



MAPLE BLUFF FIRE RESCUE DEPARTMENT

ASSISTANT FIRE CHIEF

Job Description



Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position.

GENERAL STATEMENT OF DUTIES:

In accordance with the Maple Bluff Fire Rescue Department's Standard Operating Guidelines (SOG), responds to fire alarms and other emergency calls and coordinates incident command in the absence of the Fire Chief. This position is also responsible for ongoing maintenance of apparatus and quarters, recordkeeping and report generation, equipment and inventory management, miscellaneous janitorial services, and providing public relations and fire safety education. This position is under the direct supervision of the Maple Bluff Fire Rescue Department's Fire Chief.

QUALIFICATIONS:

1. High school diploma (or equivalency) required.
2. Associate's degree in fire science, emergency medical management, public or business administration, or related field (or greater)
3. Minimum of five (5) years of progressively responsible operational and/or administrative management experience in either the Fire or EMS services
4. NIMS ICS 200 (with the ability to obtain ICS 300 & 400 within probationary period)
5. Wisconsin Firefighter II
6. Entry level apparatus operator: pumper (or greater)
7. Fire Officer I
8. Emergency Service Instructor (desirable)
9. Fire Inspector (desirable)
10. Wisconsin Advanced EMT
11. Current CPR Certification
12. CEVO/EVOC
13. Must be able to possess or able to obtain a valid WI driver's license
14. Any combination of education and experience which in the sole discretion of the Village of Maple Bluff would demonstrate the employee's ability to meet the required knowledge, skills, or abilities for the position
15. Must successfully pass a pre-employment physical examination, drug screen, background investigation, and psychological exam.

ESSENTIAL JOB FUNCTIONS:

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.

1. Responds to fires, hazardous material incidents, and other emergencies as required and assumes authority as specified in the incident command structure. Provides emergency fire and emergency medical services entailing response with fire apparatus to fire or emergency scene to provide timely suppression and rescue assistance to minimize loss of life and property.
2. Represents the department, on assigned duty days, in the absence of the Fire Chief including provision of public education and public relations.
3. Maintains radio or telephone communication, when needed, with other agencies and Village departments.
4. Performs fire inspections, as needed, of designated areas assigned and recommends changes to building tenants, managers and owners that, while outside the definition of code requirements, would improve safety conditions. Maintains record of inspections.
5. Maintains emergency vehicles and emergency equipment including daily vehicle and equipment checks. Keeps records on apparatus checks for each vehicle, including items such as fuel, oil, other fluids, repairs, etc.
6. Maintains inventory system for emergency supplies to provide proper control, distribution and assurance that items are available when needed.
7. Provides training to officers, firefighters, and emergency medical personnel.
8. Development and maintenance of records and reports.
9. Maintains daily operations log, indicating all significant events by time of day.
10. Completes State of Wisconsin and Federal Fire and EMS incident reports as necessary.
11. Reviews daily shift roster to ensure appropriate number of EMTs and firefighters have volunteered for each shift. Make additional contacts for personnel when necessary.
12. Ensure that Village Hall is cleaned daily and carry out special building projects as directed.
13. Supervises the daily assignments of firefighter interns.
14. Performs other duties as may be assigned by the Fire Chief.
15. Represents the Village of Maple Bluff in a professional and courteous manner.

KNOWLEDGE AND ABILITIES:

1. Extensive knowledge of firefighting techniques and scientific principles involved in firefighting, fire prevention, incident command, codes, ordinances, fire hazards, methods and techniques of fire inspections and investigations.
2. Knowledge regarding principles and practices of building construction and maintenance.
3. Knowledge of rescue and emergency medical skills. Knowledge of street system and layout of the Village.
4. Basic motor vehicle maintenance and repair skills.
5. Extensive knowledge of the geography of the community, the location of streets, the nature and location of hazardous premises, principal buildings, communications equipment, fire hydrants and other water sources.
6. Ability to establish and maintain effective working relationships with other members of the Department and the general public. Must be firm, articulate, tactful and friendly and exercise good judgment in working with others.
7. Good written and oral communications skills.
8. Ability to supervise a crew and motivate others.
9. Must be physically able to perform general fire department duties, as well as general firefighting.