

**Rules and Regulations, SOP 130**  
**FIRE CHIEF-JOB DESCRIPTION**

1. The fire chief is the executive head of the fire department and is directly responsible for the proper and efficient operation of the fire department.
2. The fire chief shall be appointed by the Village Board.
3. The fire chief shall be responsible for the following:
  - A. Perform the administrative functions of planning, directing, coordinating and controlling the operations of the fire department and the personnel under the jurisdiction of the fire chief. This position involves the utilization of manpower, development and training of personnel, equipment maintenance utilization, budget preparation, the enforcement of codes and ordinances of the Village of Lyndon Station, Town of Lyndon, Town of Kildare and Wisconsin State Statutes, Wisconsin Administrative Code, and Juneau County, as well as the policies and procedures of the fire department.
  - B. At the direction of the Village Board, perform such duties and activities as may be required by the codes and ordinances of the Village of Lyndon Station, Wisconsin State Statutes, and policies and procedures of the fire department.
  - C. Responsible for all fire prevention, public education, rescue and fire suppression activities of the fire department.
  - D. Respond to fires and other emergencies, determining what apparatus and equipment is needed, making decisions as to the best methods of controlling and extinguishing fires, and directing the work of the firefighters.
  - E. Supervise the investigation of fires and analyze findings to determine causes of fires.
  - F. Administration of the fire department by budget preparation, developing and maintaining an effective system of reports and records of personnel actions, alarm responses, fire and casualty reports, fire inspections and investigations, personnel training, fire station, apparatus, equipment maintenance and testing.

- G. Reprimanding, instituting written charges, and suspending or dismissing members when conditions so warrant.
- H. Monitoring the expenditure of funds allocated to the fire department.
- I. Participate in local, regional, state and national conferences and seminars on fire administration, prevention, public education and suppression, as approved by the Village Board, in order to maintain continuing level of professional and technical competence.