



"Service through cooperation"

# *Mosinee Fire District*

*Towns of Bergen, Knowlton, Mosinee and City of Mosinee*  
**601 S RANGELINE ROAD, MOSINEE WI 54455-8528**  
715-693-2059 (phone) 715-692-3472 (fax)

## **Employment Opportunity**

### **FIRE CHIEF**

The Mosinee Fire District located in north central Wisconsin is currently seeking applications for the position of Fire Chief. The Mosinee Fire District operates under an intergovernmental agreement and consists of the City of Mosinee and the Towns of Bergen, Knowlton, and Mosinee. The Fire Chief is responsible for directing and supervising a department consisting of 1 full-time Deputy Chief, 1 full-time Captain and 43 paid on call Firefighters and EMTs, with an annual budget of \$665,000.

The minimal position requirements include:

- Wisconsin Certified Firefighter I & II, Driver/Operator – Pumper, Fire Inspector I, Fire Officer I, and Emergency Services Instructor I
- Current Wisconsin licensed or National Registry EMT IV Technician or higher
- Current National Incident Management System (NIMS) 100, 200, 300, 400, 700, and 800
- Ten (10) years of continuous responsible experience in a department comparable with the Mosinee Fire District or larger, with the most recent five (5) years as an officer in an administrative and command capacity role
- Ability to communicate clearly and concisely, both verbally and in writing
- Possession of a valid Wisconsin Driver's License or ability to obtain one within six (6) months

The following education is also preferred: an Associate Degree or Bachelor's Degree in Fire Science or EMS related fields, Wisconsin certified Fire Officer II.

Chief would be required to maintain residency within 15 miles of the Mosinee Fire District per state statute within one year (12 months) after employment commences.

Successful candidates are subject to background investigation, physical and psychological exams, and drug screening.

The annual starting salary range for this position is \$55,000 - \$65,000 (DOQ). The Mosinee Fire District also offers an excellent benefit package including participation in the Wisconsin Retirement System.

Application packets are available on-line at the City of Mosinee's web page (<http://www.mosinee.wi.us/>) or can be picked up in person at the Mosinee Fire District Station, 601 S. Rangeline Rd. or at the Mosinee City Hall, 225 Main St., Mosinee, WI 54455. **All applications must be returned along with a letter of introduction and current resume. Application information should be addressed to: Mosinee Fire District Chairperson and must be dropped off at the Mosinee City Hall no later than 4:00 PM on Monday, March 5, 2018 or postmarked no later than Friday, March 2, 2018.** Confidentiality must be requested by the applicant and cannot be guaranteed for finalists. The Mosinee Fire District is an Equal Opportunity Employer.

**MOSINEE FIRE DISTRICT  
JOB DESCRIPTION**

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**Job Title: FIRE CHIEF**  
**Departments: FIRE & AMBULANCE**  
**Reports To: Mosinee Fire District Commission**  
**FLSA Status: Exempt**  
**Prepared Date: February 17, 2016**  
**Approved Date: \_\_\_\_\_**

**SUMMARY:**

Under the general administrative supervision and direction of the Mosinee Fire District Commission, the Fire Chief shall plan, organize, direct, supervise and perform all activities of the Mosinee Fire District including but not limited to: incident response, fire suppression, emergency medical services, public education; fire inspection, disaster planning and response, public fire education, maintenance and management of equipment and physical facilities. The Fire Chief shall also perform the duties of an Emergency Medical Technician when on-duty. This is an administrative position.

The Fire Chief is responsible for the management and administration of the Department; budget development and management; the continued development of the Department in terms of service delivery capacity and capability; and the supervision of the Deputy Chiefs, Captains, Lieutenants, Chief Engineer, Fire Inspector, Firefighters, Emergency Medical First Responders, Emergency Medical Technicians, Chaplain, and Administrative Assistant.

The Fire Chief is appointed by the Mosinee Fire District Commission and reports to the Commission concerning employment and disciplinary matters.

