



**VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING AGENDA
Tuesday, August 12, 2025 at 5:15 PM**

Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes of the Personnel Committee Meeting of June 10, 2025
3. Proposed Job Descriptions - Fire Department
4. Closed Session Pursuant to Wis. Stats. §19.85(1)(c) "considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Village has jurisdiction or exercises responsibility.", §19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session", and §19.85(1)(g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved".

The closed session is for the following purposes:

1. To Receive Information Regarding Specific Employees
 2. 2025 Village of Jackson Employee Compensation Plan
 3. 2025 Village Administrator Performance Review
5. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session
 6. Citizens/Village Staff to Address the Personnel Committee
 7. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING
Tuesday, June 10, 2025 at 5:30 PM
Minutes

1. Call to Order and Roll Call

The meeting was called to order at 5:30 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Kruepke

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke and Clerk Jackie Schuh

2. Approval of Minutes for the Personnel Committee Meeting of May 15, 2025

The motion to approve Minutes of the Personnel Committee Meeting of May 15, 2025, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

3. Closed Session Pursuant to Wis. Stats. § 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

The closed session is for the purpose of:

1. 2025 Village of Jackson Employee Compensation Plan
2. 2025 Village Administrator Performance Review

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(c) was made by Tr. Kruepke and seconded by Tr. Emmrich. A roll call vote was taken:

Pres. Heckendorf: Aye

Tr. Emmrich: Aye

Tr. Kruepke: Aye

Vote: 3 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 5:32 PM. Those present in the closed session were the Committee members and Administrator Heidtke.

4. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session

The motion to reconvene in open session was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried. The meeting proceeded into open session at 6:56 PM.

5. Citizens/Village Staff to Address the Personnel Committee

None.

6. Adjourn

The motion to adjourn the meeting was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried. The meeting adjourned at 6:57 PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson

DRAFT



MEMO

TO: Brian Heckendorf, Village President; Personnel Committee

FROM: Jen Heidtke, Village Administrator; Aaron Swaney, Fire Chief

RE: Proposed Job Descriptions for Fire Department

DATE: August 5, 2025

Background

The Village of Jackson Fire Department is most effectively ran as a combination agency with Paid-on-Call (POC), Part-time, and Full-time staff members in positions that vary in rank from an entry level Firefighter/EMT to the top rank of Chief. Below is the current description of each rank in the department:

Chief – (1) Full-time
Assistant Chief – (1) Full-time
Battalion Chiefs – (3) POC
Captains – (3) POC
Lieutenants – (2) Full-time, (1) Vacancy
Motor Pump Operators – (3) POC, (3) Vacancies
Firefighter/EMT- (13) POC, (4) Part-time

At this time, full-time employees are eligible to apply and test for positions of Firefighter/Paramedic, Lieutenant/Paramedic, Assistant Chief and Chief. It is the goal of the department to offer Full-time employees the opportunity to test for the positions of MPO/Paramedic, Captain/Paramedic, and Battalion Chief/Paramedic to fill existing vacancies such as MPO or offer eligibility to Full-time employees to apply and test should other positions become available in the future. Lastly, there would be eligibility offered to POC and Part-time employees that wish to apply for a Lieutenant position as there is an existing vacancy in that rank.

Recommended Motion:

To approve the proposed Job Descriptions to confirm eligibility of full-time employees to apply and test for current or future vacancies of the positions of Motor Pump Operator, Captain or Battalion Chief.

