



MUKWONAGO FIRE DEPARTMENT
OPERATING PROCEDURES

Job Descriptions		Approved by: Chief Jeffrey R. Stien	
POL #33	Draft Date: 2/1/2012	Revision Date: 3/22/12, 11/13/14, 7/27/16, 2/16/17	Effective Date: 3/22/12, 11/13/14, 7/27/16, 2/16/17

PURPOSE: The purpose of this policy is to provide a standard, written source of department job descriptions which will promote the effective and efficient operation of the Mukwonago Fire Department.

SCOPE: This policy is to be followed by all officers and members of this department. It is the responsibility of all members to familiarize themselves with the job descriptions.

The Village of Mukwonago, Town of Mukwonago and the Joint Mukwonago Fire Department are Equal Opportunity Employers. In compliance with the Americans with Disabilities Act, the Village, Town and Department will provide reasonable accommodations to qualified individuals with disabilities.

Each of the job descriptions and are outlined on the following pages. Each position will begin on a new page.

Photographer

Job Description

Position so that events and incidents can be photographed or videotaped for training, analysis, historical value or submitted to media outlets. The Photographer assists the department in a variety of photographic situations including department emergencies and other events as well as other related duties as assigned. Teamwork, attendance, attention, attitude, and aptitude are the basis of the framework for the photographer position.

Duties and Responsibilities:

- Follow the command structure of MFD.
- Will not participate in firefighting or rescue operations. Will obtain approval from Incident Commander before entering any incident scene.
- Will be issued a helmet, turnout coat, and vest that will identify MFD Photographer. Personal Protection Equipment is to be worn at all times unless approved by Incident Command. Vest is to be worn at all times.
- Photographers are supplied with a camera, either still or digital, and a bag.
- Images captured at MFD events or incidents are the property of MFD. This includes flash cards, thumb drives, and external hard drives.
- All Images and video's will be downloaded and stored on an MFD computer only. There will be no storage of any images or videos on any portable devices or non MFD computers. Nothing will be deleted without the approval of the Fire Chief.
- Photographers will notify Incident Command of their arrival on scene and prior to departure.
- All questions from anyone related to the incident will be referred to the Incident Commander.
- Prior to distribution of photographs or videos to anyone, approval must be obtained from the Fire Chief. All media approved for distribution will be identified with " photo/video courtesy of Mukwonago Fire Department"
- MFD photographs are for internal use only or as otherwise directed by the Fire Chief, and are not to be posted on any social media web site without approval.
- MFD Photographers are not to respond to non MFD incidents unless approval is granted.
- Performs other related tasks as assigned by the Fire Chief.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of

- Knowledge and skills with photography equipment.
- Knowledge and skills with computers.

Ability to

- Work under stress of emergency situations.
- Take direction and follow established policies and guidelines
- Able to follow oral and written direction, exercise good judgment, work safely independently and with others, respond quickly to oral commands during emergency situations.
- Apply information in a logical manner, maintain composure, confront stressful situations, and withstand the effects of repeated exposure to traumatic situations.
- Must have good judgment, communicate effectively, values and respect others, demonstrate ethical behavior and supportive to change.

- Respond to emergency and non-emergency situations.
- Communicate clearly and concisely, both orally and in writing.

Minimum Requirements:

- Be a U.S. citizen
- When on call the individual must be in the Mukwonago Fire Department response area
- Current and valid Wisconsin state driver's license.

Education and Experience:

- Required: High School Graduate or GED
- Complete department safety classes as directed by Fire Chief

FIREFIGHTER

Job Description

This is responsible for performing fire suppression and other emergency response duties along with fire prevention and public education activities. The Firefighter may work individually or as part of a company under the supervision of a company officer.

This position is responsible for performing fire suppression and other emergency response duties along with fire prevention and public education activities. The Firefighter may work individually or as part of a company under the supervision of a company officer.

Performance is evaluated periodically through reviews completed by the company officers.