The Fire Chief will perform other duties beyond those detailed below as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The order of the listing of duties, qualifications, skills and abilities, etc. does not suggest any particular degree of importance.

1. Supervises, directs and coordinates fire suppression, rescue and EMS services.
2. Assumes command of all Department operations at a fire and other emergencies as required.
3. Performs the duties and responsibilities of an Emergency Medical Technician as required.
4. Provides supervision to officers and non-supervisory personnel. Participate in interviews and effectively recommend hiring of new employees. Plans, assigns and directs all operations of the Department.
5. Maintains current knowledge of firefighting/emergency medical response/hazardous materials methods and technology.
6. Maintains an awareness of upcoming community events which may require the Department's assistance.
7. Oversees and manages the Department training programs for personnel in firefighting methods, rescue, emergency medical response, first responder response, hazardous materials response, inspections, use of equipment and re-certification.
8. Supervises to insure compliance with fire code provisions as provided under State Statue 101.14. Performs as Deputy State Fire Marshall in accordance with State Statue 101.14.
9. Supervises the development of the Mosinee Fire District budget and its management, which includes proposing, writing and implementing programs. Oversee operations in conformance with the adopted budget.
10. Coordinates mandated inspections of public buildings and places of employment to assess and eliminate fire hazards in accordance with State and NFPA requirements.

11. Reviews and develops incident reports; prepares a variety of reports and correspondence, compiles data for State reporting system for fire responses, approves payroll and monthly activity reports.
12. Responsible for pursuing and securing grants and outside funding for the Department.
13. Oversee all emergency response operations. Ensure that management team is available to respond twenty-four hours a day. Coordinate with other community and county organizations.
14. Coordinates all fire prevention and education activities of the department, including appropriate public awareness and media relations programs.
15. Participates in local, regional and state conferences and seminars on fire and rescue administration, prevention, suppression and fire/safety education to maintain a continuing level of professional and technical competence.
16. Protects the privacy of all patient information in accordance with the Mosinee Fire District privacy policies, procedures and practices as required by both Federal and State Law.
17. Directs and maintains records of maintenance, repairs, improvements and replacement for department equipment and facilities.
18. Formulate, recommend and an oversee compliance with the Department's Standard Operational Policies & Procedures.
19. Develops long range plans for the training, operations, staffing, equipment and facility requirements of the Department.
20. Maintains departmental discipline and ethics.
21. Review and appraise performance of Department personnel and oversee the appropriate maintenance of the personnel records.
22. Attends all necessary meetings as directed by the Mosinee Fire District Commission.
23. Other duties as assigned.

## **DESIRABLE QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION, TRAINING, & EXPERIENCE**

1. Wisconsin Certified Fire Fighter I & II;
2. Wisconsin Certified Driver/Operator – Pumper;
3. Wisconsin Certified Fire Inspector I;
4. Wisconsin Certified Fire Officer I;
5. Wisconsin Certified Emergency Medical Technician IV or higher;
6. National Incident Management System (NIMS) 100, 200, 300, 400, 700, 800 Compliance;
7. A valid Driver's License with an ability to obtain a State of Wisconsin Driver's License within six (6) months;
8. Wisconsin Certified Fire Officer II is preferred;
9. Must have a proven successful background and experience with at least ten (10) years of responsible experience in a department comparable with the Mosinee Fire District or larger, including five (5) years as an officer in an administrative and command capacity role.
10. Associate degree in Fire Science or EMS related field is desirable.
11. Bachelor's degree from an accredited college or university with an emphasis in Fire Science or EMS related fields is preferred.

## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

## **MOSINEE FIRE DISTRICT**

## **Fire Chief**

- The modern principles and practices of fire suppression, fire prevention and education, hazardous materials, emergency medical service and emergency rescue.
- Principles and practices of advanced emergency medical procedures.
- Regulations governing fire and ambulance records.
- Rules, regulations and operational procedures of the fire department related to modern firefighting activities.
- Firefighting practices, skills and abilities required by subordinate Fire Department personnel.
- Departmental policies, rules, regulations, directives, and guidelines.
- Principles of supervision, training and performance evaluation.
- Federal, State and local laws, codes and regulations particularly those governing the fire and ambulance service.
- Microsoft Office (Word, Excel, PowerPoint, Outlook) and the Internet.

