

CITY OF STURGEON BAY
FIRE CHIEF POSITION OPENING
INTERNAL POSTING

The City of Sturgeon Bay is seeking a Fire Chief. Under the general direction of the Mayor, and reporting to the City Administrator, the Fire Chief exercises considerable judgment in meeting department objectives. The chief plans, directs, coordinates, and administers all activities of the Sturgeon Bay Fire Department to assure the efficiency and effectiveness of the department and provision of fire protection to all areas served by the department. This position is expected to respond to emergency calls when necessary and is available to respond and carry out subordinate duties when necessary at emergency scenes. Other duties may be assigned as the needs of the City dictate. The Fire Chief shall be appointed by the Police and Fire Commission pursuant to statute. Selection shall be based upon merit and qualifications. Fire Chief Salary range of \$85,581-\$128,362 DOQ. Wages for this position are established annually by the City Council. Fringe benefits are defined in the City of Sturgeon Bay Employee Handbook for Administrative Employees.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES AT TIME OF APPOINTMENT:

- Be a citizen of the United States
- Have a valid Wisconsin driver's license.
- Knowledge of building codes, fire prevention laws and regulations.
- Thorough knowledge of the safety standards used in firefighting.
- Knowledge of current trends regarding the administration and management of firefighting and fire prevention.
- Demonstrated ability to provide leadership, delegate authority and serve as an effective spokesperson.
- Demonstrated ability to cooperate and communicate constructively with subordinate staff and other City staff.
- Demonstrated ability to develop and maintain respectful and effective working relationships.

- Associates degree in fire science, bachelor of science in Fire Technology or equivalent other combination of education and experience.

- Three to five years of officer experience at the Command level of a combination (career and part-time) or career fire department.
- Ability to pass all pre-employment physical, screening and drug testing.
- Certified in Wisconsin for Emergency Medical Responder or greater.
- State of Wisconsin certification as Firefighter I and Firefighter II and completion of Wisconsin Officer I course.
- State of Wisconsin Certified Fire Inspector I.
- National Incident Management System ICS-100, ICS-200, ICS- 300, ICS-400, ICS-700, and IS-800.

RECOMMENDED QUALIFICATIONS WITHIN TWO YEARS OF APPOINTMENT:

- Bachelor's degree fire technology, management sciences, similar degree or equivalent as may be approved by the City.

Full Fire Chief position description is attached. Interested and qualified candidates shall submit a cover letter, resume, and references to City Clerk/Human Resources Director Stephanie Reinhardt, 421 Michigan Street, Sturgeon Bay, no later than Friday, May 10, 2024 in a sealed envelope.

POSITION TITLE: Fire Chief

GENERAL DESCRIPTION:

Under the general direction of the Mayor, and reporting to the City Administrator, the Fire Chief exercises considerable judgment in meeting department objectives. The chief plans, directs, coordinates, and administers all activities of the Sturgeon Bay Fire Department to assure the efficiency and effectiveness of the department and provision of fire protection to all areas served by the department. This position is expected to respond to emergency calls when necessary and is available to respond and carry out subordinate duties when necessary at emergency scenes. Other duties may be assigned as the needs of the City dictate.

APPOINTMENT/SELECTION:

The Fire Chief shall be appointed by the Police and Fire Commission pursuant to statute. Selection shall be based upon merit and qualifications.

STATUS: Salary, Exempt

EXPECTED WORK SCHEDULE: Monday through Friday, 8:00 a.m. to 4:30 p.m. additional hours may be necessary as demand dictates.

SUPERVISES: This position directly supervises the Assistant Chief and assists with the supervision of other department personnel.

TYPICAL DUTIES:

General:

- Promotes, develops and maintains positive departmental public relations with other City department staff, commercial and industrial customers, and residents of the City.
- Serve as a representative of the City of Sturgeon Bay, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees, elected officials and the public.
- Attends meetings of the Common Council, Community Protection and Safety Committee, Police and Fire Commission or other committees as required or directed.
- Works closely with City Administration and in collaboration with other Officers and department personnel to recommend the purchase of fire suppression and rescue apparatus.
- With the Assistant Chief, department staff and City Administration prepares the annual operating and capital budget for the Fire Department and City of Sturgeon Bay with department line staff.
- Develops and maintains rules, regulations, policies and standard operating guidelines governing both emergency and non-emergency operations of the Department.
- Develops long range plans for the training, operations, staffing and equipment requirements of the Department.

- Prepares and maintains reports to the Common Council on department activities.