Duties and Responsibilities:

1. Maintain the knowledge and skills necessary to safely perform assigned tasks as required to:
 - a. locate, control, and extinguish fires
 - b. ventilate areas which contain smoke, hazardous gases, and/or other odors
 - c. force entry and gain access into closed areas
 - d. search for, and rescue victims from hazardous situations
 - e. prevent additional damage to personal property at incidents
 - f. extricate victims from vehicles, structures, and other entrapment situations
 - g. gain access to upper levels as needed to accomplish assigned tasks
 - h. deploy ropes as needed to accomplish assigned tasks
 - i. provide water supply for use at the incident
 - j. provide incident communications
 - k. facilitate incident investigation
 - l. operate in any position assigned under the incident command system
2. Maintain, and service, emergency equipment, tools, and apparatus as assigned to ensure its proper location and that it is in the best possible working condition.
 - a. initiate work orders as necessary to facilitate repairs

- b. complete reports as required to document maintenance
3. Assist with cleaning, maintaining, and performing necessary service or repairs as necessary to ensure that assigned stations and contents are in their best possible condition.
4. Maintain the knowledge and skills necessary to perform fire inspection activities which include:
 - a. enforcing adopted fire safety codes
 - b. per-planning occupancies within the community
 - c. presenting educational programs to the public
 - d. completing all necessary reports
5. Maintain a current, valid State of Wisconsin Operators license, and must advise the Chief of any suspension, revocation, or additional restrictions of the license.
6. Attend outside educational opportunities as available to develop and maintain the highest most current level of expertise.
7. Assist with the training of the department members as qualified and assigned.
8. Attend applicable department training and meetings as scheduled.
9. Assigned to act as a driver as needed (provided training and State certification for operation of the specific apparatus has been completed).
10. Assigned to act as a Lieutenant as needed (provided training and State certification for Fire Officer I has been completed).
11. Complete all reports required for assigned duties, responsibilities, and tasks.
12. Perform other additional duties as assigned.
13. Probationary personnel must obtain Wisconsin State Firefighter Level I certification by the end of their probationary period.

EMERGENCY MEDICAL TECHNICIAN

Job Description

This is a responsible position under the supervision of a company officer, whose duties involve the medical care of patients who are sick, injured, or require assistance. These duties are in addition to those of a Firefighter. The emergency medical technician may work individually or as a part of an ambulance crew.

Performance is evaluated periodically through reviews completed by the company officers.

Duties and Responsibilities:

1. Maintain the knowledge and perform emergency medical skills to the highest level according to accepted standards of care and department policies, procedures, and operating guidelines.
2. Complete refresher training as required to maintain current licensure level.
3. Respond to emergency medical incidents as assigned and perform necessary patient care.
4. Maintain emergency medical supplies, equipment, tools and vehicles to ensure that they are in proper location, in the best possible condition, and serviced or replaced as necessary.
5. Complete all reports required for assigned duties, responsibilities, and tasks.
6. Perform other additional duties as assigned.
7. Probationary personnel must obtain Wisconsin State Emergency Medical Technician (EMT) – Basic license by the end of their probationary period.

DRIVER OPERATOR

Job Description

This is a responsible position under the supervision of a company officer, whose duties involve the care, maintenance, and safe efficient operation of fire department apparatus. Such duties are in addition to the Firefighter and emergency medical technician duties listed above.

Performance is evaluated periodically through reviews completed by the company officers.

Duties and Responsibilities:

1. Maintain the knowledge and skills necessary for the safe operation of fire department apparatus, obeying all applicable traffic laws, department policies and procedures.
2. Become thoroughly familiar with the response area served by the fire department, including roads, building sprinkler connections, and water supplies, and be able to follow the most direct route to an incident.
3. Assigned to abandon his/her apparatus when not in use, report with the company for other duties as necessary.
4. Inspect the apparatus and equipment upon return from an incident. Cleaning and servicing as necessary to place it back into service.
5. Performing periodic maintenance inspections on assigned apparatus and equipment to ensure the vehicle and equipment will perform to the highest possible level.
6. Assist in identifying any problems with the apparatus and initiate maintenance repairs or service as necessary.
7. Report all needed service and/or repairs to the company officer and complete reports or work orders as necessary.
8. Wash, clean, and dry the apparatus as necessary after use.
9. Assist with washing and waxing the apparatus, thoroughly cleaning the compartments, and cleaning and servicing the ladders, hoses, and other loose equipment every six months or more often as necessary.

Minimum Requirements:

1. 2 years minimum fire service experience with the Mukwonago Fire Department.
2. Current Wisconsin State Firefighter Level II certification.
3. Current State of Wisconsin Emergency Medical Technician (EMT) – Basic license, National Registry certification.
4. Current Wisconsin Driver Operator/MPO certification.

