



Town of Burlington

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Title:	Fire Chief	Department:	Fire
Supervisor:	Administrator	FLSA Class:	Exempt
Posted Date:	August 16, 2024		

General Statement of Duties

The Fire Chief provides leadership and administration to the Fire Department and serves as the Emergency Management Director to assist with the Town’s overall emergency management and preparedness. Responsibilities include managing the Fire Department by developing community risk management strategies, planning and implementing policies, recommending strategies, hiring, training and evaluating personnel, and preparing and monitoring budgets.

The Fire Chief shall function with a high degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs and acceptable performance levels for his/her functional area. The Fire Chief shall be committed to the mission, vision and values of the Town and the Fire Department and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Fire Chief shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

While the Fire Chief consults with the Administrator on issues relating to policy and planning, he/she works independently in supervising the overall technical operations.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of management necessary to plan, analyze, develop, evaluate and direct fire department services and operational needs;
- Principles and practices of modern fire prevention, fire suppression and emergency medical activities;
- Principles and practices of personnel management including training, performance evaluation, conflict management and labor relations;
- Principles and practices of budget preparation and administration;
- Pertinent Federal, State, and local laws, codes and regulations that may govern department activities;
- Incident management practices, including the National Incident Management System (NIMS);

- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, PowerPoint, and Access;
- Working knowledge of modern administrative office procedures, methods and equipment.

Skill in:

- Interacting with others using tact, patience and courtesy;
- Negotiating and resolving difficult or sensitive complaints or concerns from department personnel or external sources;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions;
- Assessing and prioritizing multiple tasks, projects, and demands.

Ability to:

- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire suppression, emergency medical and prevention services;
- Develop a comprehensive budget and prepare clear and concise financial reports;
- Establish and maintain effective working relationships with those contacted in the course of work including personnel, other government officials, community groups, the general public, and media representatives;
- Select, train, supervise and evaluate an effective staff capable of properly executing the goals and objectives of the department;
- Properly interpret and make decisions in accordance with laws, regulations and policies
- Conduct themselves in a professional manner as defined by District policy;
- Work independently in the absence of supervision and delegate authority and responsibility when appropriate;
- Maintain confidentiality;
- Perform research and present findings in an organized and professional manner;
- Provide verbal and written directives, information and advice to a wide variety of people and officials;
- Communicate clearly and concisely, both orally and in writing;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Supervision

Works under the supervision of the Administrator. Supervises all assigned full-time, part-time, and volunteer departmental personnel. The Fire Chief will be evaluated on the consistency, quality and timeliness of the performance reviews for which they are responsible.

Education/Experience

Bachelor's degree in public administration or a related field of study AND at least 10 years of fire suppression experience including at least 5 years of upper-level administrative responsibility OR an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above.

Licenses and/or Certifications:

Valid Wisconsin Driver's license. Wisconsin Department of Public Certifications as: Firefighter II, Officer 1, required NIMS ICS certifications 300, 400, and 800. Wisconsin Department of Public Certifications within one year; EMT-Basic, Emergency Services Instructor 1

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear; use hands or fingers to handle and feel; and use the telephone and computer while communicating with internal and external clients. Requires sufficient manual dexterity and visual acuity to operate a personal computer and other standard office equipment. Employee will sit for several hours each day but will also need mobility and ability to stand and walk for periods of time, reach with hands and arms. Employee may need to lift up to 50 pounds on occasion. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

Work Environment

The Fire Chief will perform those physical requirements necessary for essential functions including, but not limited to, regular sitting, standing, walking, and general mobility; continual talking in person, in group presentations, and over the phone to diverse groups of various sizes and natures; keyboarding; infrequent crouching, kneeling, crawling, climbing, limb extension, and all other physical activities required during inspection activities and in non-emergency and emergency situations.

This position works primarily in an office setting, but exposure to adverse environmental conditions, including inclement weather, extreme temperatures, noise, dust, fumes, and other conditions may be required while performing essential and secondary functions of the position. Standard office equipment is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls.

Special Requirements

- Requires ability to pass a pre-employment drug screening examination and any subsequent testing.
- Requires ability to pass a comprehensive background check.
- Employee must be insurable under the Town's existing vehicle and umbrella liability insurance carrier.

Please fill out an application form and submit a resume to rachel.naber@townofburlington.com or in person at Town Hall.