

The City of Fitchburg is pleased to announce the recruitment and selection process for our Fire Chief & Emergency Management Director. Fitchburg seeks a collaborative, customer-focused and visionary leader to manage and administer the operations, functions, and activities of the Fitchburg Fire Department. The City of Fitchburg is extremely diverse. The ideal candidate will foster an environment that promotes and celebrates diversity, equity and inclusion.

We invite you to view our [Fire Chief brochure](#) for background information on the City, the Department, as well as the desired qualifications for this position.

In our commitment to diversity and inclusion, we encourage individuals of all backgrounds and perspectives to apply.



**TENTATIVE RECRUITMENT PROCESS AND TIMELINE** The process will contain the following components: supplemental question review; professional panel interview; meet and greet with Fire staff; City tour; interview with the Mayor, interview with the Police & Fire Commission (PFC) and a public reception. The process will commence as follows:

- **February 2, 2025:** Application period closing
- **Week of February 10, 2025 :** Supplemental Question and Application Review
- **Week of March 3, 2025 OR March 10, 2025 (TBD)** Please note, this will be a 2 day *in-person* process:

- **Day 1:** Panel Interview, meet and greet with Fire staff, and interview with Mayor (candidates will be contacted following Day 1 to let them know if a Finalist and invited for Day 2).
  - **Day 2:** Interview with the PFC, City Tour and Public Reception
- **March Police & Fire Commission meeting:** Approve conditional offer of employment and the candidate to undergo a background investigation and the pre-employment conditions, (physical, psychological and drug screen).
- **April Police & Fire Commission meeting:** Final approval of the Fire Chief's offer.
- **Target start date of June 1, 2025** but candidate may start sooner.
  
- Assume full management responsibility for all fire department activities and operations including fire prevention, suppression, technical services, emergency medical responder services, and administration; recommend and administer policies and procedures.
- Manage the development and implementation of the fire department goals, objectives, policies, and priorities for assigned service area; establish within departmental policy appropriate service and staffing levels; develop and administer standard operating policies and procedures.
- Coordinate fire department activities with those of other departments and outside agencies and organizations; explain and justify Fitchburg Fire Department programs, policies, and procedures; negotiate and resolve sensitive, significant, and controversial issues. Promote and coordinate mutual and automatic aid agreements with area departments.
- Direct, oversee, coordinate, and review the work plan for services with the department; assigns work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Supervise and participate in the development and administration of the department budget; direct and justify the forecast of funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary; plan allocation and use of all monies budgeted for department operations, including long-term capital improvement plan. Prepare and develop bid specifications for major purchases.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods, programs, and procedures; assess and monitor workload, administrative and support systems and internal reporting relationships; implement and evaluate improvements.
- Manage and develop Fire Department staff. Hire, train, supervise, coordinate and evaluate a large and diverse staff. Develop and maintain effective employee relations. Direct and/or coordinate related management activities, e.g., affirmative action, labor relations, etc.
- Respond to emergency incidents; supervise the development and implementation of emergency medical and fire related codes and ordinances; personally direct emergency incident activities as necessary
- Plan and conduct regular staff meetings and attend meetings of the Fitchburg Fire Department; participate in a variety of boards and committees; attend and participate in professional work group meetings, conferences, and workshops; stay abreast of new trends and innovations in the field of emergency services.
- Represent the City in relationships with the public, community groups, professional organizations, other City departments and divisions and outside agencies including public schools and civic groups

- Prepare a variety of technical and departmental activities reports and records, and special projects and studies as assigned.
- Promote and ensure quality customer service is delivered to the City of Fitchburg community.
- Assist the City Administrator and Department Heads in meeting the overall mission, goals, and objectives of the City of Fitchburg.
- Serve as the City of Fitchburg Emergency Management Director.

**Supervisory Requirements:**

- Directly supervises Deputy Fire Chief and the Fire Administrative Services Manager.
- Provides general supervision to all Fire Department staff.

**Education and/or Experience Requirements:**

- Five years of responsible and varied senior management experience, (supervisory/command position, division officer or higher) in a directly related fire service capacity encompassing significant responsibility for the development and administration of fire/EMS department programs, services and resources.
- Such experience would normally be gained after graduation from an accredited college or university with a bachelor's degree in fire management, public administration or a related field.
- Other combinations of education, training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

**Certifications:**

- Must possess a valid Wisconsin Driver's License at the time of appointment and maintain during entire duration of appointment.
- Emergency Medical Technician – Basic (State of Wisconsin Certification or equivalent).
- Fire Officer I (State of Wisconsin Certification or equivalent). Certification through IFSAC (International Fire Service Accreditation Congress) may be used to demonstrate compliance with Wisconsin's training standards.
- Knowledge of the principles, practices and methods of modern fire administration.
- Ability to work with laws and regulations, sometime written in legal terms.
- Ability to use practical thinking to conduct or supervise investigations.
- Knowledge of the full range of supervisory principles and practices, labor relations and personnel management.
- Ability to plan, direct and supervise the work of the department.
- Ability to work with a high degree of independence.
- Ability to keep physically fit.
- Knowledge and ability to use fire-fighting equipment and other safety devices.
- Ability to prepare effective written reports and correspondence, and delivering effective oral communication.
- Knowledge and ability to properly utilize and use computers and applications, webinars, cellular phones, video conferencing, two-way radios, etc.

- Ability to identify and analyze problems, evaluate alternative solutions, and make sound judgment in stressful situations.
- Knowledge of the ordinances and statues affecting the operation of the department.
- Ability to plan and direct programs and activities including employee training and development, and fire prevention and investigation.
- Ability to recruit and manage fire department members effectively.
- Ability to maintain adequate attendance.
- Ability to establish and maintain effective working relationships with City elected and appointed officials, employees, and the general public.
- Ability to work with culturally diverse individuals and groups.
- Ability to attend meetings and other functions during the evening and/or on weekends.

Your unique experiences matter to us, even if they don't align perfectly with every requirement listed. We recognize that skills come from diverse paths, and we value what makes your journey special. If this role inspires you, we encourage you to apply!

Apply Here: <https://www.click2apply.net/6y2BVohY46k5GhxarFJlyE>

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