FIRE INSPECTOR

Job Description

This is a responsible position under the supervision of the Chief of Department or his/her designee whose duties involve performing fire safety inspections and prevention activities as assigned. Such duties are in addition to the Firefighter and emergency medical technician duties.

Performance is evaluated periodically through reviews completed by the Chief of Department or his/her designee.

Duties and Responsibilities:

1. Maintain knowledge and perform fire inspection and prevention activities according to applicable codes, statutes, ordinances, and department policies, procedures, and operating guidelines.
2. Schedule appointments with occupancy representatives to complete assigned fire inspections as required by the State Department of Commerce.
3. Develop and maintain current owner/occupancy and preplan information.
4. Complete and submit all reports required for assigned duties, responsibilities, and tasks
5. Make arrangements for follow up inspections as necessary, at occupancies not in compliance on the initial inspection.
6. Develop, maintain, and present current fire prevention/education programs for all age groups with the communities.
7. Attend outside educational opportunities as available to develop and maintain the highest most current level of expertise.

Minimum Requirements:

1. 2 years minimum fire service experience with the Mukwonago Fire Department.
2. Current Wisconsin State Firefighter Level II certification.
3. Current State of Wisconsin Emergency Medical Technician (EMT) – Basic license, National Registry certification.
4. Current Wisconsin Fire Inspector I certification.

LIEUTENANT

Job Description

This is a general supervisory position whose duties involve the direction and leadership of assigned personnel, equipment, activities, and programs of the fire department under the immediate direction of the Chief of department or his/her designee.

Performance is evaluated periodically through reviews completed by the Chief of department or his/her designee.

Duties and Responsibilities:

1. Be thoroughly familiar with applicable statutes, ordinances, and service standards, as well as the policies, rules, regulations, and procedures of the fire department.
2. Be thoroughly familiar with fire department apparatus, equipment, operations, and practices.
3. Be responsible for the care and maintenance of assigned apparatus, equipment, and fire station.
4. Maintain the knowledge and skills necessary for the immediate supervision of assigned personnel and their compliance with department rules, policies, procedures, guidelines, and special instructions from ranking officers.
5. Ensure that all department activities are properly scheduled and conducted according to department rules and regulations, and as a result fire department goals and objectives are accomplished.
6. Ensure safe and friendly working conditions for all members.
7. Review the performance of assigned company members through periodic performance evaluations.
8. Assist with fire department training as assigned.
9. Attend applicable department training and meetings as scheduled.
10. Be thoroughly familiar with response areas, pre-plan information, building occupancies, water supplies, special hazards, sprinkled buildings, lock box locations, and other available information.
11. Develop and maintain the knowledge and skills necessary to perform basic fire inspections, pre-fire planning and initiate basic fire investigations.

12. Assist with completing company public education/relation programs and presentations as assigned.
13. Safely respond with assigned companies to all emergency incidents as dispatched.
14. Establish command, complete a thorough scene size up, initiate an appropriate action plan according to the adopted I.C.S. and safely direct the operations of assigned companies upon arrival to an incident until relieved by a higher ranking official.
15. Maintain the knowledge and skills necessary for the safe, effective and efficient control of his/her company at the scene of an incident.
16. Complete and submit all required fire department reports in a timely fashion.
 - Incident reports
 - Injury reports
 - Maintenance work orders regarding equipment, apparatus, and stations
 - Violations of fire department rules, regulations, and policies
 - Other reports as necessary or assigned
17. Participate in making recommendations to improve fire department operations through feedback to ranking officers taking into account the goals and objectives of the department.
18. Work assignments may include special technical work in addition to regular routine duties as assigned.
19. Assist with the development and implementation of department policies, procedures, and operating guidelines as necessary and assigned.
20. Assume essential responsibilities of the Captain as necessary upon their absence.

Minimum Requirements:

1. 5 years minimum fire service experience in the fire service.
 2. Current Wisconsin State Firefighter Level II certification.
 3. Current State of Wisconsin Emergency Medical Technician (EMT) – Basic license, National Registry certification.
 4. Current Wisconsin Fire Officer I certification, or the ability to obtain within one year following promotion to this position.
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5. Current Wisconsin Emergency Services Instructor (FKA-Fire Instructor I) certification, or the ability to obtain within two year following promotion to this position.
6. Current Wisconsin Driver Operator/Pumper or MPO certification, or the ability to obtain within two year following promotion to this position.
7. Have met the following membership standards for the previous two years within the Mukwonago Fire Department.
 - a. Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
 - b. Shall have attended a minimum of 18 fire and EMS trainings annually.
 - c. Shall have attended 75% of the scheduled department business meetings.

