

CITY OF BERLIN
POSITION DESCRIPTION
FOR
FIRE CHIEF

July 2025 v6

DEPARTMENT:	Public Safety
DIVISION:	Fire Department
SUPERVISOR:	Police & Fire Commission
SHIFT/HOURS:	As Needed. Volunteer Basis

OVERVIEW

Employment Status: Part-time

Salary: Starting Pay \$1,600/mo or \$19,200/yr

Residency Requirement: Response to station within 10 minutes

Due Date to Apply: July 30th, 2025- 4pm CT

The City of Berlin is located along the Fox River, approximately 20 minutes West of Oshkosh WI. Berlin is known for its rich history in the fur trade and commerce along the Fox River corridor. Today, Berlin boasts thriving industries and local companies that have been part of Berlin's proud history. Residents also enjoy the sprawling Riverside Park and the amenities our parks have to offer.

The City of Berlin Fire Department supports and responds to incidents within the City of Berlin and surrounding rural communities and townships. On average the Department responds to 120-160 calls per year that vary from structure fire, wildland fire, mutual aid, to all hazard incidents. The Department has a current roster of 22 dedicated members with room to grow.

The Police & Fire Commission is seeking a candidate who is a visionary, experienced, and dedicated Fire Chief to lead its City of Berlin Fire Department. This is a key leadership position responsible for strategic planning, emergency response oversight, personnel management, budgeting, and public safety education. The ideal candidate will be a strong communicator, collaborative leader, and passionate advocate for fire service excellence and community safety.

For more details about Berlin and the City of Berlin Fire Department and to apply please visit our [City of Berlin](#) website click on home and scroll down to [Job Openings](#). Please fill out the [City of Berlin job application](#) and include the following documents:

1. City of Berlin Job Application Form
2. Cover Letter
3. Resume

Mail completed application to the address on the form, or email to Stephanie Skivers sskivers@berlinpdwi.gov

JOB SUMMARY

The Fire Chief shall administer the City of Berlin Fire Department and shall have all of the powers and authority granted under Sec. 2-222 of the City of Berlin Code of Ordinances, Wis. Stats §§62.13, 213.095, and any other applicable local, state or federal law or regulation granting authority to fire chiefs. The Fire Chief shall have command over all persons connected with the Fire Department of the City, and may prescribe and establish, from time to time, such rules and regulations, as he/she may deem advisable, subject to the approval of the Police & Fire Commission when required.

ESSENTIAL JOB FUNCTIONS

- (1) The Fire Chief shall be responsible to the Police and Fire Commission for the efficiency and general good conduct of the Fire Department and shall have custody, subject to the direction of the Police and Fire Commission, of all property and equipment belonging to the Fire Department.
- (2) The Fire Chief shall establish and maintain policies and procedures for the Fire Department to accomplish the goals of the Fire Department and to implement directives from the Police & Fire Commission.
- (3) The Fire Chief shall regularly review the performance and effectiveness of the Fire Department, and all assigned personnel, and shall formulate programs and policies to alleviate deficiencies.

The Fire Chief shall inquire as to all fires in the Fire Department jurisdiction as soon as possible after they occur, while maintaining a record of each case in his/her office. The following municipalities/townships are within the service area of the Berlin Fire Department: City of Berlin, Town of Aurora, Town of Berlin, Town of Seneca, Town of Nepeuskun, and Town of Warren.

- (4) The Fire Chief is responsible for being on call 24 hours a day, 7 days a week and will schedule Officers to ensure that in his/her absence there is a charge Fire Officer on call 24 hours a day, 7 days a week.
- (5) The Fire Chief shall prepare and present a written annual report to the Police and Fire Commission by the February meeting of each year.
- (6) The Fire Chief shall prepare a monthly report and attend monthly Police and Fire Commission meetings as required and any other City government meetings as requested.

