

# Mission Township Job Description



<b>Position:</b> Fire Chief	<b>Department:</b> Fire
<b>Reports To:</b> Designated Supervisor for Fire Department	<b>Supervisory Role</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date Approved by Town Board:</b> October 9, 2023	<b>Status</b> FT <input checked="" type="checkbox"/> PT <input type="checkbox"/> Seasonal

<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Fire Officer I certification.</li> <li>2. Five years' experience as a paid on-call firefighter in firefighting, fire prevention, and emergency medical services.</li> <li>3. Two years of supervisory experience at the rank of Captain or higher.</li> <li>4. CPR/AED certifications.</li> <li>5. Knowledge of applicable federal and state laws and regulations governing fire/EMS departments.</li> <li>6. Proven ability to train and supervise subordinate personnel.</li> <li>7. Demonstrated ability to establish and maintain effective relationships with employees, supervision, elected officials, and the public.</li> <li>8. Ability to exercise sound judgement in evaluating situations and decision making.</li> </ol>
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<p><b>Desired Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of modern fire suppression, prevention and emergency medical services principles, procedures, techniques, and equipment.</li> <li>2. Demonstrated skill in the operation of tools and equipment.</li> <li>3. Ability to perform work requiring strenuous activity.</li> <li>4. Ability to effectively give verbal and written instructions.</li> </ol>
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<p><b>Essential Position Duties:</b></p> <ol style="list-style-type: none"> <li>1. Leadership of the Fire Department including personnel, response, compliance, training, and reporting.</li> <li>2. Supervision of all officers and firefighter/EMS personnel, either directly or through subordinate officers, including assignment of duties and annual evaluation and certification.</li> <li>3. Establishment and maintenance of operating policies and procedures that comply with state, OSHA and NFPA standards, and town policies.</li> <li>4. Planning, coordinating, and evaluating fire and EMS operations and formulating policies or programs to rectify any identified deficiencies.</li> <li>5. Preparation and presentation of annual budgets and capital improvement equipment priorities for town board approval, including developing equipment specifications and obtaining quotes as needed.</li> <li>6. Responding to alarms and performing command duties.</li> <li>7. Preparation and timely submission of required reporting, including a monthly operations report to the town board.</li> <li>8. Leadership for monthly fire department meetings to promote teamwork and foster effective communications.</li> <li>9. Maintain the good conduct and expected behavior of MTFD personnel following town policies.</li> <li>10. Represent the MTFD in a variety of local, county, state, and community meetings as requested.</li> <li>11. Participation in required meetings to maintain knowledge of area departments, mutual aid needs and requirements, and contract service partner needs and concerns.</li> </ol>
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<p><b>Other Requirements:</b></p>
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1. Attendance at monthly town board meetings, and other town meetings as requested.
2. Maintain required certifications and up-to-date knowledge of fire/EMS best practices.

*This position description does not constitute an employment agreement between the town and the employee and is subject to change by the town. All employees must comply with applicable state and federal laws and regulations, as well as town and department policies.*