CAPTAIN

Job Description

This is a general supervisory position whose duties involve the direction and leadership of assigned personnel, equipment, activities, and programs of the fire department under the immediate direction of the Deputy Chief.

Performance is evaluated periodically through reviews completed by the Chief Officers.

Duties and Responsibilities:

1. Be thoroughly familiar with applicable statutes, ordinances, and service standards, as well as the policies, rules, regulations, and procedures of the fire department.
2. Be thoroughly familiar with fire department apparatus, equipment, operations, and practices.
3. Be responsible for the care and maintenance of assigned apparatus, equipment, and fire station.
4. Maintain the knowledge and skills necessary for the immediate supervision of assigned personnel and their compliance with department rules, policies, procedures, guidelines, and special instructions from ranking officers.
5. Ensure that all department activities are properly scheduled and conducted according to department rules and regulations, and as a result fire department goals and objectives are accomplished.
6. Be in charge of all personnel at the assigned station, including developing and maintaining their operational efficiency at emergency incidents.
7. Ensure safe and friendly working conditions for all members.
8. Review the performance of assigned company members through periodic performance evaluations.
9. Assist with fire department training as assigned.
10. Attend applicable department training and meetings as scheduled.
11. Be thoroughly familiar with response areas, pre-plan information, building occupancies, water supplies, special hazards, sprinkled buildings, lock box locations, and other available information.

12. Develop and maintain the knowledge and skills necessary to perform basic fire inspections, pre-fire planning and initiate basic fire investigations.
13. Assist with completing company public education/relation programs and presentations as assigned.
14. Safely respond with assigned companies to all emergency incidents as dispatched.
15. Establish command, complete a thorough scene size up, initiate an appropriate action plan according to the adopted I.C.S. and safely direct the operations of assigned companies upon arrival to an incident until relieved by a higher ranking official.
16. Maintain the knowledge and skills necessary for the safe, effective and efficient control of his/her company at the scene of an incident.
17. Complete and submit all required fire department reports in a timely fashion.
 - Incident reports
 - Injury reports
 - Maintenance work orders regarding equipment, apparatus, and stations
 - Violations of fire department rules, regulations, and policies
 - Other reports as necessary or assigned
18. Participate in making recommendations to improve fire department operations through feedback to ranking officers taking into account the goals and objectives of the department.
19. Work assignments may include special technical work in addition to regular routine duties as assigned.
20. Assist with the development and implementation of department policies, procedures, and operating guidelines as necessary and assigned.
21. Assume essential responsibilities of the Deputy Chief as necessary upon their absence.
22. Development of supervisory knowledge and leadership skills through an available associate degree program, fire academy courses, and/or other applicable course offerings.
23. Act in role as department officer.

Minimum Requirements:

1. 7 years minimum fire service experience to include 2 years as a fire officer 2 years current membership with the Mukwonago Fire Department.
2. Current Wisconsin State Firefighter Level II certification.
3. Current State of Wisconsin Emergency Medical Technician (EMT) – Basic license, National Registry certification.
4. Current Wisconsin Fire Officer I certification.
5. Current Wisconsin Emergency Services Instructor (FKA-Fire Instructor I) certification.
6. Current Wisconsin Driver Operator/Pumper or MPO certification.
7. Current Wisconsin Fire Inspector I certification or ability to obtain same within one year following promotion to this position.
8. Have met the following membership standards for the previous two years within the Mukwonago Fire Department.
 - a. Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
 - b. Shall have attended a minimum of 18 fire and EMS trainings annually.
 - c. Shall have attended 75% of the scheduled department business meetings.

DEPUTY CHIEF

Job Description

This is a responsible supervisory position whose duties involve the direction and leadership of assigned personnel, equipment, activities, and programs of the fire department under the immediate direction of the Assistant Chief.

Work assignments are under the general direction of the Assistant Chief or Chief, and may include special technical work and specific organizational responsibilities in addition to regular routine duties as assigned.

Performance is evaluated periodically through reviews completed by the Assistant Chief and Chief.