### **Ability to:**

- Select, supervise, train and evaluate staff.
- To work effectively in the areas of Operations and Administration.
- Communicate and plan effectively with officers of the department to eliminate operational problems.
- Apply the NIMS Incident Command System in an organized and professional manner at the scene of emergencies. Ability to train the NIMS Incident Command System to department personnel.
- Assume the role of Incident Commander at fire and medical emergencies.
- Wear a Self Contained Breathing Apparatus (SCBA) and face mask in accordance with Wisconsin SPS 330.12.
- Work under pressure and make reasonable and sound decisions in emergency situations.
- Recommend and implement goals, objectives and practices for providing effective and efficient fire services.
- Prepare and administer budgets.
- Deliver public presentations and speak before a variety of organizations and the general public.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Command complex fire and medical operations.
- Demonstrate effective use of equipment and apparatus.
- Make technical and emergency decisions quickly and calmly under emergency conditions.
- Explain firefighting practices, procedures, programs, and legal requirements to other firefighting staff and the general public.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations, and departmental programs, procedures and legal requirements.
- Prepare performance evaluations and make recommendations regarding employees.
- Communicate clearly and concisely, both orally and in writing.
- Implement and evaluate a variety of projects in the area of fire protection and public services.
- Establish and maintain effective working relationships with those contacted in the course of work including local government officials, community groups and the general public.
- Identify and respond to issues and concerns raised by the public and the Fire District Commission.
- Must be computer literate and knowledgeable about technology appropriate to the fire service.
- Work irregular or extended hours.
- Maintain confidentiality on all Fire District matters.

**TOOLS & EQUIPMENT USED**

The tools and equipment described here are representative of those that must be used by the employee to successfully perform the essential functions of this job.

- Typewriter, calculator, copy machine, fax machine, computer terminal, telephone and two-way radio.
- Various hand tools, chain saws, shovels, brooms, ladders and exhaust fans.
- Automobile and emergency/rescue equipment.
- First aid equipment, oxygen, electronic test equipment, general medical equipment and patient lifting devices.
- Breathing apparatus, steel tip boots, hearing and eye protection, firefighting turnout clothing and hazardous chemical clothing.

**PHYSICAL DEMANDS**

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.

- Ability to walk; use hands to finger, handle or feel; reach with hands and arms; climb and balance; stoop, kneel, bend, crouch, crawl; talk or hear and taste or smell. Ability to frequently sit.
- Ability to perform strenuous duty for prolonged periods in extreme weather, firefighting and emergency medical situations.
- Physical strength, endurance, and agility to handle the extreme stresses of the position, to rescue persons from burning structures, to risk life in the pursuit of fire saving efforts. Must be able to use a respirator and perform duties in confined spaces.
- Must possess sufficient strength and stamina to control pressurized hoses, extend ladders; operate "jaws of life" and perform other rescue operations in full uniform and with safety equipment.
- Wear personal protective equipment that weighs approximately fifty (50) pounds while performing these tasks.
- Perform physically demanding work while wearing positive pressure breathing equipment with one and one-half (1.5") inch of water column resistance to exhalation at a flow of forty (40) liters per minute.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Spends extensive time outside exposed to the elements.
- Tolerates extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400°F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- Experiences frequent transition from hot to cold and from humid to dry atmospheres.
- Works in wet, icy, or muddy areas.
- Performs a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
- Works in areas where sustaining traumatic or thermal injuries is possible.
- Faces exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, carbon monoxide, or organic solvents either through inhalation or skin contact.
- Faces exposure to infectious agents such as hepatitis B or HIV.

## **MOSINEE FIRE DISTRICT**

## **Fire Chief**

- Possibility of falling objects; working at heights; explosives; exposure to radioactive substance, electrical shocks, and infection.
- Operates in environments of high noise, poor visibility, limited mobility, and in enclosed or confined spaces.
- Typically counted as minimum staffing, working normal schedule of Monday – Friday 06:00-16:00.