Attachments:

1. Motor Pump Operator/Paramedic, Full-time - Draft Job Description
2. Captain/Paramedic, Full-time - Draft Job Description
3. Battalion Chief/Paramedic, Full-time - Draft Job Description



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VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: MPO/Paramedic
DEPARTMENT: Jackson Fire Department
IMMEDIATE SUPERVISOR: Lieutenant
CLASSIFICATION: Fulltime, Hourly Non-Exempt, Union: N/A

GENERAL POSITION DESCRIPTION:

The **Motor Pump Operator (MPO)/Paramedic** position within the Jackson Fire Department requires individuals to operate both independently and as part of a team. MPOs are responsible for the safe operation, use, and maintenance of department apparatus and equipment, ensuring the effective execution of assigned emergency and non-emergency tasks. This role may include directing personnel during incidents, leading assignments as delegated by the chain of command, and serving in acting roles such as Lieutenant, Truck Officer, or Shift Commander on a relief or training basis. The position is physically and mentally demanding, often performed under emergency conditions, and includes participation in training, departmental committees, and public relations events. MPOs typically work a 48/96 shift schedule (56-hour work weeks) but may be assigned to a 40-hour work week as needed. This position is classified as FLSA non-exempt.

LICENSE/CERTIFICATION REQUIREMENTS:

The minimum qualifications for the Motor Pump Operator (MPO) position include certification as a Paramedic, Certified Driver/Operator–Pumper, Certified Driver/Operator–Aerial, and Wisconsin Certified Fire Fighter I. Prior experience in fire and EMS work is preferred. Proficiency in fire and EMS operations is essential, and candidates must have completed NIMS 100, 200, and 700 training. Within one (1) year of hire, employees must also obtain Wisconsin Certified Fire Inspector certification, and Fire Instructor 1, contingent upon course availability.

EDUCATION AND PRIOR EXPERIENCE:

A Motor Pump Operator (MPO) should possess a high school diploma or equivalent. While a degree in Fire Protection or a related field is not required, it is considered beneficial. Candidates must have a valid Wisconsin driver’s license and should demonstrate experience in both fire and EMS work. Two to three years of firefighting experience is preferred to ensure a solid foundation in emergency operations and apparatus handling.

SKILLS, KNOWLEDGE, AND ABILITIES:

The Motor Pump Operator (MPO) will be called upon to perform the following required tasks and assignments and must maintain the knowledge and skills needed to ensure they are performed successfully.

General Responsibilities

- Operate and maintain all fire department apparatus and equipment, including pumpers, aerial devices, and support equipment.



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- Perform apparatus operations such as drafting, pumping from booster tanks, supplying hose lines, and aerial ladder operation.
- Lead and assist with department training related to apparatus operation and participate in continuing education.
- Perform routine maintenance, pre-shift inspections, and ensure apparatus and equipment readiness before and after incidents.

Emergency Response & Medical Services

- Respond to fire, EMS, rescue, hazardous materials, and technical rescue incidents.
- Perform suppression, rescue, salvage, and forcible entry operations.
- Respond to EMS calls, treat patients at the paramedic level, and document care per protocol.
- Maintain a valid Wisconsin EMT-Paramedic license and proficiency in EMS protocols and reporting.
- Restock and maintain medical supply inventory on vehicles.

Fire Prevention & Inspection

- Assist with fire inspections of new and existing buildings, events, and occupancies with hazardous materials.
- Ensure compliance with fire codes, ordinances, and regulations; recommend corrective actions as needed.
- Conduct fire drills, review evacuation plans, and support special event safety coordination.
- Document inspections, violations, and compliance efforts using inspection software.
- Participate in public fire prevention and education programs.

Training & Leadership

- Mentor and lead part-time and Paid-on-Call (POC) members.
- Assist the training committee in planning and delivering training sessions (fire, EMS, rescue, public education, equipment).
- Present oral and written reports as required.

Public Education & Community Relations

- Support the Fire Prevention Officer in developing and presenting public education and information programs.
- Promote fire safety awareness through community outreach, media, and events.

Administrative & Miscellaneous Duties

- Attend required department meetings, trainings, and seminars.
- Operate computers for reporting, documentation, databases, email, and timesheets.
- Perform general station duties including cleaning, equipment maintenance, and clerical work.
- Maintain regular, punctual attendance and work overtime as needed.



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- Perform related duties as assigned.

Knowledge, Skills & Abilities

- Thorough knowledge of modern fire suppression, prevention, EMS procedures, and equipment.
- Strong understanding of emergency management and hazard mitigation.
- Ability to read, interpret, and explain fire codes, plans, diagrams, and manuals.
- Effective written and verbal communication; sound judgment and decision-making.
- Capable of performing physically demanding work and operating under high-stress situations.
- Strong interpersonal skills for working with staff, supervisors, and the public.