- (7) The Fire Chief shall handle grievances, maintain Fire Department discipline and oversee the conduct and general behavior of assigned personnel.
- (8) The Fire Chief shall work cooperatively and respectfully with other City departments, and other mutual aid agencies and maintain good relationships with all.
- (9) The Fire Chief shall appoint Emergency Management Director for the City of Berlin as directed by the mayor.
- (10) The Fire Chief will ensure proper and routine maintenance is completed on Fire Department equipment and property. In addition, lead in purchasing of equipment, materials and supplies.
- (11) The Fire Chief or his/her designee shall:
 - a. Conduct an Officer Meeting at the 1st Monday of each month, and review the reports presented by each Officer at the meeting.
 - b. Work with City and Townships on the annual fire protection contract.
 - c. Approve and issue burning permits within the Berlin City limits.
 - d. Review all incident reports to ensure that they are accurate and submit reports into the state and ensure payroll is submitted to the City Clerk's office.
 - e. Record invoices and bills for account and approval and submit to City Clerk for payment and processing.
 - f. Prepare and enter all training records weekly for the fire department
 - g. Prepare and update department policy manuals
 - h. File all fire alarms of home, business and industry in the fire jurisdiction.
 - i. Coordinate with hospital to perform fire department member physicals.
- (12) The Fire Chief shall review and maintain preplans. A minimum of 10 preplans shall be completed, reviewed and updated as applicable, annually. Preplans must be uploaded for use in the command post after approval.
- (13) The Fire Chief shall review and ensure that all commercial buildings are inspected according to WI SPS 314.01 (13)(b)2.
- (14) The Fire Chief shall comply with, and shall impose, and diligently enforce upon such other persons or organizations delegated fire inspection authority if applicable, all conditions related to fire inspections.
- (15) The Fire Chief shall report quarterly to the Police & Fire Commission on commercial building fire inspections throughout the City. Any violations are

expected to be enforced diligently, including causing tickets to be issued or other reasonable enforcement action taken where necessary and appropriate.

- (16) The Fire Chief shall consult with the Police & Fire Commission prior to delegating fire inspection authority to any other person or organization pursuant to Sec. 2-222 of the Code of Ordinances. This shall include but not be limited to consulting with the Police & Fire Commission prior to entering into any contract, renewal of any contract or terminating any contract with any other person or organization for fire inspection services.

PERIPHERAL JOB FUNCTIONS

- (1) The Fire Chief shall attend educational and associational conferences and meetings and keep abreast of current trends in the field.
- (2) The Fire Chief shall represent the City Fire Department in a variety of local, county, state and other meetings where appropriate.

MINIMUM QUALIFICATIONS AND PHYSICAL DEMANDS

- (1) The Fire Chief shall have a thorough knowledge of modern fire suppression and prevention, procedures, techniques and equipment.
- (2) The Fire Chief shall have considerable knowledge of applicable laws, ordinances, and Departmental standard operating procedures and regulations.
- (3) The Fire Chief shall have a demonstrated knowledge and experience with the Incident Command System.
- (4) The Fire Chief shall at all times maintain current fire fighter certifications and be compliant with all current fire departmental standards and qualification criteria.
- (5) The Fire Chief shall be skilled in the operation of Fire Department tools and equipment.
- (6) The Fire Chief shall have thorough knowledge and demonstrate proficiency in developing specifications for needed tools and equipment for the Fire Department and the public bidding process as such relates to the acquisition of such tools and equipment.
- (7) The Fire Chief shall have the ability to train and supervise subordinate personnel.

- (8) The Fire Chief shall have the ability to perform work requiring good physical condition. Specifically, the Fire Chief must be able to frequently sit; talk; hear; stand; walk; use hands to finger; handle or operate objects, tools or controls; and reach with hands and arms. The Fire Chief is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The Fire Chief must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- (9) The Fire Chief shall have the ability to communicate effectively orally and in writing, including the ability to effectively give and receive oral and written instructions.
- (10) The Fire Chief shall have the ability to exercise sound judgment in evaluating situations and in making decisions.
- (11) The Fire Chief shall have the ability to establish and maintain effective working relationships with other personnel, supervisors and the public.
- (12) Computer literacy is required, specifically in Microsoft Office, Internet, e-mail and any fire-related software as needed.