Duties and Responsibilities:

1. Responsible for assigned personnel and their compliance with department rules, policies, procedures, guidelines, and special instructions from ranking officers.
2. Responsible for the effective and efficient control of the incident until relieved of command by the Assistant Chief or Chief.
3. Successfully complete training and obtain State certification as established for Firefighter/EMT, Lieutenant and Captain.
4. Develop and maintain knowledge of current fire and EMS service methods and practices.
5. Develop and maintain the knowledge and skills necessary to perform fire inspections, pre-fire planning, and fire inspections.
6. Be thoroughly familiar with applicable statutes, as well as the policies, rules, regulations, and procedures of the fire department.
7. Ensure safe and friendly working conditions for all members.
8. Assist with fire department training as assigned.
9. Develop and maintain the ability to express ideas clearly and concisely to groups and individuals.
10. Attend applicable department training and meetings as scheduled.
11. Be thoroughly familiar with response areas, pre-plan information, building occupancies, water supplies, special hazards, sprinkled buildings, lock box locations, and other available information.

12. Develop and maintain the ability to establish and maintain effective working relationships.
 13. Develop and maintain the ability to lead effectively, maintain discipline, accept lines of authority, promote harmony, and cooperate with others.
 14. Develop and maintain the ability to evaluate emergency incidents, recognize dangers, and take immediate action necessary for the protection of life and property.
 15. Establish command, complete a thorough scene size up, initiate an appropriate action plan according to the adopted I.C.S. and safely direct the operations of assigned companies upon arrival to an incident until relieved by a higher ranking official.
 16. Maintain the knowledge and skills necessary for the safe, effective and efficient control of his/her company at the scene of an incident.
 17. Complete and submit all required fire department reports in a timely fashion.
 - Incident reports
 - Injury reports
 - Maintenance work orders regarding equipment, apparatus, and stations
 - Violations of fire department rules, regulations, and policies
 - Other reports as necessary or assigned
 18. Participate in making recommendations to improve fire department operations through feedback to ranking officers taking into account the goals and objectives of the department.
 19. Work assignments may include special technical work in addition to regular routine duties as assigned.
 20. Assist with the development and implementation of department policies, procedures, and operating guidelines as necessary and assigned.
 21. Assume essential responsibilities of the Assistant Chief as necessary upon his/her absence.
 22. Development and maintain supervisory knowledge and leadership skills through an available associate degree program, fire academy courses, and/or other applicable course offerings.
 24. Participate in making recommendations to improve fire department operations through feedback to ranking officers taking into account the goals and objectives of the department.
 25. Be responsible for the care and maintenance of all apparatus, equipment, and stations.
 26. Insure that all rules and regulations are adhered to by all members.
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27. Assist with completing public education/relation programs and presentations as assigned.

28. Act in role as department officer.

Minimum Requirements:

1. 7 years minimum fire service experience to include 3 years as a fire officer, and 2 years current membership with the Mukwonago Fire Department.
2. Current Wisconsin State Firefighter Level II certification.
3. Current State of Wisconsin Emergency Medical Technician (EMT) – Basic license, National Registry certification.
4. Current Wisconsin Fire Officer I certification.
5. Current Wisconsin Emergency Services Instructor (FKA-Fire Instructor I) certification.
6. Current Wisconsin Driver Operator/Pumper or MPO certification.
7. Current Wisconsin Fire Inspector I certification or ability to obtain same within one year following promotion to this position.
8. Have met the following membership standards for the previous two years within the Mukwonago Fire Department.
 - a. Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
 - b. Shall have attended a minimum of 18 fire and EMS trainings annually.
 - c. Shall have attended 75% of the scheduled department business meetings.

ASSISTANT CHIEF

Job Description

This is a responsible administrative and supervisory position whose duties involve assisting in the planning, organization, and direction of the administrative functions and programs of the fire department, as well as the direction and leadership of personnel, equipment, activities, and programs of the fire department under the immediate direction of the Chief.

Work assignments are under the general direction of the Chief, and may include special technical work and specific organizational responsibilities in addition to regular routine duties as assigned.

Performance is evaluated periodically through reviews completed by the Chief.