Special Requirements

- Ability to lead and motivate personnel in a mixed volunteer/POC environment.
- Must possess or obtain a valid Wisconsin driver’s license with no suspensions or revocations.
- No felony convictions or disqualifying criminal history.
- Proficiency in English (spoken and written).
- Ability to pass a firefighter physical exam per NFPA 1001 standards.
- Must reside within 15 miles of the Village of Jackson within 12 months of appointment.
- May be required to testify in court or operate photography equipment.

ENVIRONMENTAL ADAPTABILITY:

This position requires employees to maintain a high level of physical conditioning in accordance with NFPA 1582 standards, specifically those outlined in Section 5.1 of the 2018 edition. Firefighters must be capable of performing physically demanding tasks in extreme, unpredictable, and often hazardous environments. Duties may include operating in confined spaces, elevated areas, and adverse weather conditions during both day and night shifts. Tasks frequently involve climbing stairs or ladders while wearing heavy protective gear, advancing charged hose lines, dragging or lifting individuals weighing over 200 pounds, and working under stress without scheduled rest or hydration. Personnel must operate while wearing self-contained breathing apparatus (SCBA) and fully encapsulating protective gear, which increases physical strain and impairs communication and visibility. Members must also function effectively as part of a team, sometimes for shifts exceeding 12 hours, while maintaining sufficient strength, mobility, dexterity, vision, and hearing to safely and effectively perform life-saving operations.

The work environment includes offices, vehicles, and various outdoor settings and may expose employees to smoke, fumes, chemicals, airborne particles, noxious odors, toxic substances, and the risk of electrical shock or vibration. Firefighters occasionally work near moving mechanical parts, in high or precarious places, and with explosives. Noise levels vary from quiet in office settings to extremely loud at emergency scenes. Employees must have the physical ability to lift



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and move objects up to 90 pounds independently and up to 200 pounds with assistance. Periodic physical and psychological evaluations may be required to ensure ongoing fitness for duty.

The Village of Jackson is an equal opportunity employer and, in accordance with the Americans with Disabilities Act (ADA), will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date



Jackson Fire Department

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VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Captain/Paramedic
DEPARTMENT: Jackson Fire Department
IMMEDIATE SUPERVISOR: Assistant Chief
CLASSIFICATION: Fulltime, Hourly Non-Exempt, Union: N/A

GENERAL POSITION DESCRIPTION:

The Captain/Paramedic serves as both a Line Officer and a Command-level leader within the Jackson Fire Department, requiring the ability to operate independently and as an integral member of a team. This position is responsible for supervising and directing emergency response operations, including fire suppression, rescue, hazardous materials incidents, and emergency medical services. Captains ensure the safe and effective execution of operational tasks and are accountable for both emergency and non-emergency functions as assigned by the Department's Chain of Command.

As the ranking officer on shift, the Captain/Paramedic typically functions as the truck officer or Incident Commander in the absence of higher-ranking personnel. They may also serve as Motor Pump Operator (MPO), firefighter, or the lead paramedic on EMS calls, depending on operational needs. Captains are expected to lead by example, maintain a high standard of professionalism, and act as a critical link in departmental leadership, communication, and accountability.

This position is physically and mentally demanding, often performed under high-stress and hazardous conditions. Captains must participate in ongoing training, contribute to departmental committees, and represent the department at public events and outreach initiatives. The role is classified as FLSA non-exempt and typically follows a 48/96-hour shift schedule (56-hour work week), although day-shift assignments (e.g., 40-hour work weeks) may also be required based on departmental needs.

