

Village of Sussex Position Description

Position Title:	Fire Chief	Department:	Fire		
Revision Date:	February 23, 2026	Pay Grade:	12	FLSA:	E
Staff to Committee(s):	Board of Fire Commissioners (BOFC)	Reports To:	Village Administrator and BOFC		

Job Summary

The Fire Chief performs complex professional work according to state statutes, organizing and supervising activities of the Department in order to protect life and property including maintenance; management of fire suppression, prevention, equipment, physical facilities and Emergency Medical Services (EMS); management and administration of Department budget and operations, ensuring continued development of staff; and other duties as assigned. Work involves setting policies and goals under the direction of the Village Administrator and supervision over all personnel within the Fire Department.

Essential Duties & Responsibilities

Including, but not limited to:

- Assumes command of all Department operations at fires and other emergencies as required.
- Plans, coordinates, supervises and evaluates Fire and EMS operations.
- Supervises the planning, formulation and development of minimum standards of conduct, training and technical competence in the Department in accordance with National and State standards.
- Provides leadership to personnel.
- Plans and develops Department programs.
- Maintains compliance with fire code provisions in State Statute and local ordinances.
- Protects the privacy of all patient information.
- Supervises the development of the Fire Department budget for submittal to the Village Administrator. Manages the budget, including proposing and implementing programs.
- Supervises staffing, inspection, investigation and equipment.
- Directs maintenance, repairs, improvements and replacement of Department equipment and facilities.
- Develops and reviews policies, rules, regulations and guidelines, including long-range planning, records and files.
- Maintains Department ethics and discipline.
- Reviews and appraises performance of Department personnel. Develops and implements training programs and initiatives aimed to maintain a high level of employee engagement and morale.
- Prepares reports and maintains necessary records and files.
- Represents the department in all activities including networking with County, State, and International Fire Chiefs Associations.

- Maintains high quality skills in the use of computers, office equipment, copiers and telecommunication devices, and new technology necessary to communicate, develop, and produce accurate and complete reports.
- Other duties as assigned.

Minimum Requirements

- Bachelor's degree in Fire Science or closely related field. Equivalent work experience will be accepted.
- Ten years of experience in Fire Work or Emergency Medical Service Work.
- Certified as an EMT-Basic and Fire Fighter II.
- Seven years of supervisory experience.
- Emergency response time of 30 minutes or less.
- Valid driver's license.

Knowledge, Skills and Abilities

- Thorough knowledge of modern fire suppression/prevention practices, emergency medical services, principles, procedures, techniques and equipment.
- Considerable knowledge of applicable laws, ordinances, standards and regulations.
- Ability to maintain effective working relationships with elected officials, other employees and the public.
- Ability to provide expert advice.
- Ability to make hiring and promotional recommendations and to train, supervise and lead subordinate personnel.
- Ability to respond to complaints and to communicate effectively, both orally and in writing.
- Ability to provide leadership, create initiative, and serve as a spokesperson for the Department.
- Ability to plan and develop programs.
- Ability to read and prepare budgets.
- Ability to negotiate and resolve all types of conflicts.
- Ability to exercise sound judgement in evaluating situations and making decisions, particularly when under stress.
- Knowledge of fire inspection, fire investigation and incident command.

Physical and Work Environment

The physical and work environment described is representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting (up to 50 pounds frequently, and in excess of 100 pounds occasionally), fingering, grasping, feeling, talking, hearing/listening, seeing/observing, and repetitive motions.

- Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and the ability to adjust focus.
- Must possess or be able to obtain at time of hire a Wisconsin Driver's License.

Work Environment:

The work environment may include some or all of the following:

- Must be available/reachable 24/7, 365 with the exception of scheduled leaves of absence or vacation time. Must establish proper coverage for the Department during these times.
- Frequent lifting or moving of up to 50 pounds and occasional lifting or moving of over 100 pounds.
- Required to sit, talk, hear, stand, walk, use hands to operate objects, tools or controls. Required to climb, balance, stoop, kneel, crawl, crouch, taste, smell, lifting and repetitive motions.
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perceptions, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of spoken word and conveying detailed or important instructions to others accurately loudly and quickly. Hearing is required to perceive information at normal spoken word levels.
- Work requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles or smoke, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to risk of electrical shock, working with explosives and wearing a self-contained breathing apparatus.
- Work in high, precarious places, exposure to vibrations and blood borne pathogens.
- Work is generally in a moderately noisy location, performed in an office, vehicles or outdoor settings in all weather conditions, including day and night and extreme temperatures. Work is often performed in emergency and stressful situations. Individuals are exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance.

Please Note: The duties listed above are intended as examples of the various types of work performed. This is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. This job description does not create an employment contract between the municipality and the member and is subject to change.