

# Job Description

Human Resource Use Only
Position Number: Contract Step/Grade Effective Date:

## POSITION IDENTIFICATION

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**Position Title:** FIRE CHIEF  
**Division:** FIRE  
**Workweek:** Mon-Fri (Hours)

## SUPERVISORY RELATIONSHIPS

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**Reports to:** MAYOR

## POSITION PURPOSE

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**Directly Supervises:** Responsible for managerial and administrative work in planning, organizing and directing the programs and services of the City of New Berlin Fire Department. Under the general direction of the Mayor, the Fire Chief must exercise considerable judgment and discretion in meeting departmental objectives.

## ESSENTIAL DUTIES

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- Plans, organizes and directs the programs, services and operations of the City of New Berlin Fire Department both directly and through subordinate supervisors.
- Provides for the effective development and administration of departmental policies, procedures and standards.
- Prepares and administers departmental financial plans and resources (including capital and operating budgets).
- Promotes and maintains positive departmental public relations with other city department staff and the community in general.
- Ability to organize and administer a comprehensive training program for operational personnel and hire, supervise, coordinate and evaluate a large and diverse staff.
- Act as a Liaison between the Waukesha County Communications (WCC) and other agencies to support dispatching/mutual aid within the City of New Berlin.
- Develops and manages effective partnerships through communication and planning efforts with elected officials, other city departments, media and public.
- Develops, organizes, and implements responsive management strategies. with a working knowledge of the Incident Command System (ICS).

- Oversees and manages the procurement and maintenance of fire apparatus and equipment.
- Ability to effectively develop, manage, and evaluate fire prevention, fire suppression, emergency medical service, hazardous material, rescue and related fire service programs.
- Ability to exercise considerable judgment in the development and application of departmental work rules, standards, policies and procedures.
- Ability to effectively manage diverse emergency incidents using a working knowledge of the Incident Command System (ICS) and necessitating the ability to effectively and quickly process visual and auditory data.

## **OTHER DUTIES**

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Perform other duties as assigned.

## **MINIMUM POSITION QUALIFICATIONS**

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**Education:** Bachelor's Degree in Fire Administration, Public Administration or closely related field

**Experience:** A minimum of 5 years experience in Fire Department management including budgeting, planning and administration. 10 years of fire supervisory experience

**Certifications/Licenses:** Must be licensed as an EMT-Basic and hold WTCS Fire Certifications Firefighter I, Firefighter II, Fire Officer I

**Preferred Requirements:** Master's degree. Completion of the National Fire Academy's Executive Fire Officer or Managing Officer program. WTCS Fire Officer II

## **KNOWLEDGE, SKILLS, & ABILITIES**

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- Be a citizen of the United States
- Speak the English Language understandably
- Within 18 months of appointment, reside within 20 miles of the City Limits
- Subject to the provisions of Wisconsin Statute 111, not have been convicted of a felony which reasonable relates to the duties of the position of Chief of the Fire Department, unless subsequently pardoned, and be of good character.
- Valid Wisconsin Driver's license.
- Ability to maintain a systematic recordkeeping system.
- Advanced knowledge of modern firefighting and fire prevention methods and equipment.
- Knowledge of City building codes, fire prevention laws and regulations.
- Thorough knowledge of the safety standards used in firefighting.
- Knowledge of current trends regarding the administration of firefighting and fire prevention

activities.

- Ability to provide leadership, create initiative and serve as an effective spokesperson.
- Ability to cooperate and communicate constructively with other city departments, Mayor, elected and appointed officials, media and the public.
- Considerable skill in planning, organizing and administering Fire Department programs and services.
- Ability to effectively develop, manage, and evaluate fire prevention, fire suppression, emergency medical service, hazardous material, rescue and related fire service programs.
- Ability to plan, develop and manage departmental resources.
- Ability to exercise considerable judgment in the development and application of departmental work rules, standards, policies and procedures.
- Ability to develop and maintain effective working relationships.
- Ability to effectively manage diverse emergency incidents, necessitating the ability to effectively and quickly process visual and auditory data.

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## **BACKGROUND CHECKS-** Condition of Employment

## **PHYSICAL DEMANDS**

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**Manual Dexterity:** Work requires definite skilled and accurate physical operations requiring some closely coordinated performance.

**Physical Effort:** Work requires handling average weight materials or equipment, but not for sustained periods.

**Working Conditions:** Some exposure to definitely disagreeable features

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The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Scheduling flexibility is required to accommodate changing business needs.