LICENSE/CERTIFICATION REQUIREMENTS:

Required certifications include Firefighter I and II, Fire Officer I and II (or the ability to obtain these within a reasonable time as determined by the Fire Chief), and Certified Driver/Operator-Pumper. The candidate must also be a Wisconsin Certified Inspector I and obtain Inspector II certification within one year of appointment. Additional certifications include Fire Instructor I with the ability to obtain Fire Instructor II within a timeframe set by the Fire Chief, a valid Wisconsin Emergency Medical Technician Paramedic license, and current CPR certification. Proficiency in fire and EMS operations is essential, and candidates must have completed NIMS 100, 200, 300, 400, and 700 training.



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EDUCATION AND PRIOR EXPERIENCE:

A Fire Captain should possess a high school diploma or equivalent, with an associate degree or higher in Fire Protection or a related field from an accredited college or university preferred. Candidates are expected to have a valid Wisconsin driver’s license and demonstrate substantial experience in both fire and EMS work. Additionally, seven years of full-time firefighting experience is preferred to ensure a well-rounded and seasoned background in emergency response and leadership.

SKILLS, KNOWLEDGE, AND ABILITIES:

The captain will be called upon to perform the following required tasks and assignments and must maintain the knowledge and skills needed to ensure they are performed successfully.

Emergency Response & Operations

- Responds to and may assume command at fire, rescue, EMS, and hazardous materials incidents.
- Implements and manages the Incident Command System (ICS) on-scene.
- Operates and oversees use of all Jackson Fire Department apparatus and support equipment.
- Performs fire suppression, ventilation, extrication, salvage, overhaul, and EMS duties up to paramedic level.
- Ensures completion of incident documentation and fire reports.
- Assists with determining fire cause and origin.

Apparatus, Equipment & Facilities Oversight

- Conducts daily inspections of apparatus, tools, and equipment.
- Performs or oversees preventative maintenance on vehicles and station equipment.
- Ensures personal protective equipment, SCBA, and medical gear are ready and compliant.

Personnel Supervision & Leadership

- Leads and supervises full-time, part-time, and paid-on-call personnel.
- Acts as shift supervisor in absence of the Assistant Chief.
- Provides mentoring and team leadership to all staff.
- Documents and evaluates subordinate performance.

Training & Development

- Assists with planning, coordinating, and delivering training in fire, rescue, EMS, and public education.
- Supports training officer in day and evening instruction sessions.
- Maintains personal certification through continuing education and departmental training.

Fire Prevention & Inspection

- Conducts fire code inspections and assists with compliance enforcement.
- Reviews building plans, oversees drills, and assists with pre-fire planning.



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- Supports the Fire Prevention Officer in community education and event safety.

Administrative & Clerical Tasks

- Assists in developing and enforcing department policies.
- Reviews incident reports, inspection logs, and other documentation for accuracy.
- Participates in public relations efforts and responds to inquiries or complaints.
- Prepares reports and communicates with internal and external stakeholders.

Public Education & Community Engagement

- Assists in planning and delivering fire safety education programs.
- Participates in public events and outreach activities.
- Provides public information and media assistance as needed.

Special Requirements

- Must maintain a valid Wisconsin driver’s license and EMT-Paramedic certification.
- Subject to physical fitness requirements as per NFPA standards.
- Must reside within 15 miles of the Village of Jackson within 12 months of appointment.
- Required to attend departmental meetings, court if necessary, and specialized training.
- Must be capable of effective leadership in high-stress emergency situations.

ENVIRONMENTAL ADAPTABILITY:

This position requires employees to maintain a high level of physical conditioning in accordance with NFPA 1582 standards, specifically those outlined in Section 5.1 of the 2018 edition. Firefighters must be capable of performing physically demanding tasks in extreme, unpredictable, and often hazardous environments. Duties may include operating in confined spaces, elevated areas, and adverse weather conditions during both day and night shifts. Tasks frequently involve climbing stairs or ladders while wearing heavy protective gear, advancing charged hose lines, dragging or lifting individuals weighing over 200 pounds, and working under stress without scheduled rest or hydration.

Personnel must operate while wearing self-contained breathing apparatus (SCBA) and fully encapsulating protective gear, which increases physical strain and impairs communication and visibility. Members must also function effectively as part of a team, sometimes for shifts exceeding 12 hours, while maintaining sufficient strength, mobility, dexterity, vision, and hearing to safely and effectively perform life-saving operations.

