that may be confined.

Physical and Environmental Characteristics:

- Refer to *200.915 General Requirements – Fire, Rescue, and EMS*.
- Exposure to extreme cold and normal, or hot and normal temperature changes, inclusive of other harsh and extreme environmental factors consistent with Wisconsin weather.
- Contact with water or liquids.
- Exposure to loud noises with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc.
- Exposure to hazardous conditions such as mechanical, electrical, chemical, burns, explosives, heights, physical injury, and fast moving vehicles.
- Exposure to atmospheric conditions such as fumes, gases, noxious odors, dust, and poor ventilation.

PHYSICAL DEMANDS:

- Standing, walking and sitting.
- Entering data into various technological devices, such as computers, laptops, or other similar devices to document fires, first aid incidents, and other reports.

- Stooping, crouching and crawling, including within confined spaces while wearing 50-plus pounds of gear or firefighting apparatus (*i.e.*, turnout gear, a self-contained breathing apparatus, etc.)
- Running, climbing, balancing and bending/twisting, including while wearing 50-plus pounds of firefighting apparatus (*i.e.*, turnout gear, a self-contained breathing apparatus, etc.)
- Reaching, feeling, talking and hearing.
- Meet the Eyes and Vision Requirement of N.F.P.A. 1582.
- Lifting, carrying, pushing/pulling objects weighing up to 80 pounds or more (*i.e.*, fire hoses, EMS equipment, persons on a body board) for distances of more than 20 feet.
- Handling and grasping various objects and hand tools to complete required tasks, such as gaining entry to vehicles or structures.
- Climbing ladders or steps, and working at heights greater than 10 feet to reach people trapped on building roofs.
- Moving dirt and burned-building debris to rescue trapped or endangered persons, or to overhaul a structure.
- Lawfully driving motor vehicles (*i.e.*, automobiles, fire apparatus, and heavy equipment) requiring a standard Wisconsin's driver's license without encumbrance.

Operating hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc.

ENTRY REQUIREMENTS AND SKILLS:

- High school diploma or equivalent.
- Refer to *200.915 General Requirements – Fire, Rescue, and EMS*.
- Possess and maintain possession of a valid Wisconsin driver's license and insurability to operate Fire District vehicles and equipment.
- Ability to understand and carry out written and verbal instructions.
- Ability to maintain a favorable working relationship with co-workers, Fire District officials, the officials of other jurisdictions, the community, and the general public.

REQUIRED QUALIFICATIONS AT TIME OF APPOINTMENT:

- Shall be qualified on appropriate Western Lakes Fire District apparatus.

- Eight (8) years Fire/EMS experience.
- Five (5) years progressive officer experience at or above Lieutenant.
- State of Wisconsin Certified Firefighter I and II.
- State of Wisconsin Licensed Emergency Medical Technician – Basic (Paramedic preferred).
- State of Wisconsin Certified Driver Operator Pumper (successful completion of WTCS course accepted).
- State of Wisconsin Certified Emergency Services Instructor I (successful completion of WTCS course accepted).
- State of Wisconsin Certified Officer I.
- CEVO/EVOC Training.
- NIMS 100, 200, 300, 400, 700, and 800.
- Associates Degree or equivalent.
- Maintains the ability to lawfully operate motor vehicles required for the performance of duties

REQUIRED QUALIFICATIONS WITHIN TWO OF YEARS OF APPOINTMENT:

- State of Wisconsin Certified Officer II.
- Continuing Education – Blue Card and COLA Training.

RESIDENCY:

Residency within 15 miles of geographical boundaries, provided that a candidate who does not live within those boundaries at the time of application shall have eighteen months from the first date on which he or she occupies the position of Assistant Fire Chief within which to comply with the residency requirement.

MEDICAL:

Applicants will be required to submit a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the Assistant Chief at increased risk to self or others as a result of certain

exposures or activities and to exhibit freedom from any physical, emotional, or mental condition which adversely affects the performance of duties as a firefighter in the essential functions of employment, with reasonable accommodation.

SALARY AND BENEFITS:

Wages and benefits are determined by the Western Lakes Fire District Board.

BACKGROUND:

All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

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

Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

In signing this job description, the applicant/employee understands the requirements of the position of Assistant Fire Chief and further understand that duties may be added to this position as necessary.

Fire Chief

Applicant/Employee

Date

Date

REVISION HISTORY

- 05-22-2017 Initial publication.
- 02-25-2019 Revised entire document.
- 09-26-2022 Revised to provide 18 months to meet residency requirements. Various human resource, operational, and legal updates.