

**Position Title:** Fire Chief

**Department:** Almond Fire Department

**Location:** Township/Village of Almond, WI

**Position Type:** Part-Time

**Reports To:** Township/Village of Almond

**Application Deadline:** May 1<sup>st</sup>, 2026.

## **POSITION OVERVIEW**

The Township/Village of Almond is seeking a qualified and dedicated individual to serve as Fire Chief. The Fire Chief provides administrative direction and leadership for all fire department functions, operations and personnel through the supervision of staff and a review of their activities. Responsibilities include reviewing the general operation of the department to determine efficiency, providing directions on major projects or problem areas, planning for the future, developing and implementing policies and procedures and providing policy guidance. In addition, the Fire chief is responsible through study and consultation with municipal officials for developing recommendations for the protection of life and property in the municipality.

## **KEY RESPONSIBILITIES**

- Lead and manage all fire department operations, EMS, personnel and resources.
- Respond to fire, EMS, and emergency incidents; serve as Incident Commander when needed.
- Supervise, train, and evaluate staff.
- Develop and implement training programs and department policies.
- Oversee maintenance, readiness, and replacement of equipment and apparatus.
- Ensure compliance with all local, state, and federal regulations.
- Maintain accurate records, reports, and documentation of incidents and department activities.
- Coordinate with local government, EMS, law enforcement, and neighboring departments.
- Lead recruitment and retention efforts for department members.

## **QUALIFICATIONS**

### **Required:**

- High school diploma or equivalent
- Valid driver's license
- Ability to respond to emergencies within a reasonable time/distance.
- Completion of background check and drug screening required.

## **SKILLS & ABILITIES**

- Strong leadership and decision-making under pressure
- Excellent communication and community relations skills.
- Knowledge of firefighting, rescue, and emergency operations.
- Ability to manage personnel, budgets, and equipment.
- Organizational and critical thinking skills.

### **ADDITIONAL REQUIREMENTS**

- Attend 75% of monthly Almond Fire Department/EMS meetings and training sessions.
- Attend Township/Village of Almond Joint Fire Committee Meetings.
- Attend Portage County EMS and Chief's Meetings
- Fire Fighter I
- EMR Certification (Emergency Medical Responder) (*within one year of hire*, reimbursement available upon successful completion)
- Fire Officer I (*within one year of hire*)

### **COMPENSATION**

- Annual Salary: \$3,500
- Additional compensation may be accrued for meetings and training.

### **HOW TO APPLY**

Submit the following:

- Resume
- Certifications (*if applicable*)

Send applications to:

Almond Fire Department  
PO Box 125  
Almond, WI 54909

or email to: [clerk@villageofalmondwi.gov](mailto:clerk@villageofalmondwi.gov)

**Any questions call Almond Fire Chief – 715-572-4554**