The work environment includes offices, vehicles, and various outdoor settings and may expose employees to smoke, fumes, chemicals, airborne particles, noxious odors, toxic substances, and the risk of electrical shock or vibration. Firefighters occasionally work near moving mechanical parts, in high or precarious places, and with explosives. Noise levels vary from quiet in office settings to extremely loud at emergency scenes. Employees must have the physical ability to lift and move objects up to 90 pounds independently and up to 200 pounds with assistance. Periodic physical and psychological evaluations may be required to ensure ongoing fitness for duty.



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Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date



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VILLAGE OF JACKSON JOB DESCRIPTION

POSITION:	Battalion Chief
DEPARTMENT:	Jackson Fire Department
IMMEDIATE SUPERVISOR	Assistant Chief
CLASSIFICATION:	Fulltime, Non-Exempt, Union: N/A

GENERAL POSITION DESCRIPTION:

The Battalion Chief position with the Jackson Fire Department serves as both a Line Officer and an Incident Commander, requiring the ability to operate independently as well as collaboratively within a team. This leadership role is responsible for overseeing and directing the safe and effective execution of emergency responses, as well as non-emergency tasks as assigned through the Chain of Command. The Battalion Chief plays a vital role in ensuring operational continuity, acting as Incident Commander in the absence of higher-ranking officers. Due to the nature of the role, it demands a high level of physical and mental resilience, as duties are frequently performed in high-stress, emergency environments. Additional responsibilities include participating in ongoing training, serving on departmental committees, and representing the department at public events.

Battalion Chiefs are assigned according to the needs of the Village, typically working a 48/96-hour rotation (56-hour work weeks), though they may also be scheduled for standard workdays, such as a 40-hour week. They are generally the Incident Commander on fire scenes and may assume the responsibilities of the Assistant Chief when needed. As the highest-ranking officer on shift, they are in command of personnel and operations. This position is classified as FLSA non-exempt.

LICENSE/CERTIFICATION REQUIREMENTS:

The individual in this position is required to maintain a EMT Basic certification, along with Firefighter II, Fire Officer I and II, and ICS 100, 200, and 700 certifications. Maintaining additional certifications and training, including Chiefing 101 as presented by the Wisconsin State Fire Chiefs Association, as well as ICS 300, ICS 400, and Public Information Officer (PIO) training.

EDUCATION AND PRIOR EXPERIENCE:

The minimum educational requirement for this position is a high school diploma or equivalent, with an associate degree in a related field required. A bachelor's degree in a related field is preferred. Candidates should also have a minimum of Five years of experience at the rank of Captain, and while not required, ten years of full-time firefighting experience is strongly preferred.

SKILLS, KNOWLEDGE, AND ABILITIES:

The ideal candidate will possess advanced knowledge of fire suppression tactics, techniques, and equipment commonly used to contain and extinguish fires. They should demonstrate strong expertise in the implementation of the Incident Command System (ICS) and in the strategic



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deployment of fire department resources to effectively manage emergency scenes. An in-depth understanding of fire behavior, particularly in relation to flammable liquids, chemicals, gases, hazardous materials, combustible materials, and electrical sources, is essential. The candidate must also have advanced operational knowledge of various fire department apparatus, including engines, ladder trucks, grass trucks, equipment trucks, tenders, and ambulances, as well as proficiency in handling all fire and rescue equipment used by the Jackson Fire Department. Additionally, a basic knowledge and understanding of HIPAA laws and procedures is required to ensure proper handling of sensitive medical information.

SPECIFIC POSITION RESPONSIBILITIES:

The Battalion Chief will be called upon to perform the following required tasks and assignments and must maintain the knowledge and skills needed to ensure they are performed successfully.