### **RESIDENCY**

The Fire Chief is required to live within 15 miles of the Mosinee Fire District per state statute within one year (12 months) after employment.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, reference check as part of the requirements, and any other additional guidelines as outlined in the Mosinee Fire District's Employee Handbook and By-Laws.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The employee must successfully complete a pre-employment physical, drug screening and background investigation.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Mosinee Fire District retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description.

The Mosinee Fire District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Mosinee Fire District will provide reasonable accommodations to qualified individuals with disabilities.

# Mosinee Fire District

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City of Mosinee and the Towns of Bergen, Knowlton, & Mosinee  
601 S RANGELINE RD, MOSINEE WI 54455-8528

## APPLICATION FOR EMPLOYMENT

**PERSONAL INFORMATION:**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
LAST FIRST MIDDLE

**PRESENT ADDRESS:** \_\_\_\_\_  
STREET CITY STATE ZIP

**PERMANANT ADDRESS:** \_\_\_\_\_  
STREET CITY STATE ZIP

**PHONE NUMBER:** ( ) \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**EMPLOYMENT DESIRED:**

**POSITION:** \_\_\_\_\_ **DATE YOU CAN START:** \_\_\_\_\_

ARE YOU CURRENTLY EMPLOYED? \_\_\_\_\_ MAY WE CONTACT YOUR CURRENT EMPLOYER? \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF ANY FELONY, MISDOMEANOR, OR OTHER OFFENSE **(INCLUDING TRAFFIC VIOLATIONS)** WHICH MAY BE PUNISABLE BY FORFEITURE, FINE, JAIL, IMPRISONMENT, PROBATION, OR PAROLE? \_\_\_\_\_ IF **YES EXPLAIN:** \_\_\_\_\_

AT THIS TIME, ARE THERE ANY PENDING CHARGES **(INCLUDING TRAFFIC VIOLATIONS)** OR OFFENSES AWAITING OFFICIAL CHARGES OR OTHER POSSIBLE DISPOSITION, THAT COULD SUBJECT YOU TO ANY OF THE ABOVE PUNISHMENTS? \_\_\_\_\_

HAVE YOUR DRIVING PRIVLAGES BEEN **SUSPENDED OR REVOKED** WITHIN THE PAST 3 YEARS? \_\_\_\_\_

**HAVING A RECORD DOES NOT AUTOMATICALLY DISQUALIFY YOU FROM EMPLOYMENT.**

**EDUCATION:**

SCHOOL	NAME AND LOCATION	GRADUATED	MAJOR
HIGH SCHOOL			
COLLEGE			
TECHNICAL SCHOOL			

**SUBJECTS OF SPECIAL STUDY OR TRAINING:** \_\_\_\_\_

**ACTIVITIES (CIVIC, ATHLETIC, ETC.)** \_\_\_\_\_

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## APPLICATION FOR EMPLOYMENT

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**FORMER EMPLOYERS:** LIST YOUR LAST FOUR EMPLOYERS, STARTING WITH MOST RECENT

DATE/MONTH/YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM:		\$		
TO:		/HOUR		
FROM:		\$		
TO:		/HOUR		
FROM:		\$		
TO:		/HOUR		
FROM:		\$		
TO:		/HOUR		

**REFERENCES:** GIVE THE NAMES OF 3 PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST 1 YEAR

NAME	ADDRESS	BUSINESS	YEARS KNOWN	

**IN CASE OF EMERGENCY, NOTIFY:** \_\_\_\_\_  
NAME

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is just cause for dismissal. Further, I understand and agree that my employment is for no definite period and that regardless of the date of the payment of my wages and salary, may be terminated at any time without previous notice.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

APPLICANT-DO NOT WRITE BELOW THIS LINE

**RECEIVED ON:** \_\_\_\_\_ **INTERVIEWED BY:** \_\_\_\_\_