Duties and Responsibilities:

1. Responsible for fire department personnel and their compliance with department rules, policies, procedures, guidelines, and special instructions from ranking officers.
2. Responsible for the effective and efficient control of the incident until relieved of command by the Chief.
3. Successfully complete training and obtain State certification as established for Firefighter/EMT, Lieutenant and Captain.
4. Develop and maintain knowledge of current fire and EMS service methods and practices.
5. Develop and maintain the knowledge and skills necessary to perform fire inspections, pre-fire planning, and fire inspections.
6. Be thoroughly familiar with applicable statutes, as well as the policies, rules, regulations, and procedures of the fire department.
7. Ensure safe and friendly working conditions for all members.
8. Assist with fire department training as assigned.
9. Develop and maintain the ability to express ideas clearly and concisely to groups and individuals.
10. Attend applicable department training and meetings as scheduled.
11. Be thoroughly familiar with response areas, pre-plan information, building occupancies, water supplies, special hazards, sprinkled buildings, lock box locations, and other available information.
12. Develop and maintain the ability to establish and maintain effective working relationships.

13. Develop and maintain the ability to lead effectively, maintain discipline, accept lines of authority, promote harmony, and cooperate with others.
14. Develop and maintain the ability to evaluate emergency incidents, recognize dangers, and take immediate action necessary for the protection of life and property.
15. Establish command, complete a thorough scene size up, initiate an appropriate action plan according to the adopted I.C.S. and safely direct the operations of assigned companies upon arrival to an incident until relieved by a higher ranking official.
16. Maintain the knowledge and skills necessary for the safe, effective and efficient control of his/her company at the scene of an incident.
17. Complete and submit all required fire department reports in a timely fashion.
 - Incident reports
 - Injury reports
 - Maintenance work orders regarding equipment, apparatus, and stations
 - Violations of fire department rules, regulations, and policies
 - Other reports as necessary or assigned
18. Participate in making recommendations to improve fire department operations through feedback to ranking officers taking into account the goals and objectives of the department.
19. Work assignments may include special technical work in addition to regular routine duties as assigned.
20. Assist with the development and implementation of department policies, procedures, and operating guidelines as necessary and assigned.
21. Assume essential responsibilities of the Chief as necessary upon his/her absence.
22. Development and maintain supervisory knowledge and leadership skills through an available associate degree program, fire academy courses, and/or other applicable course offerings.
23. Participate in making recommendations to improve fire department operations through feedback to ranking officers taking into account the goals and objectives of the department.
24. Insure that all rules and regulations are adhered to by all members.
25. Assist with completing public education/relation programs and presentations as assigned.
26. Act in role of department officer.

Minimum Requirements:

1. 10 years minimum fire service experience to include 5 years as a fire officer, and 4 years current membership with the Mukwonago Fire Department.
2. Current Wisconsin State Firefighter Level II certification.
3. Current State of Wisconsin Emergency Medical Technician (EMT) – Basic license, National Registry certification.
4. Current Wisconsin Fire Officer I certification.
5. Current Wisconsin Emergency Services Instructor (FKA-Fire Instructor I) certification.
6. Current Wisconsin Driver Operator/Pumper or MPO certification.
7. Current Wisconsin Fire Inspector I certification or ability to obtain same within one year following promotion to this position.
8. Have met the following membership standards for the previous two years within the Mukwonago Fire Department.
 - Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
 - Shall have attended a minimum of 18 fire and EMS trainings annually.
 - Shall have attended 75% of the scheduled department business meetings.

FIRE CHIEF**Title:** Fire Chief**Status:** Full-Time, NR**Department:** Fire and Ambulance**Revised Date:** January 24, 2017**Reports to:** Town Chairperson/Village President **Adoption Date:****General:**

Initiation, development, coordination, supervision and implementation of all operations and activities of the Mukwonago Fire Department, including: supervision of Department activities; formulating and enforcing Department rules, regulations, goals, policies and programs; supervising and overseeing the activities of Department personnel, including hiring, training, counseling, firing, promotion, commendation and discipline; coordinating Department budget; representing the Village and Town in all fire/rescue/emergency government related matters; and, any duties and responsibilities required by Town and Village Codes and Wisconsin Statutes.

