



# CITY OF ONALASKA

Grade 30

**Position:** Fire Chief  
**Location:** Fire Department  
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**Department:** Fire  
**Supervisor:** Mayor  
**Classification:** Salaried Exempt

Approved by Police & Fire Commission: 11/7/05, 8/29/06, 2/6/08, 4/3/18  
Approved by F & P Committee: 1/4/06, 9/6/06, 2/6/08, 8/5/15, 4/4/18  
Approved by Council: 1/10/06, 9/12/06, 2/12/08, 8/11/15, 4/10/18

Under the direction of the Mayor, this position directs, sets goals and objectives, and oversees all department operations. This position holds the highest-level management position within the Fire Department and is ultimately responsible for the complete control, operation, and representation of the City's fire department and its employees. The Chief is responsible for managing the physical facilities and equipment; promoting fire prevention; developing and improving the City firefighting and emergency medical response; improving the City firefighting forces with methods and techniques of firefighting and fire prevention; supervising departmental activities; formulating and enforcing department rules of conduct and policies; coordinating department activities with outside agencies; preparing and justifying departmental budgets; making recommendations for hiring, promotions, commendations, and discipline; and making major changes in procedures and organization. The Chief also provides information to the Common Council, business groups, service organizations, special committees, and representing both the City and the department to the general public, governmental agencies, news media, etc. This position is appointed by the Police and Fire Commission and supervises all employees hired by the Police and Fire Commission that serve as employees of the Onalaska Fire Department.

**ESSENTIAL JOB FUNCTIONS:** Any one position may not include all the duties listed, nor do are the examples listed in their relative order of importance include all the duties that may be found in this positions of the like. Other duties may be required and assigned.

- A. Oversees all activities of the department for adherence to established policies and work methods; assures enforcement of statutes, fire codes and local ordinances.
- B. Plans, reviews, and coordinates departmental activities with the Mayor, City Administrator, Department Heads, the Police and Fire Commission, and other appointed and elected officials.
- C. Supervises the day-to-day activities of fire department officers and staff; evaluates and monitors fire department policies and procedures and the institution of an appropriate chain of command.
- D. Performs or directs the performance of tasks related to fiscal, personnel, property, records management, and other administrative tasks.
- E. Develops and projects a good public image of the department and its employees with the general public, other firefighter/EMS agencies, governmental officials, and the news media.
- F. Monitors the planning, organization, and conduct of activities related to the provision of emergency medical services and disaster management, and conduct of fire suppression activities, including readiness planning; ~~monitors the planning, organization, and conduct of fire suppression activities, including readiness planning~~ for man-made or natural disasters in the City of Onalaska and neighboring municipalities.
- G. Monitors the planning, organization, and conduct of departmental activities related to the inspection of properties for fire hazards and code enforcement, arson prevention and investigation, fire prevention and community education.
- H. Responsible for the recruitment and retention of firefighter/EMS personnel; evaluates, schedules, trains personnel, administers discipline and grievance processes within the Fire Department.
- I. Monitors the planning, organization, conduct, and evaluation of departmental training activities of personnel; reviews programs of instruction designed to equip department personnel with the knowledge and skills needed to perform the tasks they are assigned.
- J. Represents the fire department at meetings and hearings conducted by other governmental bodies and agencies on matters directly related to the department's operations; provides-acts as a liaison with other organizations and groups on matters related to the department's operations.

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- K. Develops rules of conduct, policies, mission statements, goals and objectives and work procedures to be followed by members of the department based on trends in city government, firefighter/EMS requirements and city growth patterns.
- L. Serves as legal custodian of fire department records; maintains appropriate records and prepares reports; ~~S~~ supervises and assures maintenance of departmental equipment.
- M. Prepares, reviews, approves, and submits the fire department's annual operating budget for consideration by the Mayor and Common Council; and supervises expenditures of departmental appropriations.
- N. Attends meetings of the City Common Council, as well as meetings of the Police and Fire Commission and other committees of jurisdiction.
- O. Develops and annually reviews the department's long-range plan for capital improvements, including the acquisition of capital equipment and fiscal requirements associated with such a plan.
- P. Develops, coordinates, and annually reviews assistance agreements entered into with other jurisdictions.
- Q. Serves as part of the City's Emergency Management Director Team; develops, coordinates, reviews, trains staff tasked with Emergency Operation Center (EOC) duties ensuring the EOC is operational at any given time.

### RELATED JOB FUNCTIONS:

- A. Attends professional conferences; participates in continuing education and training programs to maintain and develop the knowledge and skills needed to perform tasks associated with this position.
- B. May Responds to fire alarms and other calls for assistance as needed; directs use of departmental equipment and resources, including personnel.
- C. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
- D. Other duties as requested or assigned.

