



## **ASSISTANT CHIEF CITY OF MANITOWOC, WI**

### **The Ideal Candidate**

- Shall have experience working successfully in a collaborative labor relations/collective bargaining environment and has the ability to build strong relationships with flexibility and consistency.
  - Be Innovative, collaborative and experienced fire/EMS professional with demonstrated leadership capacity who also excels in the areas of management, interpersonal communication skills and customer service.
- Provide strong communicator skill sets with a humble confidence and approachable to interact with the community, City officials, staff and other relationships outside of the organization.
- A commitment to the organization and the senior management team of the City.
  - An engaged professional with a strong background in modern fire Incident Management, EMS, emergency management and all hazards practices.
- A person that understands the need for, and how to use, data for problem solving, community risk reduction efforts, and effective communication.
- The ability and desire to coach and mentor staff in order to foster personal growth and leadership talent with a deep-seated belief in teamwork, mentorship and a continuous development for the department members

[Click here for full Job Description/Application](#)

*"Protecting Manitowoc's Quality of Life for 138 years."*

# **ASSISTANT CHIEF**

## **CITY OF MANITOWOC, WI**

### **Distinguishing Characteristics**

The role of the Assistant Fire Chief is to assist in planning, directing, and reviewing the activities and operations of the Fire Department including fire suppression, hazardous material mitigation, fire prevention, life safety code compliance, public safety education, emergency medical services, emergency management, and administrative support services. To assist in coordinating assigned activities with other City departments and outside agencies; and to provide highly responsible and complex executive level support to the Fire Chief as a member of the Fire Chief's management team.

### **Reporting Relationships**

- Receives general direction from the Fire Chief.
- Exercises direct supervision over sworn, technical, and clerical staff.

### **Minimum Qualifications**

- Experience: Ten years of increasingly responsible command and supervisory experience in an organized fire department, including three years of administrative responsibility.
- Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in fire science, public administration, or a directly related to the core functions of this position.
- License/Certification: Must possess and maintain a valid driver's license, FF II, Fire Instructor, Fire Officer, Fire Inspector, and State of Wisconsin Paramedic Licensure.

### **Essential Job Functions**

Essential job functions are the fundamental duties of a position (see attached job description): the things a person holding the job absolutely must be able to do:

- To support and promote the mission, vision, and values of the Department (reference next page).
- To provide leadership for department members toward conducting our lives on a daily basis in accordance with the mission, vision, and values (reference next page).
- To assist and support the Fire Chief in providing a vision for the department and to plan for the successful implementation of that vision.
- Other duties as assigned: Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Selection Process**

The selection process will consist of an evaluation of the applicant's training and experience based on the application. Cover letters and resumes will be screened in relation to the minimum qualifications and the criteria articulated. Those individuals deemed to be the best qualified will participate in panel interviews and additional selection activities.

Applicants are required to upload the following attachments with their application:

- A cover letter that articulates why you feel you are qualified for this position.
- A current resume.



## Core Values

### **Honor and Respect:**

We value and respect all members of the organization. We respect those that came before us and will strive to make the organization better for those who follow.

### **Embrace Diversity:**

The Manitowoc Fire Rescue Department will embrace the diversity of the community we serve. We are dedicated to reflection and respecting that diversity through our actions and our organization.

### **Teamwork:**

Teamwork is essential to the effective delivery of our service. Each member's contribution is important. We will work as a team to cooperate locally and regionally to improve service to the community and surrounding areas.

### **Service with Compassion:**

Our department is a people oriented service organization focused on helping those in need. Our members will provide the highest level of emergency services with the utmost compassion and care to anyone in need.

### **Preparation for Duty:**

Our personnel will do everything possible to ensure that our organization is at optimum state of readiness when called upon to respond at a moment's notice.

Our team members will be properly trained, equipped, supported, and focused on safe and immediate response.

## Mission Statement

The Manitowoc Fire Rescue Department is committed to protecting the people and property within our city. We will be responsive to the needs of our citizens and visitors by providing rapid, professional, humanitarian services essential to the health, safety, and well-being of the city. Our members will work hard every day to maintain the highest professional standards and to earn the public trust through their actions.

## Vision Statement

The Manitowoc Fire Rescue Department is dedicated to remaining a progressive and innovative fire department that ensures a safe community. We shall strive to provide the best public service through innovative training, ongoing education, and cutting edge equipment. Our ultimate goal is to provide excellent fire, rescue, and EMS services.

## Our City

Manitowoc is a city in Manitowoc County, Wisconsin. It is the seat of the county located on Lake Michigan at the mouth of the Manitowoc River. The City of Manitowoc - Home of the Great Spirit, takes pride in its beautiful scenery and lakefront. According to the 2010 census, it has a population of 33,736 with 50,000 residents in the surrounding communities.

## Our Department

The Manitowoc Fire Rescue Department is a highly skilled and dedicated organization of 51 men and women who provide emergency medical, fire, rescue, and prevention services. Our coverage area includes the City of Manitowoc and the following Townships/Villages: Town of Centerville, Village of Cleveland, Village of Francis Creek, Town of Kossuth, Town of Manitowoc Rapids, Town of Manitowoc, and Town of Newton.

During 2020, the Manitowoc Fire Rescue Department answered almost 6,000 calls for service with the vast majority being EMS. Our four fire stations are strategically located throughout the city to best service our four fire districts.



## City of Manitowoc Fire Rescue Department Application for Employment Checklist

### At time of application you must

- Be a U.S. Citizen
- Hold a valid Wisconsin Driver's License
- Ten years of increasingly responsible command and supervisory experience in an organized fire department, including three years of administrative responsibility.
- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in fire science, public administration, or a directly related to the core functions of this position.
- Must possess and maintain a FF II, Fire Instructor, Fire Officer, Fire Inspector, and State of Wisconsin Paramedic Licensure.
- Ability to pass job-related medical exams
- Ability to pass drug test

### Instructions

- Complete application forms
- Submit cover letter
- Submit current resume
- Submit any other required documentation

NOTE: The omission of any forms required may invalidate your application. It is your responsibility to keep the City of Manitowoc Fire Rescue Department informed of any changes to your name, address, telephone, or employment that occur after submitting your application. Failure to provide this information may eliminate you from consideration for employment. You should contact the Human Resources Department at City Hall, 920-686-6993, with any changes.