Safety, Training, and Fire Prevention:

- Supervises fire prevention education activities of the department, including appropriate public awareness and media relations programs.
- Supervises the fire prevention inspection program for public buildings and places of employment. Ensures proper record keeping of all inspections and reporting as required by law.
- Conducts studies and analysis and provides recommendation regarding policies, laws or other applicable measures to enhance fire protection within the City.
- Establishes minimum standards of training and technical competence for all Fire Department personnel.
- With assistance from the Assistant Chief, officers and department members, assesses and coordinates the resources and personnel to facilitate and maintain a safe work environment including the establishment of applicable policies and work rules. and adherence to said policies by department members.
- Supervises review of building and site plans prior to construction to assess fire code and sprinkler code compliance. Supervises inspection during construction and buildout.
- Encourages department staff to pursue training opportunities that enhance the efficacy, efficiency, and quality of the department.
- Encourages all staff to find training that improves management skills, technical proficiency, professional, and personal development.

Personnel:

- Provides support to the Police and Fire Commission regarding, appointments, promotions, suspensions, and terminations.
- Coordinates evaluations of employee performance of all subordinates within prescribed periods and makes recommendations for additional actions when warranted including: pay step adjustments for non-union, additional training or retraining, and discipline as may be appropriate.
- With assistance as may be necessary from the Assistant Chief or other Administration staff administers the collective bargaining agreement and serves as management representative on negotiating team when directed.
- Supervises the operation, maintenance and repair, of all apparatus, appliances and property belonging to the department.
- Ensures that all department personnel maintain all licenses, certifications or any other training standard requirements for the various required functions in providing fire responses, suppression and medical response.

Inter / Intra-governmental:

- Coordinates mutual aid pact, participates in MABAS, authorizes response to calls for mutual aid, and requests for mutual aid.
- Works cooperatively with other City departments and surrounding public safety entities as necessary to ensure fire protection to the City and municipalities that contract with the City for services.
- Works with the County of Door Emergency Services, Wisconsin Department of Natural Resources, United States Coast Guard and other governmental and non-governmental entities as may be necessary to ensure adequate fire protection to the City and municipalities that contract with the City for fire protection.
- Participates in emergency management planning and related activities as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES AT TIME OF APPOINTMENT:

- Be a citizen of the United States
- Have a valid Wisconsin driver's license.
- Knowledge of building codes, fire prevention laws and regulations.
- Thorough knowledge of the safety standards used in firefighting.
- Knowledge of current trends regarding the administration and management of firefighting and fire prevention.
- Demonstrated ability to provide leadership, delegate authority and serve as an effective spokesperson.
- Demonstrated ability to cooperate and communicate constructively with subordinate staff and other City staff.
- Demonstrated ability to develop and maintain respectful and effective working relationships.
- Associates degree in fire science, bachelor of science in Fire Technology or equivalent other combination of education and experience.
- Three to five years of officer experience at the Command level of a combination (career and part-time) or career fire department.
- Ability to pass all pre-employment physical, screening and drug testing.
- Certified in Wisconsin for Emergency Medical Responder or greater.
- State of Wisconsin certification as Firefighter I and Firefighter II and completion of Wisconsin Officer I course.
- State of Wisconsin Certified Fire Inspector I.
- National Incident Management System ICS-100, ICS-200, ICS- 300, ICS-400, ICS-700, and IS-800.

RECOMMENDED QUALIFICATIONS WITHIN TWO YEARS OF APPOINTMENT:

- Bachelor's degree fire technology, management sciences, similar degree or equivalent as may be approved by the City.

RESIDENCY:

Residency within 15 miles of the corporate limits of the City of Sturgeon Bay.

WORKING CONDITIONS:

- The office environment is moderately quiet.
- Exposure to extreme cold and heat and extreme temperature changes.
- Contact with water, other liquids, and gasses.

- Exposure to loud noises and vibrations from tools, equipment and machinery.
- Exposure to hazardous conditions such as mechanical, electrical, chemical, burns, explosives, heights, physical injury and fast moving vehicles.
- Exposure to atmospheric conditions such as fumes, gasses, noxious odors, dust and poor ventilation.

PHYSICAL DEMANDS:

Ability to speak, hear, sit, stand, walk, stoop, crouch, reach, crawl, bend, climb, balance, grip, grasp, and manipulate all joints. Must be able to communicate in writing and verbally using the English language.

JOB LOCATION AND HOURS:

The Office of the Chief of Fire is located at City Hall / East Side Fire Station. The Fire Chief position is expected to respond to emergency calls and be available to respond and carry out subordinate duties at emergency scenes when necessary. Periodic travel outside the city to attend seminars or other training functions may be required. However, due to the unknown nature of emergency calls and time of day and the amount of time that any single emergency situation could last, a balance between regular schedules for time leveling is providing.

WAGES, FRINGE BENEFITS, TERMS OF EMPLOYMENT:

Wages for this position are established annually by the City Council. Fringe benefits are defined in the City of Sturgeon Bay Employee Handbook for Administrative Employees.