

**VILLAGE / TOWN OF SOMERS
POSTING FOR CANDIDATES
FOR POSITION OF
INTERIM FIRE CHIEF**

The Village/Town of Somers Fire Commission has unanimously voted to post the position of Interim Fire Chief for the Village/Town of Somers. The Commission has directed that the position shall be selected from potential candidates from within the Department. Fire/EMS interested candidates shall submit their resume no later than 9:00 a.m. CSDST to the Village/Town of Somers Administrator by Tuesday, May 19th, 2015.

The salary for the position has been approved by the Village/Town of Somers Board at \$72,000.00 annually plus benefits as outlined in the Employee and Procedures Manual dated May 5, 2012. Attached is the job description with required duties of the Interim Fire Chief.

It is intended that the Village/Town of Somers Fire Commission shall review resumes submitted and conduct personal interviews.

Dated the 8th day of May 2015.

VILLAGE/TOWN OF SOMERS JOB DESCRIPTION

INTERIM FIRE CHIEF

General Summary

Under the general authority of the Village/Town, the Interim Fire Chief duties will include planning, organizing, directing, and administering all operations of the fire department, including fire suppression, rescue, fire inspections, fire prevention, emergency medical and disaster services, along with managing the department's personnel, supplies, training, apparatus, equipment and buildings. Work is performed under the administrative direction of the Village/Town Administrator, who reviews work for overall program effectiveness, with the chief confirming compliance with all State Statutes.

Typical Duties and Responsibilities

1. Supervises the department's activities at major fires or other emergencies, and ensures that command will be established at all emergencies when the Interim Chief is not present.
2. Investigates, or delegates responsibility to investigate, the cause and origin of all fires, including loss of property, injuries or death, and files a report on all fire incidents with the State Fire Marshall. Coordinates investigation with other public safety and law enforcement agencies.
3. Develop plans for efficient and effective fire prevention, fire suppression and EMS (Emergency Medical Services) in the Village/Town, and makes recommendations to the Village Board relative to meeting the department's long-term needs.
4. Develop and enforce department policies and procedures necessary for orderly department operations.
5. Ensures that the department is adequately staffed at all times, including scheduling officers and duty crews for minimum department personnel responses to emergencies.
6. Oversees the administration of the Village/Town's fire inspection program, including building inspections, code enforcement, prosecuting violations, and conducting community education programs.
7. Recommends a proposed department operating and CIP budget to the Village Board and Administrator. Monitors expenditures for conformance to appropriations and purchasing regulations established by the Village Board. Adheres to Village Board rules regarding capital outlay, purchases and competitive bidding procedures.

8. Ensures that all equipment and buildings related to the fire department are properly cleaned and maintained.
9. Reports periodically to the Village Board, Fire Commission, and Administrator as requested on department activities including but not limited to emergency responses, unusual circumstances, and deviations from Board policies and procedures, when such occurs.
10. Cooperates with the county and other law enforcement agencies, building inspectors and other public works agencies as necessary or directed.
11. Attends State Incident and Training Sessions to insure professionalism and standards are maintained as well as conferences when necessary to keep abreast of the latest fire prevention, firefighting, and emergency medical techniques. With this, the Interim Fire Chief will attempt to “network” with other Chiefs, agencies, and organizations throughout the nation.
12. Monitors department personnel and takes steps to insure professional standards. May verbally counsel and issue written reprimands to fire/rescue personnel, and shall recommend disciplinary action to the Village Board or Fire Commission, as appropriate.
13. Attends major incidents and, if necessary, directs fire fighting and rescue activities Using the approved method of (NIMS) National Incident Management System as the accepted method or procedure.
14. Performs various personnel functions, such as, but not limited to:
 - a) Recruits and selects applicants for positions (full time, paid-on-call and part time) in the fire department and presents to the Village Board or Fire Commission as appropriate.
 - b) Trains, counsels, and recommends discipline for employees to the Village Board or Fire Commission as appropriate.
 - c) Evaluates employees performance and annually reports to the Village Board and or Fire Commission as appropriate.
15. Recommends and prepares written justification for the purchase of new equipment and prepares bid specifications for the approved new equipment.
16. Maintains professional working relations with other fire departments, the press, the general public, the Village Board, and Fire Commission.
17. Performs administrative functions to assist the Village/Town Clerk/ Treasurer, Village/Town Administrator, and the Financial Manager in their respective duties as those duties relate to the Fire Department.
18. Perform other duties as assigned by the Village/Town Administrator. The above statements are intended to describe the general nature and level of work performed by persons

in this job classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Qualifications

1. Considerable knowledge of modern fire fighting and EMS methods and techniques and the ability to apply this knowledge to various fire controls and fire prevention problems. Demonstrates experience in the area of mutual aid assisting other fire and rescue departments. Experience with a combination department or sharing of services and equipment, and/or consolidation of departments is desirable.
2. Considerable knowledge of the use and operation of a wide variety of fire fighting equipment and apparatus.
3. Considerable knowledge of municipal fire department administration.
4. Ability to plan, coordinate, and direct the work of a group of both represented and non-represented employees engaged in fire prevention, fire suppression, and emergency medical activities.
5. Initiative and resourcefulness in handling problem situations.
6. Ability to work effectively with others.
7. Ability to network with other fire chiefs in order to find solutions to problems that are above the normal day-to-day operations.
8. Successful completion and maintenance of the Town of Somers Fire Department's physical fitness program. 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 frequently required to sit and talk or hear. The employee is required to stand; walk; use hand to finger, handle, or operate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee occasionally lifts and / or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to life-threatening situations and harsh weather conditions.

Applicants who are offered employment with the Village are required to pass a physical examination given by a physician selected by the Village at the Village's expense. Periodic examinations for vision and color perception may be required for employees whose job responsibilities include the operation of equipment or motor vehicles or health, life and safety responsibilities.

9. Compliance with ~~in~~ the Villages Drug and Alcohol program.
10. Be able to obtain and maintain a valid Wisconsin Driver's License within six months.
11. Must maintain EMT-Intermediate Certification.