

**Town of Winchester Fire Department
Position Description
Fire Chief**

1.01.01 Position Summary:

Perform the administrative functions of planning, organizing, direction, coordination and controlling the operations of the Department and the personnel under the jurisdiction of Winchester Town Board.

This position involves the utilization of staff, development and training of personnel, performance evaluation, organization morale, safety of personnel, equipment maintenance and utilization, budget preparation, the enforcement of the codes and ordinances of the town of Winchester and the Wisconsin State Statutes, as well as the rules and regulations of the Fire Department.

1.01.02 Characteristic Work of the Position

A. Definition: This work, in the field of administration, prevention, suppression, extrication, technical rescue, emergency medical first responder, emergency government, and public fire and life safety education is to be performed in a professional manner.

B. Nature: At the direction of the Winchester Town Board perform such duties and activities as may be required by codes, ordinances, State Statutes, and rules and regulations of the Fire Department.

1.01.03 Fundamental Duties and Ancillary Responsibilities:

Fundamental Job Duties:

A. Oversee the "scope of all the fire department operations", Emergency Medical Responder and Auxiliary activities, water rescue, public fire prevention education, assistance to law enforcement agencies, natural disaster assistance, fire suppression and extinguishment, investigation as to cause and origin, extrication, rescue and life safety, records management and reports.

B. Review reports and records of Department activities and operations, take appropriate action when required to assure they are effective.

C. As reasonably practical, respond to fires, EMS, and other emergencies in the Town of Winchester, including mutual aid and MABAS pact municipalities, determine what apparatus and equipment is needed, make decisions as to the best methods of controlling and extinguishing fires, and direct the work of the Department personnel.

- D. Establish minimum standards of training and technical competence for all Fire Department personnel.
- E. Develop rules, regulations and standard operating guidelines governing both the emergency and non-emergency operations of the Department.
- F. Supervise the fire prevention and inspection programs as required by the local codes, ordinances and State Statutes.
- G. Supervise the administration of the Department through budget preparation.
- H. Develop and maintain an effective system of reports and records of: personnel actions, alarm response, fire and causality reports, fire inspections fire investigations, personnel training, fire station, apparatus, equipment maintenance and testing.
- I. Develop long range plans for the training, operations, staffing and equipment requirements of the Department.
- J. Develop and maintain effective working relationships with inter-Town departments and local government agencies.
- K. Develop and maintain effective working relationships with other area fire and emergency response agencies.
- L. Be "sworn in" as a public official by the Town Clerk within five (5) business days of starting date of appointment.
- M. The Fire Chief shall decide on the method of appointment of other Department officers and shall notify the Town Board of the method in writing.
- N. The Chief shall be vested with the full and complete police authority set forth in section 213.095 of the Wisconsin State Statues.
 - 1. Suppress and disorder and order all individuals or companies to leave the neighborhood of any fire or first aid service.
 - 2. Command from the inhabitants of the town all necessary assistance for the suppression of fires and prevention of property exposed to fire.
 - 3. Enter any property or premises to do whatever may be reasonably necessary in the performance of the officer's duties while engaged in the work of aiding persons or minimizing the loss of property at a first aid scene.

Ancillary Job Responsibilities:

- A. Assist the fire investigators with the fires to analyze finding for the determination of cause and origin of the fires.

- B. Assist with public and life safety education programs.
- C. Assist officers with planning, organizing, supervising and coordinating the Fire Department training program.
- D. Participate in local, regional, state and national conferences, seminars, and meetings on fire administration, prevention, emergency medical, public education and suppression to maintain a continuing level of professional and technical competence.
- E. Serve as liaison between the Emergency Medical Responders, Auxiliary, and the Town Board.

1.01.04 Qualifications:

Essential Knowledge, Skills and Abilities:

- A. Ability to establish and maintain effective working relationships with the fire department personnel, community officials and the general public.
- B. Through knowledge of the fire department administration, fire prevention practices, firefighting techniques training and the scientific principles involved in fire suppression.
- C. Knowledge of and skill in supervision of the operation of various types of firefighting equipment and apparatus.
- D. Knowledge of effective public relations.
- E. Knowledge of the combustion qualities of materials used in the construction of commercial and residential structures.
- F. Ability to plan, assign, direct and supervise firefighting equipment and personnel under emergency conditions.
- G. Ability and skills to evaluate fire conditions, recognize danger, use sound judgement, and react calmly under emergency conditions.
- H. Knowledge of the geography of the community, location of the streets, nature and location of hazardous premises, principal building construction types, fire communications equipment, hydrants and other water sources.
- I. Ability to express ideas clearly, concisely, orally, and in writing to groups and individuals.
- J. Oral and written communication skills necessary for accurate documentation of various required reports, communication with the department, the community

officials, and the general public.

- K. Knowledge of the use of firefighting tools and equipment with the ability to demonstrate their use to others.
- L. Knowledge of teaching methods and aids with the ability to organize and supervise drill sessions, and instruct personnel.
- M. Knowledge of fire prevention codes and ordinances, fire hazards, methods and techniques of fire inspection, and investigation.
- N. Ability to plan, coordinate and supervise assignments within the Department.
- O. Ability to perform job analysis and evaluate department operations.
- P. Knowledge of local, state and national standards.
- Q. Knowledge and ability to manage emergency government rules, regulations and standards.
- R. Develop and maintain an Emergency Operations Plan for the Town of Winchester.
- S. Knowledge of the National Incident Management System (NIMS) rules, regulations and standards.
- T. Thorough knowledge of technical rescue practices and techniques for the disciplines the department performs.

Minimum Training and Experiences:

Such training as may have been gained through participation in the fire prevention, public fire and life safety education, fire suppression, emergency government, or administration courses.

Possession of a valid Wisconsin Motor Vehicle Operator's License.

Maintain active fire department status as outlined in Employee Requirements.

Non-Discrimination:

All positions and promotions within the rank of the Town of Winchester Fire Department will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.