

# Village of Elm Grove

## Position Description

<b>Name:</b>		<b>Department:</b>	<b>Fire</b>
<b>Position Title:</b>	<b>Fire Chief</b>	<b>Pay Grade:</b>	<b>FLSA: N</b>
<b>Date:</b>	<b>April 2023</b>	<b>Reports To:</b>	<b>Village Manager</b>

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### Purpose of Position

The Fire Chief position is responsible for the general condition and safe and efficient operation of the Elm Grove Fire Department, the training and education of members and the performance of all other duties imposed upon him/her by Village Ordinance, Department Bylaws, State Statutes and Administrative Codes.

### Essential Duties and Responsibilities

The following duties are normal for this position and are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop and maintain the Standard Operating Guidelines, Training Schedules, Rules and Regulations for the Fire Department
- Manage department daily and emergency incident operations
- Attend Department, Village Board, Staff and County Fire Chief's Association meetings
- Responsible for maintenance and repair of all Fire Department equipment
- Attend Fire Department drills, training sessions and work details
- Responsible for the maintenance of all personnel, training and incident records
- Preparation of the Annual and 5 Year Fire Department Budgets and be fiscally responsible for the Fire Department's operation year round
- Participate in the development of the Major Incident Manual and training sessions
- Coordinate the Fire Inspection, Preplan and Prevention Programs and the management of the Deputy Fire Inspector
- Responsible for the recruiting and retention of Fire Department personnel
- Contracting and the maintenance of Special Teams contracts and Mutual Aid Agreements

- Responsible for developing and maintenance of a Fire pre-plan Program

### **Additional Tasks and Responsibilities**

- Act as a Fire Explorer Post Advisor
- Explore additional funding through donations and grant programs
- Promote membership participation in Public Relations events

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelors degree, ten years of fire officer service experience, five years as a fire chief officer or any combination of education or experience that provides equivalent knowledge, skills, and abilities.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to counsel, mediate, and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as budgets, billing statements, program sheets, incident/accident reports, resource manuals, press releases, informational brochures, schedules, lists, job applications, local ordinances, state codes, federal guidelines, equipment catalogs, and non-routine correspondence.

Ability to positively communicate verbally and in writing with department members, Village Staff, other fire departments, Police and Fire Commissioners, State Officials, Village Trustees, insurance personnel, and civic groups/clubs.

#### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals, volumes and ratios. Ability to interpret basic descriptive statistical reports.

#### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, and teaching.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

## Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as computer terminal, computer printer, calculator, photocopier, fax machine, telephone, and a variety of fire service equipment.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry and assembling.

Ability to exert moderate physical effort in some sedentary to light work, typically involving some combination of lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration, standing and exposure to various physical and environmental elements. Ability to move and lift a minimum of 50 pounds.

## Environmental Adaptability

Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as disease poses a risk of injury.

The Village of Elm Grove is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date