



## Job Description

### *Assistant Fire Chief – Maple Bluff Fire Rescue Department (MBFD)*

**GENERAL STATEMENT OF POSITION:** The Assistant Fire Chief serves as a key command staff member within the Maple Bluff Fire Rescue Department (MBFD) and operates under the direction of the Fire Chief / EMS Director. This position supports the implementation and coordination of fire suppression, rescue, emergency medical services (EMS), prevention, training, and operational activities of the Department. The Assistant Fire Chief assists in carrying out the Department's daily operations and strategic initiatives in alignment with the Village's Mission, Vision, Values, and Strategic Priorities. The position plays a critical role in translating organizational direction into effective field operations while promoting professionalism, accountability, teamwork, and continuous improvement. This position would fill a 48/96 shift rotation and be expected to participate in department training, as well as attend meetings and community events.

#### **ESSENTIAL JOB FUNCTIONS:**

##### **1. Leadership and Supervision:**

- Implements and reinforces policies, procedures, and directives
- Serves as Incident Commander at emergency scenes when required
- Assists in the recruitment, evaluation, development, and retention of department personnel
- Supports performance management, accountability systems, and personnel development
- Fosters a positive, team-oriented, and professional work environment
- Ensures compliance with departmental policies, procedures, and operational standards

##### **2. Operational Management:**

- Oversees day-to-day operations to ensure readiness and effective deployment of resources
- Ensures operations are conducted in accordance with policies, procedures, and standards
- Coordinates with departments and external agencies to support operational effectiveness
- Conducts inspections of apparatus, equipment, and facilities to maintain operational integrity
- Supports data-informed decision making and continuous improvement efforts

##### **3. EMS and Public Safety:**

- Supports the delivery of EMS services, emergency response, and public safety operations
- Assists in ensuring compliance with applicable EMS and public safety regulations and standards
- Participates in emergency preparedness and response coordination efforts

##### **4. Training and Development:**

- Oversees and supports the design and delivery of training programs for personnel at all levels
- Ensures training aligns with certification requirements, operational needs, and objectives
- Promotes a culture of safety through training and adherence to best practices
- Supports mentoring, professional development, and succession planning efforts

##### **5. Community Engagement:**

- Supports fire prevention initiatives and public safety education programs
- Represents the Department in community meetings, public events, and outreach efforts

#### **OTHER JOB FUNCTIONS:**

1. Assists in implementing quality improvement efforts to enhance service and operational effectiveness
2. Participates in department training, meetings, and organizational activities



3. Assists with administrative functions including reporting, documentation, and operational review
4. Cooperates with municipal departments and external agencies in the resolution of operational issues
5. Performs additional duties as assigned by the Fire Chief / EMS Director

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of modern firefighting, rescue, and EMS practices and procedures
2. Knowledge of departmental policies, operational standards, and emergency response protocols
3. Knowledge of incident command systems and emergency management principles
4. Ability to lead personnel and coordinate operations under emergency and high-stress conditions
5. Ability to analyze operational situations and make sound decisions
6. Ability to support the supervision, development, and evaluation of personnel
7. Ability to communicate effectively, both orally and in writing
8. Ability to establish and maintain effective relationships with personnel, officials, and the public
9. Skill in problem-solving, organization, and operational coordination
10. Skill in supporting implementation of policies, procedures, and performance expectations

**EDUCATION AND EXPERIENCE:**

A high school diploma or equivalent is required. Candidates must have a minimum of five (5) years of firefighting and/or emergency medical services experience, including demonstrated leadership responsibility. An associate degree or higher in fire science, emergency medical management, public administration, business administration, or a related field is preferred.

**WORK CONDITIONS AND PHYSICAL REQUIREMENTS:**

The Assistant Fire Chief performs work in office, station, vehicle, and field environments, including emergency scenes in all weather conditions. Work is frequently performed under stressful and hazardous conditions. The position is exposed to conditions associated with fire suppression and emergency medical response, including smoke, fumes, chemicals, communicable diseases, and physical hazards. The work environment includes exposure to loud noise levels during emergency operations. The Assistant Fire Chief must be physically capable of performing firefighting and EMS duties, including wearing protective equipment and lifting or carrying equipment weighing up to 60 pounds. The position requires responding to emergency incidents and attending meetings or events outside of normal working hours.

**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:**

Candidates must maintain a valid Wisconsin driver's license and possess Wisconsin Firefighter II Certification (or equivalent), Wisconsin Fire Officer I Certification (or equivalent), and Driver/Operator - Pumper Certification. Candidates must also hold Emergency Medical Technician (EMT-Basic) certification, with Advanced EMT (AEMT) required within one year of hire. Required NIMS/ICS certifications include 100, 200, and 700, with 300 and 400 to be obtained within one year of hire. Wisconsin Emergency Services Instructor I Certification is also required. Preferred qualifications include Wisconsin Fire Officer II Certification and Wisconsin Emergency Services Instructor II Certification, both to be obtained within one year of hire, as well as Fire Inspector I Certification and advanced EMS certifications.

**Starting Salary:** \$76K-\$88K, dependent upon qualifications. The Village may offer a recruitment incentive for optimally qualified candidates.