



FIRE CHIEF JOB DESCRIPTION

POSITION OVERVIEW

Reporting to the Village Manager, the Fire Chief will be a steady and principled leader who fosters a culture of professionalism, accountability, and trust. The successful candidate will demonstrate the ability to navigate complex organizational issues, address challenges thoughtfully and consistently, and maintain focus on the department's mission during periods of change. The Fire Chief will join a talented executive team committed to delivering exceptional service.

More than an operational leader, the Fire Chief serves as a trusted advisor, strategic thinker, and community partner, helping shape the organization's future while upholding the highest standards in emergency response, community risk reduction, employee development, and public trust.

POSITION SUMMARY

The Fire Chief assumes responsibility for the administration, supervision, and management of the Hartland Fire Department, ensuring operational readiness. The Fire Chief coordinates emergency fire and medical service operations, oversees fire prevention, education, safety, and fire inspections. The Fire Chief supervises and develops staff members. Additionally, the Fire Chief prepares and manages the fire budget, develops policy, collaborates with other departments and represents the Village Board and the Police and Fire Commission. The Fire Chief serves as the face of the Village during fire and emergency medical incident scenes and works closely with other agencies.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Promote a culture of professionalism, accountability, and operational excellence through visible and effective leadership
- Support workforce development, recruitment, retention, and succession planning efforts across all ranks
- Develops and implements policies, procedures, and regulations governing all aspects of departmental operations. Ensures alignment with local, state, and federal guidelines
- Enforces Wisconsin Statutes, the Wisconsin Administrative Code, Department Operating Guidelines and the Village Code in matters relating to fire prevention, code enforcement, public education and fire suppression within the Village and area served.





ESSENTIAL DUTIES & RESPONSIBILITIES CONTINUED

- Formulates, executes, and evaluates both short-term and long-range goals and objectives for the Fire Department including plans for future service growth, capital needs, emerging public safety challenges and a new fire station.
- Ensures efficient deployment of resources during emergency scene operations and effective incident management. Directs firefighting and emergency rescue activities and actively engages in Incident Command at emergency scenes.
- Prepares and reviews bid specifications and coordinates the purchase of department vehicles and equipment.
- The Fire Chief shall be the custodian of all official records of the Fire Department.
- Manages payment requests and departmental budget. Reviews and approves departmental purchases while maintaining high standards of quality and cost-effectiveness.
- Participates in the selection and promotion of department employees. Advises and directs subordinates in the performance of their duties.
- Ensures the department fosters a respectful and supportive atmosphere for all personnel, promoting effective communication and teamwork.
- Ensures state-mandated training and educational requirements are met by department personnel. Prepares and reviews performance evaluations.
- Responds to emergency incidents within the Village.
- Serves as a liaison, representing the Fire Department in meetings and in collaboration with other Village departments, outside agencies, local, state, and federal officials, as well as the media and the public.
- Leads community risk reduction initiatives, promoting fire safety awareness.
- The Chief shall determine the needs of the Fire Department by evaluating the use of current equipment, assessing and researching the need for additional equipment that would be necessary to protect residences and businesses.
- Attends conferences and training courses to stay informed about current trends in the field.
- Maintains high-quality skills using computers, software and office equipment used to perform duties such as word processing, databases, spreadsheets and e-mail. Use technology to produce accurate and complete reports.
- Perform such other duties as are incumbent upon him or her as the commanding officer of the Fire Department.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Fire Science, Public Administration, Emergency Management, or a closely related field. A Master's degree is strongly preferred.
- Minimum of ten years (10) years of officer leadership experience within a career fire and emergency medical services organization, including at least five years of command-level leadership experience at the rank of Battalion Chief, Division Chief, Deputy Chief, Assistant Chief, and/or Fire Chief.
- Demonstrated experience as an innovative, collaborative, and effective leader in Fire/EMS operations with a focus on staff management.
- Valid Wisconsin driver's license or the ability to acquire a Wisconsin driver's license within six (6) months.
- Must have certifications as Firefighter II and Fire Officer II. Fire Inspector, EMT Basic or Paramedic certifications are desired but not required.
- National Incident Management System (NIMS) Incident Command System (ICS) 100, 200, 300, 400, 700, and 800 certifications.

JOB KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of modern EMS, fire suppression, hazardous materials, fire prevention, investigation, inspection and training principles, procedures, techniques, and equipment.
- Familiarity with national, state, and local laws, as well as fire safety and building codes. Working knowledge of Municipal Code, Safety Policies and Police and Fire Commission regulations and rules of procedure.
- Understanding of NRP (National Response Plan) principles.
- Familiarity with Shared Services agreements, Mutual Aid agreements, Mutual Aid Box Alarm System (MABAS). Working knowledge of NFPA codes, DSPS 330 & 332, ISO audits, and 2% Dues audits.
- Proficiently manage departmental budget, personnel, and Fire-EMS administration.
- Skill in planning and administering fire service programs and operations with a familiarity of the budgeting processes in a municipal department.
- Ability to organize and direct fire suppression operations utilizing the Incident Command System (ICS) model. Ability to maintain composure under highly stressful and potentially hazardous conditions.
- Knowledge of community relations and public education.
- Communicate effectively verbally and in writing with elected officials, employees, the public, and media. Maintain effective working relationships.
- Advanced supervisory skills for effective planning, organization, staffing and control. Sound judgement in evaluating situations and making decisions.
- Assess fire suppression operations and effectively assign and coordinate firefighter personnel combined with a working knowledge of modern building construction.
- Ability to work well with others in the performance of duties.

- Skill in operating a variety of fire and life safety tools and equipment.
- Skill in report writing and using office equipment (computer, telephone, two-way radio, etc.). Proficiency in using common office software applications (e.g. Word, Excel) and job-related programs, including Fire and EMS RMS, fire inspection, training and pre-plan software.



THE IDEAL FIRE CHIEF WILL DEMONSTRATE

- Proven executive and organizational leadership experience.
- The ability to inspire, develop, and empower employees.
- Uphold the utmost integrity in all aspects of the role.
- Experience working in a combination full-time / part-time department.
- Strong communication and relationship-building skills.
- Experience working effectively in a collaborative labor-management environment.
- Strategic thinking and sound judgment.
- Demonstrated integrity and professional courage.
- The ability to balance operational demands with long-term organizational planning.
- A genuine appreciation for community engagement and customer service
- The ideal candidate will have demonstrated success leading through organizational change, addressing sensitive organizational and employee relations issues, and building credibility with employees, elected officials, and community stakeholders.



**STRONGER TOGETHER.
SAFER TOMORROW.**

