

THE TOWN OF WASCOTT

P.O. Box 159, Wascott, WI 54890

Phone – 715/466-4252 Email – wascott@centurytel.net Website – www.townofwascott.org

POSITION:

Town of Wascott Fire Chief

Wascott, WI 54890

Permanent, Part-time, Paid On-Call Position

SUMMARY OF JOB DESCRIPTION:

The Town of Wascott is accepting applications for Fire Chief. The Wascott Fire Chief is a permanent, part-time, paid on-call position and is responsible for supervising all activities of the Wascott Fire Department and reports directly to the Wascott Town Board. This shall include administrative functions of planning, organizing, directing, coordinating and controlling the operations of the Department and the personnel under the jurisdiction of the Fire Chief. The Fire Chief is compensated through a combination of salary, hourly pay per fire call, mileage, and hourly pay for training.

CHARACTERISITIC WORK OF FIRE CHIEF:

- The Fire Chief shall hold the classification of Department head.
- Responsible for the proper direction and training of all fire personnel.
- Responsible for developing and recommending a budget to the Town Board for the Department.
- Responsible for reviewing and recommending changes to Fire Department job descriptions as needed.
- Supervise and delegate authority to appropriate volunteers, monitoring adherence to established fire policies and departmental procedures.
- Maintain discipline among fire department volunteers in a fair and equitable manner; foster a good work environment.
- Maintain an effective system of reports and records of personnel actions, alarm responses, fire and casualty reports, fire inspections, fire investigations, personnel training, fire station apparatus, equipment maintenance and testing.
- Review reports and records of Department activities and operations.
- Develop rules, regulations, and standard operating guidelines governing both emergency and nonemergency operations of the Department.
- Develop long range plans for the training, operations, and equipment requirements of the Department.
- Coordinate activities with those of other departments and outside agencies and organizations; represent the Department in a positive and professional manner.
- Develop and maintain effective working relationships with other area fire and emergency response agencies.
- Respond to emergencies as necessary and assume an appropriate role within the Incident Command System.
- Respond in a timely and positive manner to complaints and requests for information.
- Maintains prompt, predictable and regular physical attendance.

QUALIFICATIONS:

- Must possess and maintain a Wisconsin Driver's License.
- Must be a Wisconsin Certified Firefighter I. (prefer Firefighter II or ability to obtain within 2 years)
- Must complete Fire Officer I training within an agreed amount of time.
- Must be Driver/Operator Pumper qualified.
- Meet all current NIMS/ICS training requirements or have them completed within one year of hire.
- A minimum of five year's experience as a firefighter.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with the Fire Department volunteers, Town Board, and the general public.
- Ability and skills to evaluate fire conditions, recognize danger, uses sound judgement and reacts calmly under emergency conditions.
- Thorough knowledge of the use of firefighting tools and equipment with the ability to demonstrate their use to others.
- Ability to perform job analysis and evaluate Department operations.
- Oral and written communication skills necessary for accurate documentation of required reports; communicating with the Department, Town Board, and the general public.
- Must have training and knowledge of emergency service delivery.

PHYSICAL REQUIREMENTS:

- Work is performed in a variety of extreme and harsh Wisconsin weather conditions.
- Process and maintain motor vehicles (automobiles, fire apparatus and vehicles, and heavy equipment) requiring a standard Wisconsin Driver's License.
- Be able to perform all duties of a certified Firefighter I.

RESIDENCY:

All Fire Department volunteers and non-represented volunteers in the Fire Department who may respond to emergency situations, shall be required to reside within 20 mile radius of the Wascott Fire Department. The Wascott Town Board may waive this requirement to allow highly qualified individuals serving in these capacities, to reside within a larger radius.

SALARY/COMPENSATION:

- Current Salary - \$15,000 annually
- Hourly pay per fire call – Emergency Medical, \$50; Fire & Rescue Call, \$60.
- Pay for all training
- Mileage Reimbursement
- Enrollment in Wisconsin Retirement System (WRS) (if qualifies) or Service Award Program (SAP)

OTHER:

Applications can be printed from the Town's website – townofwascott.org.

Mail application to: Town of Wascott, PO Box 159, Wascott, WI 54890 or Email to: wascott@centurytel.net

Candidates may be subject to a background investigation to include medical and drug examination prior to appointment of this position. Candidate will be required to serve a probationary period of 6 months.