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- I. **MISSION.** To protect public health, safety, and general welfare by ensuring that loss of life, property or injury as a result of fire is prevented and/or minimized.
- II. **PRIMARY FUNCTION.** 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 to prevent or minimize the loss of life and property by fire and emergency medical conditions.
- III. **ESSENTIAL DUTIES AND RESPONSIBILITIES.** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.
- A. GENERAL FUNCTIONS AND SCOPE**
1. Initiation, development, coordination, supervision and implementation of all operations and activities of the Mukwonago Fire Department, including: supervision of Department activities.
 2. Formulate and enforce Department rules, regulations, goals, policies and programs.
 3. Supervise and oversee the activities of Department personnel, including hiring, training, counseling, firing, promotion, commendation and discipline.
 4. Coordinate Department budget.
 5. Represent the Village and Town of Mukwonago in all fire/rescue/emergency government related matters.
 6. Any other duties and responsibilities required by Town and Village Codes and Wisconsin Statutes.
- B. GENERAL DUTIES**
1. Assume command of all Department operations at fires and other emergencies and delegate authority to other officers as required by circumstances.
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2. Develop standard operating procedures that will govern firefighting and rescue operations of the Department as well as establish goals for the Department and for individual personnel.
3. Plan, formulate and develop minimum standards of training and technical competence for officers, fire fighters and rescue personnel.
4. Supervise personnel; including assigning and reviewing work and procedures, establishing priorities, hiring, training, imposing discipline, and recommending personnel actions in accordance with Department, Joint Fire Commission, Village and Town policies and procedures.
5. Cooperate with Town and Village administrations and department heads in the avoidance, corrections and/or removal of hazards.
6. Review reports and records of Department activities and operations and take appropriate action when required to assure they are effective.
7. Skill in the preparation and presentation of complex oral and written public communications.
8. Prepare and present budgetary documentation to the Town and Village authorities within the guidelines of the Town and Village structure, including monthly, quarter and annual reports, master plans and specifications.
9. Conduct inspections to determine compliance with fire codes provision, including citing violators, negotiating resolution to violations, and tanker inspections.
10. Prepare, implement and periodically review programs of instruction designed to equip Department personnel with the skills and knowledge needed to perform the assigned tasks and to progress in responsibility and achievement.
11. Demonstrate proper methods of performing the various techniques of modern fire suppression.
12. Maintain membership in professional organizations to stay current with “best practices” in the provision of services to the community
13. Maintain professional and technical competence related to fire and rescue administration, prevention, suppression and public fire/safety education
14. Attend all Joint fire commission meetings, as well as periodic attendance at Town and/or Village Board meetings as requested.
15. Perform the duties of the Deputy State Fire Marshal, as required.
16. Perform the duties as Head of Emergency Government, as required.
17. Ability to organize, deploy and operate within the National Incident Management System (NIMS) Incident Command System. Ability to train department, village and town personnel in the use of the NIMS Incident Command System.
18. Provide review of builder’s or developer’s plans in conjunction with the Building Inspector.
19. Respond to all fire calls within normal work day parameter and EMS calls as required.
20. Develop and maintain positive, cooperative and supportive relationship with other fire departments and agencies at all government levels
21. Respond to requests from Town/Village Boards as required.
22. Other duties and responsibilities as assigned.

IV. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- A. A Bachelor degree in Fire Administration or Fire Science or similar academic course work is required.
- B. EMT-B certification, Wisconsin or National registry, or equivalent required. Possession of EMT-I or Paramedic certification, with three (3) years of experience in a similar paramedic system (one paramedic system), preferred.
- C. Wisconsin Certified or National Registry Fire Fighter II
- D. Wisconsin Certified Emergency Services Instructor (FKA-Fire Instructor I) certification or National Registry Level I Instructor
- E. Wisconsin Certified or National Registry Level II Company Officer
- F. Possess, or demonstrate ability to obtain within a specified period, all applicable NIMS certifications, e.g. Levels 100, 200, 300, 400, 700.
- G. A minimum of 10 years of previous firefighting experience, at least five (5) of which were as an administrative officer and command capacity role (chief, deputy chief, assistant chief or captain) in a community fire/rescue department comprised by full-time staff and paid on-call personnel

