



# **WEST SUBURBAN**

## **FIRE DISTRICT**

**Station 1:** 259 N. Medina Street, PO Box 22 Loretto, MN 55357

**Phone:** 763-479-3036

**Web:** [www.westsuburbanfire.org](http://www.westsuburbanfire.org)

### **Deputy Chief Compensation**

Hiring Range: \$100,000 - \$125,000 DOQ

Health Compensation - \$1,200 per a month

Retirement Benefits PERA Police & Fire

Professional Development & Continuing Education Opportunities

### **Paid Time Off & Sick Leave**

1-5 Years 120 Hours, 5-10 Years 160 Hours, 10-20 Years 200 Hours

### **Paid Holidays**

New Years Day, MLK Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Eve Day



Job Description:

Deputy Fire Chief (FLSA Exempt)

Updated: December 16, 2025

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### **Position Overview**

The Deputy Fire Chief plays a critical role within the West Suburban Fire District, serving as a key leader and second-in-command to the Fire Chief. This position involves significant responsibility for overseeing daily operations, managing personnel, and ensuring the effective delivery of fire prevention, suppression, and emergency response services. The Deputy Fire Chief must demonstrate strong leadership skills, extensive knowledge of firefighting practices, and a commitment to community safety.

**Reports to** the Fire Chief.

### **Key Areas of Responsibility**

#### **Leadership and Management**

- Assist the Fire Chief in developing strategic plans, policies, and procedures to enhance the efficiency and effectiveness of the fire department.
- Supervise and direct the activities of fire department personnel, ensuring adherence to established standards and protocols.
- Act as Fire Chief in their absence, making critical decisions and maintaining departmental operations without interruption.

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### **Operational Oversight**

- Oversee daily operations of fire stations, ensuring readiness and responsiveness to emergency incidents.
- Coordinate and manage emergency response efforts, including fire suppression, hazardous material incidents, and rescue operations.
- Evaluate and improve the effectiveness of firefighting techniques and department protocols through regular training and drills.

### **Personnel Development**

- Lead and mentor subordinate officers, fostering a culture of professionalism and continuous improvement.
- Conduct performance evaluations and provide feedback to staff, identifying areas for development and recognizing excellence.
- Oversee the implementation of training programs to ensure that all personnel maintain high levels of competency, safety, and readiness.

### **Community Engagement**

- Promote fire safety and prevention education within the community, organizing outreach programs and public demonstrations.
- Collaborate with local organizations and government agencies to enhance community resilience and preparedness for emergencies.
- Respond to public inquiries and concerns, acting as a liaison between the fire department and the community.

- Ensure that the department is investigating fires and provides a mitigation strategy that aligns with the causes of fires.

### **Administrative Duties**

- Prepare and manage budgets, ensuring the efficient allocation of resources and adherence to financial guidelines.
- Compile and analyze reports on departmental activities, incident responses, and training outcomes, providing insights to the Fire Chief.
- Ensure compliance with local, state, and federal regulations governing fire safety and emergency response.

### **Minimum Qualifications**

Education: A Bachelor's degree in Fire Science, Public Administration, or a related field is mandatory.

Experience: Minimum of 8 years of progressively responsible experience in firefighting and emergency services, with at least 5 years in a supervisory or managerial role.

Certifications: Must possess relevant certifications, such as Fire Officer 1, Blue Card Incident Commander, Firefighter 1 & 2 Emergency Medical Technician (EMT) or Emergency Medical Responder (EMR), and Hazardous Materials Operations.

### **Desired Qualifications**

Education: Master's degree is preferred.

Experience: 10+ years of progressively responsible experience in firefighting and emergency services, with at least 7 years in a supervisory or managerial role.

Certifications: Blue Card Instructor and Instructor 2 with NFPA 1001 Certification.

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### **SKILLS AND ABILITIES**

- Strong leadership and decision-making capabilities.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and handle complex, high-stakes situations.
- Proficient in emergency management.
- Proven ability to use different software and technologies.
- The West Suburban Fire District is a people first organization, our members and the public we serve deserve our best, every time.

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### **WORKING CONDITIONS**

- The Deputy Fire Chief may be required to work irregular hours, including nights, weekends, and holidays, and must be on-call for emergency situations.
- Physical demands include the ability to perform tasks in hazardous conditions and environments.
- A Deputy Chief shall be able to meet the physical demands of the Firefighter Position, without exception.

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This position offers a unique opportunity for a dedicated individual to lead and inspire a team committed to protecting the community.