



Battalion Chief

External Job Posting



GENERAL FUNCTIONS:

The Battalion Chief serves as a shift commander; manages, assigns and organizes the activities of all companies on an assigned shift, and assumes command for emergency events. This position is also assigned to assist in the management of administrative functions within the Fire Department, as assigned by the Fire Chief.

BASIC DUTIES AND RESPONSIBILITIES:

- Serve as Incident Commander or Command Staff at emergency incidents in accordance with department policies, ICS, and MABAS protocols.
- Provide command-level oversight of fire suppression, EMS, rescue, hazardous materials, and special operations incidents.
- Ensure operational readiness of personnel, apparatus, and equipment.
- Supervise and evaluate company officers and assigned personnel.
- Enforce department policies, procedures, and collective bargaining agreements.
- Address performance issues, conduct investigations, and recommend discipline when necessary.
- Mentor and develop subordinate officers and future leaders.
- Assist in the development, implementation, and enforcement of departmental policies and procedures.
- Participate in budget preparation, capital planning, and resource allocation.
- Oversee training, EMS, community risk reduction, or other assigned functional areas (as designated).
- Prepare reports, correspondence, and operational documentation.
- Ensure compliance with state statutes, administrative codes, and applicable NFPA standards.
- Support department-wide training initiatives and officer development programs.
- Maintain required certifications and continuing education.
- Represent the department in meetings with municipal leadership, partner agencies, and community stakeholders.
- Coordinate operations and planning with mutual aid departments and regional partners
- Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS:

- Current full-time member of a career fire department.
- Minimum of 5 years of progressively responsible fire service experience.
- Minimum of 2 years of experience as a Company Officer (Lieutenant or Captain) or equivalent supervisory role.
- Associates Degree in Fire Science or a related field.
- Valid State of Wisconsin Fire Officer certifications (Fire Officer I & II).
- Valid State of Wisconsin Emergency Services Instructor 1.
- National Incident Management System (NIMS) training is required including ICS 700, ICS 100, ICS 200, ICS 300, and ICS 400.
- Must possess a valid Driver's license.
- Valid Wisconsin EMS license.
- Ability to successfully pass all required background checks, medical evaluations, and psychological assessments.

OTHER REQUIREMENTS:

- Must possess a valid regular Wisconsin Driver's license or has the ability to obtain.

PREFERRED QUALIFICATIONS:

- Bachelor's degree.

REQUIRED JOB COMPETENCIES:

- Knowledge of fire administration including organization, staffing, financing, collective bargaining, equipment management and maintenance, records and reports.
- The application of modern fire prevention and suppression techniques and methods.
- Skill in the evaluation of tactical and operational requirements of situation involving large, destructive fires.
- Knowledge of the Village's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
- Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
- Ability to effectively utilize the principles of strategic and long and short-range planning.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to develop department goals and objectives.
- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
- Ability to prepare, recommend and monitor an operating budget, including line item budgeting.
- Knowledge of administrative policies and procedures of the Village.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
- Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to communicate clearly, concisely and effectively in English in both written and verbal form.

- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

HOURS OF WORK:

This is a non-sworn, full-time equivalent position that typically follows a 24 on and 48 hour off rotation schedule.

COMPENSATION:

This position is salary paid position. Depending on qualifications, the paygrade starting wage is \$115,564 - \$124,450, which would commensurate with experience. If eligible, the position includes regular Village Benefits, including health insurance, dental insurance, vision insurance, life insurance, FSA, and retirement benefits.

TO APPLY:

Qualified candidates may submit a cover letter and resume to Mary Cole, Human Resources Director at mcole@mtpleasantwi.gov First review of applications on October 2, 2026. Position open until filled.

HIRING PROCESS

It is anticipated that the Police and Fire Commission will invite several well-qualified candidates to participate in the Interview process on October 8, 2026. Candidates selected to advance to the next stage of the hiring process will participate in an Assessment Center tentatively scheduled for October 9, 2026, and a Chief's Panel Interview tentatively scheduled for October 12, 2026. Applicants will also be subject to a complete background investigation. A psychological exam, drug test, and physical examination will be required for the successful candidate upon a conditional job offer from the Village of Mount Pleasant

The Village of Mt Pleasant is an Equal Opportunity Employer.

Posted Simultaneously Internally & Externally Monday, September 14, 2026