### REQUIREMENTS OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

- A. Knowledge of tactics, techniques, and equipment commonly used to contain and extinguish fires.
- B. Knowledge of conditions and events that produce fire and characteristics associated with different kinds of fires.
- C. Knowledge of water supply, gas, electrical, mechanical, hydraulic systems, and fire protection systems (hydrants, sprinklers, alarms).
- D. Knowledge of national standards, state laws and administrative codes related to the prevention of fires and procedures for inspection and enforcement.
- E. Knowledge of fire investigation procedures and techniques including, but not limited to, evidence collection and searches.
- F. Knowledge of emergency medical services including their organization and management, accepted procedures and practice, and the training of emergency medical technicians.
- G. Knowledge of methods used to deal with hazardous or life threatening situations, including those associated with the storage and transportation of flammable liquids, gases, chemicals, petroleum products, combustible and other hazardous materials; building construction materials; vehicle, railroad and pipeline accidents; medical emergencies; natural and man-made disasters.

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- H. Knowledge of municipal administration including the structure and functions of city government; [state statutes](#), principles of management; budget planning and control; purchasing; personnel management, [collective bargaining](#), and labor relations; performance evaluation; public relations.
- I. Ability to evaluate staff subordinates in a fair and equitable manner, recommending commendations and administering discipline as necessary.
- J. Ability to offer budgetary documentation to the City's governmental authorities within the guidelines of the city structure; ability to support and defend the recommended operating budget of the department.
- K. Ability to delegate authority to appropriate staff subordinates monitoring adherence to established fire policies and departmental procedures.
- L. Skill in dealing with the public and department personnel firmly and courteously and to establish effective working relationships with the public, news media, city officials, outside agencies and others.
- M. Knowledge of the role and responsibilities of a Police and Fire Commission in Wisconsin.
- N. Knowledge ~~and skills with~~ [of PCs-computers](#) including Microsoft Office, email, and internet, as well as other applications in fire service management.
- O. Skills in the preparation and interpretation of complex oral and written communications, policy development and in all aspects of public speaking.
- P. Ability to perform all functions required for the classification of Assistant Chief.
- Q. Skills in successfully recruiting, testing, selecting, training, and supervising fire fighters and officers.
- R. Skills in the effective use of appropriate disciplinary methods, [grievance procedures](#), and the fair, impartial enforcement of fire department rules, [city policies and state statutes](#).
- S. Ability to operate a variety of office machines and equipment, including phone/mobile phone, computer, calculator, fax machine, radio, mobile data terminal (MDT), electronic monitoring equipment, pager, medical and fire apparatus/equipment.
- T. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

### TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Bachelor's degree in Fire Service or a closely related field supplemented by the completion of other college level courses in public or business administration or a related field; or equivalent combination of experience in fire supervision, administration or a related field. Master's Degree in Public Administration, Business Administration, or related field is desired; related course work at the National Fire Academy is preferred.
- B. Ten (10) years of progressively responsible experience in the fire service, including five (5) years of supervisory experience and five (5) years' experience in emergency management; or equivalent combination of work experience.
- C. State of Wisconsin (WI) or International Fire Service Accreditation Congress (IFSAC) Fire Officer II or III, and State of Wisconsin (WI) or International Fire Service Accreditation Congress (IFSAC) Fire Instructor II or III [preferred](#).
- D. Graduate of or currently enrolled in the National Fire Academy's Executive Fire Officer (EFO) program is preferred.
- E. A valid driver's license is required.
- F. Residence in within 15 miles of the City of Onalaska's jurisdictional limits (as required by policy).

**PHYSICAL REQUIREMENTS:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. **Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled to skilled movements such as operation of a computer keyboard, telephone, calculator and office equipment or operation of fire apparatus, equipment, and radios.
- B. **Physical Effort:** The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling or crouching. The employee must occasionally lift and/or move 2550 pounds. Specific vision abilities required include close and distant vision and the ability to adjust focus.
- C. **Working Conditions:** The noise level in the work environment is moderately quiet to moderately loud. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

Percent of 8 Hour Day

	67 – 100% Consistently	34 – 66% Frequently	6 – 33% Occasionally	0 – 5% Rarely
<b>Sedentary</b> 0 – 10# max	*			
<b>Light</b> Freq. to 10# -20#max		*		
<b>Medium</b> Freq. to 25#-50# max			*	
<b>Heavy</b> Freq. to 50#-100# max				*
<b>Very Heavy</b> Freq. over 50+# - 100+# max				*

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

## City of Onalaska Fire Chief Timeline

<b>Task</b>	<b>Time Frame</b>
Completion of Job Description Review for PFC	April 28, 2020
Post Fire Chief Position	April 30, 2020
Conduct advertising online through professional state and national associations/organization	April 30, 2020 – Open Until Filled
Review applications as they come in	May – July
Determine if enough qualified applicants to set up interviews	May – June
Applications Close	Open Until Filled – First Review June 1
Professional Panel Interviews	June
Police and Fire Commission Interviews	June
Applicant notified – background checks, pre-employment physical, and psychological exam conducted	June/July