

## **FIRE CHIEF**

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible managerial and administrative work in planning, organizing and directing the programs and services of the Madison Fire Department. Under the general direction of the Mayor and in coordination with the Police and Fire Commission, the incumbent must exercise considerable judgment and discretion in meeting departmental objectives.

#### Examples of Duties and Responsibilities:

Plan, organize and direct the programs, services and operations of the Madison Fire Department both directly and through subordinate supervisors. Provide policy direction and leadership; and provide for the effective development and administration of departmental policies, procedures and standards.

Administer the Fire Department including approving payrolls, overseeing budget preparation and monitoring, functioning as Appointment Authority and performing other necessary administrative and supervisory tasks.

Manage and develop Fire Department staff. Hire, train, supervise, coordinate and evaluate a large and diverse staff. Develop and maintain effective employee relations. Direct and/or coordinate related management activities, e.g., affirmative action, labor relations, etc.

Oversee, develop and manage departmental financial plans and resources (including capital and operating budgets); the procurement and maintenance of fire apparatus and equipment; and the management of Fire Department facilities.

Develop and manage effective inter/intradepartmental communication and planning efforts. Engage staff using tools such as webinars, video conferencing and other technologies. Develop, organize and implement responsive management strategies. Participate in the efforts of the Mayor's management team and related committee efforts. Provide advice, counsel and expertise to the Mayor, Common Council, Police and Fire Commission and other boards and committees as appropriate.

Represent the Fire Department and departmental interests throughout the community, both in person and through the media.

Perform related work as required.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Thorough knowledge of the principles, practices and methods of modern fire administration. Thorough knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Thorough knowledge of public administration principles. Working knowledge of budgetary principles and procedures. Working knowledge of tools such as computers, webinars, IP phone, cellular phones, video conferencing, etc. Considerable skill in planning, organizing and administering Fire Department programs and services. Ability to effectively develop, manage, and evaluate fire prevention, fire suppression, emergency medical service, hazardous material, rescue and related fire service programs. Ability to organize, direct, coordinate, evaluate and control the activities of clerical, technical and professional employees. Ability to plan, develop and manage departmental resources (including capital and operating budgets). Ability to manage a large and diverse staff. Ability to effectively lead and/or participate in diverse committee efforts inherent in the department's management. Ability to exercise considerable judgment in the development and application of departmental work rules, standards, policies and procedures. Ability to represent departmental interests in a wide variety of contexts (e.g., before public policy bodies, community groups and the media). Ability to effectively develop and communicate technical recommendations to Boards, Commissions, elected officials, other governmental officials and the public. Ability to provide policy-level consultation on City fire administration matters. Ability to work with a high degree of independence. Ability to plan, direct and supervise the work of assigned personnel. Ability to establish and maintain effective working and public relationships with staff, City officials, the press and the public. Ability to communicate effectively both orally and in writing. Ability to use communication tools such as video-conferencing, webinars, IP Phones, and cellular phones. Ability to effectively manage diverse emergency incidents, necessitating the ability to effectively and quickly process visual and auditory data. Ability to attend meetings and other functions during the evening and/or on weekends. Ability to maintain adequate attendance.

### Training and Experience:

Generally, positions in this classification will require:

Three years of responsible and varied senior management experience in a directly related fire service capacity encompassing significant responsibility for the development and administration of fire department programs, services and resources. Such experience would normally be gained after graduation from an accredited college or university with a bachelor's degree in fire management, public administration or a related field. Other combinations of education, training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid driver's license or the ability to otherwise meet the transportation requirements of this position.

Physical Requirements:

The physical demands of Fire Chief include: visual and auditory acuity; ambulatory ability and physical strength and dexterity inherent in assessing incident parameters/conditions in a field command capacity (under adverse working conditions).

The incumbent of this position will be expected to attend frequent Common Council and meetings of the Police and Fire Commission as well as other public meetings as required. Such meetings generally take place outside the regular work day during evening hours.

| <b>Department/Division</b> | <b>Comp. Group</b> | <b>Range</b> |
|----------------------------|--------------------|--------------|
| Fire Department            | 21                 | 23           |

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director

\_\_\_\_\_ Date