

## **City of Hartford Job Description**

POSITION TITLE: Fire and Rescue Chief  
DEPARTMENT: Hartford Fire and Rescue  
IMMEDIATE SUPERVISOR: City Administrator  
FLSA: Exempt  
STARTING SALARY: \$97,000 - \$107,000 DOQ for 2024

**POSITION SUMMARY:** The Fire and Rescue Chief is responsible for the day-to-day administration, supervision and management of the Hartford Fire and Rescue Department. The Fire and Rescue Chief plans, organizes, directs, and reviews all major activities of the Department, including fire suppression and prevention, emergency medical services-ALS Level, fire education, fire safety and inspections, support services, community development, and emergency government coordination.

### **MAJOR POSITION DUTIES:**

1. Responsible for the administration of the Fire and Rescue Department budget. Ensures that intergovernmental controls and relations are maintained and purchases are accomplished.
2. Coordinates department personnel in an effective and productive work force. Implements department goals and objectives, develops activities and plans to meet these goals.
3. Plans, organizes, and directs the provision of departmental operations of fire suppression, fire prevention, emergency medical services, fire education, fire safety and inspection, support services, community development and emergency government coordination.
4. Plans, organizes and directs the provision of departmental support services for the fire station, including hydrant and equipment maintenance, and in-service training. Supervises and coordinates all staffing, equipment, material and supplies necessary to operate the Fire and Rescue Department, while monitoring expenditures to ensure compliance with Department budget. Develop the annual budget, plan for capital improvements and submit for approval by City Officials.
5. Oversees all emergency operations as incident commander, which includes firefighting, hazardous material response, natural or man-made disasters and mass casualties. Ensures a management team is available to respond twenty-four (24) hours a day.
6. Directs emergency government management at the City, County and State level and participates in various meetings and programs. Coordinates all activities, maintains liaison and prepares and implements a community emergency plan.
7. Coordinates all mutual aid agreements between other community and county organizations. Establishes communications, emergency plans and insures compliance.
8. Oversees all operations, training, inspections, and operating procedures and ensures that all aspects of the Department satisfy Department policies and guidelines.
9. Under City and State guidelines, manages the recruitment of Fire and Rescue personnel, oversees all personnel training activities, and recommends candidates for promotion.
10. When applicable, follows proper hiring, discipline, transfers, promotions and procedures to maintain an effective work force under the guidelines of the Wisconsin State Statutes.

11. Attend various meetings (regular and requested City Board Meetings), seminars and training sessions to obtain current information necessary for effective firefighting, emergency medical service operations and emergency government operations. Interacts with department heads, the City Common Council, the Police and Fire Commission, and other local government agencies to ensure cooperation of services.
12. Oversees community relations activities. Represents the Fire and Rescue Department at meetings of civic organizations and other public and private groups. Establishes productive working relationships with other branches of government, organizations and groups. Promotes the welfare of the City by maintaining a visible profile.
13. Provide personnel administration for the department including selection, training and development, performance evaluation, recordkeeping, safety and labor relations.
14. Perform other duties as assigned.

**DISTINGUISHING FEATURES:** This is important supervisory work, which involves assigning and overseeing the work of the Fire and Rescue Department staff. All work is performed in accordance with the policy and directives of the Common Council as interpreted by the City Administrator.

**PHYSICAL DEMANDS OF POSITION:** These physical demands are representative of demands that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions.

1. Standing, walking and sitting.
2. Stooping, kneeling, crouching and crawling.
3. Running, grappling, climbing, balancing and bending/twisting.
4. Reaching, feeling, talking, seeing and hearing.
5. Lifting, carrying, pushing/pulling 100 pounds or more.
6. Handling, grasping and fingering.

**ENVIRONMENTAL/WORKING CONDITIONS OF POSITION:**

1. Outside workplace environment, including work in confined spaces.
2. Exposure to extreme cold and heat, and extreme changes in temperature.
3. Contact with water or liquids.
4. Exposure to loud noise and vibrations from tools, equipment, machinery, etc.
5. Exposure to hazardous conditions such as mechanical, electrical, chemical, burns, explosives, heights, physical injury, and fast moving vehicles.
6. Exposure to blood borne pathogens, i.e., blood on self and clothing from EMS related calls.

**EDUCATION/LICENSE/CERTIFICATION/EXPERIENCE REQUIREMENTS:**

Bachelor's degree or a minimum of five years of firefighting and emergency medical service experience, including at least four years in a responsible managerial or supervisory position in a fire department with specific experience in such areas as planning, budgeting, leadership, and training. Valid Wisconsin driver's license or other permit license recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle in Wisconsin.

Maintenance of continuous education courses in disaster preparedness, public management, fire and EMS department administration, inspections, fire engineering, etc.

Must be State certified or certifiable fire officer. Must possess Wisconsin Emergency Medical Technician License with ALS licensed preferred. Must be a State Certified Fire Inspector. Shall maintain at all times

the required credentials to meet requirements for the position as established by State of Wisconsin Department of Commerce.

**KNOWLEDGE AND SKILLS REQUIRED FOR POSITION:**

1. Proficient skills in management and supervision, budget, and personnel management.
2. Effective communication, oral and written skills.
3. Ability to implement department plans, goals and objectives.
4. Ability to read, write, add, subtract, multiply and divide.
5. Organize, direct and coordinate written and oral reports.
6. Skilled in report writing, use of computer, telephone, two-way radio, copy machine, adding machine, fax machine, typewriter, calculator, camera, drafting equipment and measuring device.
7. Knowledge of fire protection, water supply, building construction, direct fire and rescue operations, disaster preparedness, combustible and flammable materials, and fire extinguishments.
8. Knowledge of incident command system, emergency medical services, firefighting, fire inspection and public relations.
9. Knowledge of fire administration.
10. Knowledge of federal, state, and local statutes, ordinances, codes and regulations governing the Fire Service, EMS and Emergency Management.

**RESIDENCY:** The newly hired Fire and Rescue Chief must live within 15 miles of the City of Hartford limits.

**MEDICAL:** Applicants will be required to submit to a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the Fire and Rescue Chief at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional or mental condition which adversely affects the performance of duties as a firefighter in the essential functions of employment, with reasonable accommodation.

*This position summary is not to be an all-inclusive list of job duties and requirements, but an illustrative description of typical position responsibility, duties, qualifications, etc.*