

Job Descriptions



POSITION TITLE: Fire Chief

REPORTS TO: Police & Fire Commission

APPOINTED BY: Police & Fire Commission

SCREENINGS: Background check, drug test, physical

RESIDENCY REQUIREMENT: Must live within 15 miles of the City of Mauston corporate boundaries

DEPARTMENT: Fire Department

STATUS: Part-Time, At-Will, On-Call

Police & Fire Commission Approval: November 12, 2020, Revised February 22, 2024

Appointment of the Fire Chief:

- **Appointment:** Pursuant to 62.13(3), the Fire Chief shall be appointed by the PFC.
- **Term:** Pursuant to 62.13(3), the Chief shall hold office until resigning or until suspended or removed by the PFC.
- **Eligibility:** To be eligible for the position of Fire Chief, the applicant must have been an employee of this Department or another fire department for at least 5 ~~years, and~~ years, and must fulfill such other requirements as the Wisconsin Statutes and Administrative Code may require.

Duties of the Fire Chief:

In addition to the duties and powers set forth in Section 2-90 of the Mauston Code of Ordinances, the Fire Chief shall:

- Be the Chief Executive Officer of the Department at all times, and exercise general supervision and control over all emergency and non-emergency, fire-fighting and non-firefighting activities, such as ~~fund-raising~~ fund-raising activities, practices, parade participation, and social events.
- Determine whether a firefighter's absence from a practice meeting or a fire call shall be excused.
- Have the power to discipline or suspend a firefighter.
- Exercise all duties, obligations, ~~powers~~ powers, and rights of Fire Chiefs authorized by State and Federal rules and regulations, including (but not limited to) the requirements of ~~ILHR 30~~ SPS 330 Wis. Admin. Code, including the standards of the National Fire Protection Association (NFPA) adopted by reference therein.
- Organize, ~~provide~~ provide, and oversee proper and adequate training and education for the Firefighters.
- Establish, ~~maintain~~ maintain, and oversee a training and education program for Firefighters to prevent occupational accidents, deaths, ~~injuries~~ injuries, and illnesses.
- Supervise the acquisition, maintenance, inspection and repair of all vehicles and equipment to assure the safety and performance thereof.
- Coordinate and supervise the inspection, testing and maintenance of all Department motor vehicles, equipment and properly.
- Assure, to the best of his/her ability, that the firefighters who are expected to do structural firefighting are physically capable of performing the duties which may be assigned to them during emergencies.
- Appoint all subordinates pursuant to policies, and shall coordinate, ~~direct~~ direct, and discipline their activities.
- Be present at all fires, to the extent possible, and shall plan, ~~coordinate~~ coordinate, and supervise the handling of the emergency situation. Have the power to appoint additional ~~manpower~~ workforce, under emergency situations, whenever in his/her discretion such additional ~~manpower~~ workforce is necessary.
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- Prepare the annual budget request in coordination with the City Administrator, and present the same to the PFC.
- Report to the PFC regarding the special needs and requests of the Department.
- Refer for prosecution, any person interfering with the activities of the Department.
- Decide which equipment is taken to emergency situations.

Duties of the Fire Chief(con't):

- Have the authority to request additional firefighting equipment from neighboring fire departments and the authority to render aid to neighboring fire departments.
- Coordinate and supervise the preparation of all repairs required by the PFC or the State, or by any other governmental entity.
- Appoint and supervise fire inspectors.

Firefighter Qualifications:

Applicants must satisfy the qualifications established in the Wisconsin Statutes and SPS Chapter 330 Chapter ILHR 30 Wis. Admin. Code, plus all amendments thereto, plus whatever additional qualifications may be established from time to time by the PFC, the ~~Department~~Department, or the State. Certification, ~~training~~training, and orientation must be completed in 24 months— . No firefighter may serve in any position, or exercise any duties or powers, for which he or she is not qualified.

Firefighter Oath of Office:

Every firefighter shall take an oath to uphold:

- The Rules and Regulations of the Department, and
- Any additional rules and regulations imposed by the PFC, and
- The Laws of the United States and Wisconsin.

Firefighter Duties:

All firefighters shall observe the following rules and regulations, and the failure to do so may result in termination or disciplinary action.

- Firefighters shall observe and follow security and safety rules, Firefighters shall wear required safety equipment, and shall not tamper with equipment.
- Firefighters shall not engage in negligent or careless action, which endangers the life or safety of themselves or others.
- Firefighters shall not engage in insubordination or refuse to obey reasonable orders mid instruction properly issued by a superior.
- Firefighters shall not engage in threatening, intimidating or coercing behavior towards other Firefighters, on or off the Department premises, at any time, for any purpose.
- Firefighters shall not negligently cause the destruction of or damage to Department property.
- Firefighters shall not engage in the unauthorized possession, ~~removal~~removal, or use of Department property.
- Firefighters shall not engage in malicious gossip, or spreading rumors, or other activities which are likely to create discord and dissension amongst the Firefighters.
- Firefighters shall not smoke in restricted areas or at non-designated times.
- Firefighters shall not create or contribute to unsanitary conditions.
- Firefighters shall not be excessively absent or tardy from meetings or emergency calls.
- Firefighters shall not use obscene, ~~profane~~profane, or abusive language.
- Firefighters shall not carelessly drive Department vehicles, nor shall they carelessly drive their own vehicles while responding to an emergency call.
- Firefighters shall immediately report to any Officer any damage to (or the malfunction of) an accident involving, or the loss of Department property.
- Firefighters shall comply with all federal, state and Department rules and regulations regarding the standards for emergency operations including compliance with applicable "CDL" license requirements.
- Firefighters shall not appear at a Department Meeting or at any emergency while under the influence of an intoxicant or a controlled substance drug.

- Firefighters shall take pride in their personal appearance, their technical knowledge, their ability to perform their job, and their overall dedication to serving the public.

Firefighter Duties (con't):

- Firefighters shall exercise self-discipline and control over their emotions to be sympathetic to the abnormal or exaggerated actions of those under stress, to exhibit reasonable and firm leadership in carrying out measures that ~~insure~~ensure the safety, survival, show confidence of others in the performance of their duties.
- Firefighters shall leave their personal equipment and Department equipment in a state of readiness.
- Firefighters shall follow, to the best of their ability, the reasonable and appropriate orders of ~~their~~their supervisors.
- Firefighters shall perform such tasks and duties as may be assigned to them by their superiors, including (but not limited to) firefighting tasks, training and educational tasks, fund raising tasks and parade tasks.
- Firefighters shall keep confidential all information required by law to be kept confidential.
- Firefighters shall accurately show their compensable time and shall not falsify or inflate the time they ~~spends~~spend, or others spend performing compensable duties.
- Firefighters shall faithfully obey and execute such additional rules and regulations as may be imposed by the Chief and/or the PFC.

Management Statement:

These position descriptions have been prepared to assist in defining work hours and conditions, job responsibilities, and skills needed~~—~~. It is not intended as a complete list of jobs, duties, responsibilities, and/or essential functions~~—~~. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

These position descriptions do not constitute an employment agreement between the employer and employee~~—~~. These descriptions are not intended to limit or modify the right of any supervisor or supervising governmental body to assign, direct and control the work of employees under supervision~~—~~. The City of Mauston retains and reserves any and all rights to change, modify, amend, ~~add~~add, or delete, from any section of this document as it deems, in its judgment, to be proper.

By my signature below:

- I acknowledge that I received a copy of this job description
- Any questions and/or concerns have been addressed with me.

Signature

Printed Name

Date