



Job Description

Fire Chief / EMS Director Maple Bluff Fire Rescue Department

GENERAL STATEMENT OF POSITION: The Fire Chief / EMS Director serves as the senior leader of the Maple Bluff Fire Rescue Department and is responsible for the overall planning, administration, and coordination of all fire suppression, rescue, EMS, prevention, and operational training activities. The position functions under the general supervision of the Village Administrator and works in close collaboration with other department heads. The Fire Rescue Department consists of 3 additional full-time Assistant Fire Chiefs as well as a team of part-time, student intern, and paid-on-call members. These include 7 part-time Duty Officers, 6 student interns, 17 paid-on-call staff, and 1 volunteer Medical Director.

This is a full-time, contract position through January 31, 2027, with the opportunity for continuation contingent upon successful completion of the initial term and alignment with the future needs of the Village. In addition to overseeing the department's daily operations and long-term strategic development, the Chief will be expected to lead the Department through an upcoming period of analysis and public dialogue regarding the future of fire and EMS services in Maple Bluff. This includes participating in and supporting an objective evaluation of alternative service models and demonstrating the comparative value of maintaining Maple Bluff's independent Fire Rescue service.

ESSENTIAL JOB FUNCTIONS:

1. Leadership and Supervision:

- Supervises and directs all Department operations including staffing, inspection, investigation, public education, training, equipment, budgeting, and records.
- Directs, supervises, and participates in employee recruitment, testing and hiring; development of policy and guidelines; and response to personnel issues.
- Develops long-range plans for the training, facilities, personnel, and equipment requirements of the department.
- Develops and maintains an effective system of reports and records of personnel actions and conducts annual evaluations of all officers.

2. Operational Management:

- Responds to major alarms, oversees and directs firefighting operations.
- Determines apparatus and equipment needs, makes critical decisions for controlling and extinguishing fires, and directs the work staff.
- Develops and implements policies and procedures governing both the emergency and non-emergency operations of the department.
- Prepares, presents, and administers the annual fire department budget.
- Reviews reports and records of department activities and operations and takes appropriate action when required to assure efficiency and effectiveness.

3. EMS and Public Safety:

- Oversees the provision of EMS services, including ambulatory response and transport at the EMT Advanced level.
- Develops and implements policies and procedures for EMS operations.



- Coordinates and advises on emergency preparedness and disaster management strategies, plans, and objectives.
- Ensures compliance with relevant regulations and standards for EMS and public safety operations.

4. Training and Development:

- Directs the training of firefighters and EMTs in methods of fire suppression, EMS operations, rescue, hazardous material, fire prevention inspections, investigation, building plan review, public education, and use of equipment.
- Plans and directs the professional growth, development, and mentoring of staff.

5. Community Engagement:

- Assists in the development of public safety and educational programs that augment EMS services and contribute to fire prevention.
- Supervises and directs the inspection of all fires and coordinates the code enforcement program for all buildings, including public venues.
- Directs the development of strategic prevention plans to minimize life and property loss due to fires and other hazards.
- Assists in the promotion of public awareness through the update and maintenance of information sharing and social media platforms.

OTHER JOB FUNCTIONS:

1. Participates in relevant local, state, and national fire service organizations, conferences, and seminars as other duties allow.
2. Attends and participates in staff and Village meetings as required.
3. Participates in department-wide training activities.
4. Implements a comprehensive quality control program to continuously improve services provided to the community.
5. Performs duties as assigned by the Village Administrator.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of modern firefighting methods, equipment, and applicable practices.
2. Knowledge of the methods and practices of Fire and EMS administration.
3. Knowledge of policies, rules, regulations, and operating procedures.
4. Knowledge of emergency management and hazard mitigation methods.
5. Ability to direct operations, personnel, and equipment under stressful and emergent conditions.
6. Ability to analyze fire problems and formulate policies and procedures.
7. Ability to plan, assign, and direct the work of subordinate operating units.
8. Ability to evaluate staff in a fair manner, recommending commendations or administering discipline as necessary and appropriate.
9. Ability to delegate authority to appropriate staff subordinates monitoring adherence to established fire policies and departmental procedures.
10. Ability to establish and maintain effective working relationships.
11. Skill in dealing with personnel as well as establishing effective working relationships with the public, news media, officials, and others.
12. Skill in the preparation and interpretation of oral and written communication.
13. Skill in effective implementation of quality improvement programs.

**EDUCATION AND EXPERIENCE:**

An associate's degree is required. Desired qualifications include graduation from an accredited college or university with a bachelor's degree in fire science, business administration, public administration, emergency management, or a closely related field; and ten years of experience as a firefighter and/or EMT in a local government fire department, with at least five years as a command officer (battalion chief, captain, assistant fire chief, or equivalent rank) or equivalent leadership role. Professional training or work experience may be considered with qualifications.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

The Fire Chief performs work in office, vehicles, and outdoor settings in all weather conditions, including prolonged periods in extreme weather. Work is frequently performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, communicable illnesses, and bloodborne pathogens. The employee works near moving mechanical parts and in highly precarious places, with explosives, and is occasionally exposed to wet or humid conditions, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in an office setting and loud in emergency situations.

The Fire Chief is required to be physically capable of performing typical office, emergency medical response, and firefighting field operations. The individual should be able to wear protective clothing and carry equipment weighing up to 60 pounds. Must be able to exert force of up to 40 pounds occasionally and up to 20 pounds frequently. The Fire Chief is required to respond to emergency scenes and attend meetings outside of regular office hours including Fire / EMS Committee and Village Board meetings, as well as other community meetings and events.

EQUIPMENT USED IN PERFORMING TASKS:

Fire apparatus and fire suppression equipment, personal protective equipment including Self-Contained Breathing Apparatus (SCBA), EMS and hospital equipment, computers, calculators, telephones, copiers, fax machines, and other office equipment.

ADDITIONAL REQUIREMENTS:

Must maintain a valid Wisconsin driver's license, Wisconsin Certified Firefighter II (or equivalent), Driver / Operator – Pumper, AEMT, NIMS certification 100 / 200 / 300 / 400 / 700 / 800, Emergency Services Instructor, and Wisconsin Fire Officer I (or equivalent). Desired certifications include Fire Inspector and Fire Officer II.

Starting Salary: \$90K-\$103K, dependent upon qualifications. The Fire Chief is an exempt and appointed position that reports to the Village Administrator. Upon appointment, the position must be approved by the Village Board.

Disclaimer: The above is intended to describe the general content of the requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities, or requirements.