

Position Summary

The position involves, but not limited to, supervision of firefighting, emergency medical, hazardous materials and special rescue incidents. The Fire Chief also is responsible for developing and ensuring compliance with Department and Town policies and SOG's.

This position is responsible to organize and supervise all activities of the Town of Ixonia Fire & EMS Department to protect life and property including maintenance and management of firefighting/emergency medical forces, equipment, physical facilities and programs for the Town of Ixonia. On call on a 24-hour basis, however, delegates duties to supervisory employees.

The Fire Chief is an appointed position, has no term limit and continuation of employment in this position is subject to the will of the Ixonia Town Board. Salaried Wages are \$18,000/annually.

Duties and Responsibilities

- Is the Incident Commander of all firefighting, hazardous materials, emergency medical and special rescue incidents of the Department.
- Cooperates with other municipal departments and outside agencies in the mitigation of the incident.
- Encourages a positive attitude among the membership of the Department.
- Plans, organizes, directs and coordinates the work of subordinate professional, technical and clerical personnel in the areas of fires suppression, prevention and inspections, emergency medical service, hazardous materials, training, public education, and administration/management.
- Ensures that the Town of Ixonia Fire and EMS Department attracts, develops and retains highly skilled, motivated and diverse members.
- Develops, implements and monitors department policies, procedures, goals and objectives.
- Oversees Emergency Medical Services for quality assurance, medical control and regulation compliance.
- Becomes familiar with Federal, State, and local laws, rules, regulations applicable to department operations.

- Becomes familiar with Federal and State grants which serve the goals of the Department.
- Maintains the records of the Department.
- Provides appropriate training, assignment and discipline of department personnel: plans, organizes, directs and coordinates the work of subordinate professional, technical and clerical personnel: evaluates the effectiveness of training: evaluates job performance of personnel annually or as otherwise necessary.
- Prepares and administers the Department budget.
- Conducts appropriate staff meetings: attends other job-related meetings.
- Represents the Town of Ixonia Fire & EMS Department throughout the community, both in person and through the media.
- Communicates effectively with the Town Board

REQUIRED CERTIFICATIONS/LICENSES AND EXPERIENCE

- Wisconsin Firefighter II Certification
- State of Wisconsin Fire Officer 1, Fire Instructor 1 (highly desirable) and Fire Inspector 1 (or willingness to obtain within 12 months of employment as classes are available)
- Wisconsin Driver/Operator – Pumper
- State of Wisconsin and/or National Registry EMT-Basic (preferred AEMT) or higher
- Previous fire officer/incident command experience
- Five (5) years experience as an active firefighter and EMS provider with increasing levels of responsibilities
- Minimum of five years experience as Fire Officer.
- ICS 100 & 200 required. ICS 300 & 400 completed within one year of hire.

PREFERRED CERTIFICATIONS/LICENSES

- Fire Officer II
- State of Wisconsin and/or National Registry AEMT or Paramedic License within one year of employment

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of firefighting and rescue techniques, emergency medical service operations and the understanding of principles involved in fire suppression and hazardous materials incident.
- Extensive knowledge of and skill in the operation and maintenance of various firefighting and emergency medical services apparatus and equipment.
- Thorough knowledge of and skills of the use of firefighting and emergency medical tools, equipment and apparatus and the ability to demonstrate their use to others.
- Ability to plan, assign, direct and supervise personnel and equipment under emergency conditions.
- Demonstrate initiative and exhibit a positive attitude.
- Establish and maintain effective working relations with personnel of the fire department, emergency medical services, other Town departments, community officials and the general public.
- Possess sound judgment and a calm, experienced approach to emergency situations.
- Ability to analyze problems and reach acceptable and workable solutions.
- Demonstrated capability to handle incident command responsibilities.
- Ability to successfully motivate other firefighters and EMS personnel.
- Physically able to perform as an incident commander during emergency alarms, including but not limited to being regularly available for work. In addition perform as a firefighter or emergency medical services technician if required in the field as needed. Able to perform office work and operate office equipment.

Note: The job functions listed above are intended as illustrations of the various types of work performed by a person in the position covered by this classification. This list is not all-inclusive. The Town board has the right to assign the employee tasks that are not listed above if the task is reasonable and within the scope of responsibilities.