



## Job Description

*Fire Chief / EMS Director  
Maple Bluff Fire Rescue Department (MBFD)*

**GENERAL STATEMENT OF POSITION:** The Fire Chief / EMS Director serves as the senior leader of the MBFD 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 working 24-hour rotating shifts, as well as a team of part-time, student intern, and paid-on-call members. These include 7 part-time Duty Officers, 6 interns, 17 paid-on-call staff, and 1 volunteer Medical Director.

This is a full-time, exempt, appointed position reporting to the Village Administrator and confirmed by the Village Board. In addition to overseeing the department's daily operations and long-term strategic development, the Chief will be expected to provide strategic leadership aligned with the Village's adopted Mission, Vision, Values, and Strategic Priorities, including long-term financial sustainability, workforce stability, and effective regional coordination. The successful candidate will demonstrate a commitment to maintaining and strengthening a community-based, high-service Fire and EMS model appropriate to a small, independent municipality where local emergency services are strongly valued by the community, while embracing professional standards, innovation, and accountability. The position is subject to annual performance evaluation consistent with Village policy.

### STRATEGIC LEADERSHIP EXPECTATIONS

1. Lead the Department in alignment with the Village's Mission to provide responsible, high-quality municipal services while preserving the independence and character of Maple Bluff.
2. Advance long-term organizational stability through proactive recruitment, retention, mentorship, and succession planning.
3. Promote efficiency and disciplined budget management while maintaining operational readiness.
4. Maintain strong intergovernmental relationships with surrounding agencies.
5. Support governance through effective communication with elected officials and the community.

### 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 training, facilities, personnel, and equipment 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 events and directs all firefighting and EMS operations.
  - Oversees data-informed decision making, performance metrics and quality assurance systems, long-term capital planning, apparatus lifecycle management, and risk reduction strategies.



- Directs staff, apparatus, and equipment needs to control and extinguish fires.
  - 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 EMS services, ambulatory response, and transport at the EMT Advanced level.
  - Develops and implements policies and procedures for EMS operations.
  - Coordinates emergency preparedness and disaster management strategies and plans.
  - Ensures compliance with regulations and standards for EMS and public safety operations.
4. **Training and Development:**
- Directs the training of fire suppression and EMS operations, as well as rescue, hazardous material, fire prevention inspections, investigation, building plan review, and public education.
  - Plans and directs the professional growth, development, and mentoring of staff.
5. **Community Engagement:**
- Develops public safety and educational programs that augment services and public safety.
  - Supervises and directs the inspection of fires and coordinates the code enforcement program.
  - Directs the development of fire and other hazard prevention plans.
  - Promotes public awareness through information sharing and social media platforms.

**OTHER JOB FUNCTIONS:**

1. Implements a comprehensive quality control program to continuously improve services.
2. Participates in fire service organizations, conferences, and seminars as other duties allow.
3. Attends and participates in staff and Village meetings as required.
4. Participates in department-wide training activities.
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. Paramedic-level certification preferred. 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:** \$100K-\$106K, dependent upon qualifications. The Village may offer a recruitment and retention incentive package valued at up to \$60,000 over five years, which includes a signing bonus and structured retention payments intended to support long-term leadership stability. Relocation assistance of up to \$5,000 may be offered to support candidate relocation.

**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.