Emergency Response & Operations

- Serves as Incident Commander on fire, EMS, rescue, hazardous materials, and technical rescue incidents unless relieved by a higher-ranking officer.
- Implements and oversees the Incident Command System (ICS) during all emergency operations.
- Operates fire apparatus, pumps, aerial devices, and support equipment efficiently in both emergent and non-emergent situations.
- Leads fire suppression efforts, determines appropriate tactics, and directs ventilation, forcible entry, salvage, overhaul, cleanup, and evacuation operations.
- Assists in determining the cause and origin of fires.
- Responds to medical emergencies, performs emergency medical care, assesses patient conditions, collects care data, and ensures proper EMS documentation and reporting.
- Oversees vehicle extrication and technical rescue operations including confined space, ice/water rescues, and roadway incidents.
- Monitors EMS supply inventory, ensures timely restocking, and coordinates with dispatch to determine effective response strategies.

Team Leadership & Supervision

- Directly supervises and manages career, part-time, and paid-on-call personnel.
- Functions as officer-in-charge during assigned shifts and assumes command in the absence of the Fire Chief or Assistant Chief.
- Presides over department meetings as required.
- Oversees staff scheduling, training compliance, performance evaluations, and team development.
- Ensures enforcement of department policies, promotes morale, and facilitates effective communication across ranks.
- Leads by example in both emergency and non-emergency situations, fostering a culture of safety, accountability, and service.



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Training & Development

- Plans, organizes, and leads department-wide training in fire suppression, EMS, HAZMAT, technical rescue, and public education.
- Coordinates both daytime and evening sessions, ensuring training meets departmental and regulatory standards.
- Reviews reports and subordinate work for accuracy and compliance.
- Mentors’ personnel and develops future leadership within the department.

Fire Prevention, Inspection & Education

- Oversees fire inspections of residential, commercial, industrial properties, and special events for code compliance.
- Enforces local ordinances and state laws related to fire prevention and safety.
- Coordinates with other departments on construction plan reviews, new developments, and community safety standards.
- Supervises public education efforts, supports outreach initiatives, and collaborates with the Fire Prevention Officer to manage community risk reduction.

Administrative & Budgetary Responsibilities

- Assists in developing, calculating, and managing the department’s annual operating budget.
- Prepares oral and written reports, reviews fire incident and EMS documentation for accuracy and compliance.
- Maintains departmental standards for personnel, equipment, apparatus, and facility readiness.
- Participates in policy development and ensures consistent enforcement across the department.
- Represents the department at Village Board, Budget & Finance, and Police & Fire Commission meetings as required.

Public Relations & Communication

- Acts as department liaison to dispatch, local officials, external agencies, and the general public.
- Oversees internal and external communications to ensure clarity, professionalism, and transparency.
- Promotes public trust and department visibility through effective community engagement, event participation, and media interaction.

Support & Ancillary Duties

- Ensures daily equipment checks, vehicle maintenance, and station cleanliness/readiness.
- Maintains punctual attendance, flexible scheduling (including overtime and extended shifts), and availability for special assignments.
- Participates in public events, safety campaigns, and education programs to uphold the department’s public image and mission.



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ENVIRONMENTAL ADAPTABILITY: This position requires employees to maintain a high level of physical conditioning in accordance with NFPA 1582 standards, specifically those outlined in Section 5.1 of the 2018 edition. Firefighters must be capable of performing physically demanding tasks in extreme, unpredictable, and often hazardous environments. Duties may include operating in confined spaces, elevated areas, and adverse weather conditions during both day and night shifts. Tasks frequently involve climbing stairs or ladders while wearing heavy protective gear, advancing charged hose lines, dragging or lifting individuals weighing over 200 pounds, and working under stress without scheduled rest or hydration. Personnel must operate while wearing self-contained breathing apparatus (SCBA) and fully encapsulating protective gear, which increases physical strain and impairs communication and visibility. Members must also function effectively as part of a team, sometimes for shifts exceeding 12 hours, while maintaining sufficient strength, mobility, dexterity, vision, and hearing to safely and effectively perform life-saving operations.

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The Village of Jackson is an equal opportunity employer and, in accordance with the Americans with Disabilities Act (ADA), will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

Job Description Updated on _____

Supervisor’s Signature

Date

Employee’s Signature

Date