V. QUALIFICATIONS AND SKILLS. Must be able to provide evidence of extensive knowledge and experience of the following:

- Modern and progressive fire prevention and suppression methods, practices and technologies as related to a full-time and/or paid-on-call department.
- Emergency medical care procedures and equipment.
- Best practice methods and practices of fire administration.
- Computer systems and other methods of collecting and analyzing data.
- Supervision of the operation and maintenance of various types of firefighting apparatus and equipment.
- Explosives, hazardous properties and potential hazards of chemicals, liquids and gases as well as the combustion qualities of materials used in the construction of commercial and residential buildings.
- Use of firefighting tools and equipment and an ability to demonstrate their use to others.
- Best practice training methods and the ability to supervise the training and instruction of personnel.
- Collective bargaining, labor relations and contract administration and the ability to establish positive relationships between management and labor representatives.
- Fire prevention codes and ordinances, fire hazards and the methods and techniques of fire inspection and investigation.
- Principles and practices of building construction and maintenance.
- Ability to delegate authority to appropriate staff subordinates as well as monitoring adherence to established fire policies and Departmental procedures.
- Ability to evaluate staff subordinates in a fair and equitable manner – recommending commendations and administering discipline as necessary.

- Ability to plan, recommend and support changes within the Department, the Town and Village and the fire science fields to improve fire protection and public safety.
- Ability to analyze fire problems and formulate policies and procedures as appropriate.
- Ability to offer budgetary documentation to the Town and Village authorities within the guidelines of the Town and Village structure, and the ability to defend in a public forum the recommended operating budget of the Department.
- Skill in dealing with the public, other agencies, other departments and Department personnel courteously but firmly and to establish effective working relationships with the public, new media, community officials, adjacent community fire, rescue and police departments, and other agencies involved in community safety.

VI. MANAGEMENT STYLE. Must be able to possess the following management attributes:

- A professional who has the experience and reputation for being an innovator and capable “change agent,” utilizing the most modern and state-of-the-art strategies and approaches in providing comprehensive fire, emergency medical, paramedic and public services.
- Be “visionary,” innovative, creative and an advocate for change when such is in the best interest of meeting the Department’s mission.
- Be skilled in evaluating personnel performance and capable of identifying and developing supervisory talent in others.
- Have the willingness and ability through public speaking and personal contacts, to enhance understanding and support of elected officials and the public.
- Be capable of utilizing human resources in an effective, productive manner, providing clear direction, counsel and support of staff and employees.
- Be confident in broadly delegating authority to staff, while remaining accountable for Department services overall.

VII. TYPICAL 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:

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.
- Requires eye/hand coordination and manual dexterity.
- Requires lifting up to 50 pounds.
- Frequent bending, stooping and walking.
- Ability to perform strenuous duty for prolonged periods in extreme weather and firefighting situations.
- Physical strengths, endurance and agility to handle the extreme stresses of the position, to rescue persons from burning structures, to risk life in the pursuit of life saving efforts. Must be able to use a respirator and perform duties in confined spaces.
- Must possess sufficient strength and stamina to control pressurized hoses, extend ladders, operate the “jaws of life” and perform other rescue operation in full turnout gear and with safety equipment.

- Wear personal protective equipment weighing approximately fifty (50) pounds while performing the tasks described above.
- Perform physically demanding work while wearing positive pressure breathing equipment with one and one-half inch (1.5”) water column resistance to exhalation at a flow of forty (40) liters per minute.

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

- Spends extensive time outside exposed to the elements.
- Tolerates extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400°F), humid (up to 100%) atmosphere while wearing equipment that significantly impairs body-cooling mechanisms.
- Experiences frequent transition from hot to cold and from humid to dry atmospheres.
- Works in wet, icy or muddy areas.
- Performs a variety of tasks on slippery, hazardous surfaces, e.g. on rooftops or from ladders.
- Works in areas where sustaining traumatic or thermal injuries is possible.
- Faces exposure to carcinogenic dusts, such as asbestos, toxic substances, such as hydrogen cyanide, carbon monoxide or organic solvents, either through inhalation or skin contact.
- Faces exposure to infectious agents, such as hepatitis B or HIV.
- Faces possibility of being hit by falling objects, working at heights, being injured by explosives, risks exposure to radioactive substances, electrical shocks and infection.
- Operates in environments of high noise, poor visibility, and limited mobility and in enclosed or confined spaces.

IX. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS.

- A. Must be able to work with file cabinets that are 5’8” in height and cabinet drawers that have a depth of 24.”

X. ADDITIONAL REQUIREMENTS.

- A. Compliance with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.
- B. Take an oath of office.
- C. Pass a background check prior to hire.
- D. Pass a medical examination for the occupational group and drug screen prior to hire.
- E. Pass a psychological exam
- F. Implement the policy directives of the Village and Town of Mukwonago Boards and Committees.