

Position Description

Position Title	Fire Chief
Department	Milwaukee Metro Fire Rescue
Classification	Full-time
FLSA Status	Exempt
Reports To	MMFR Board of Directors; hiring and discipline authority under MMFR Fire Commission
Direct Reports	TBD
Last Updated	3/11/2026

Job Summary

The Chief is responsible for leading the integration of the former Wauwatosa and West Allis Fire Departments into a unified organization, Milwaukee Metro Fire Rescue (MMFR), aligning operations, policies, and culture to ensure consistent and high-quality service delivery across both communities.

The Fire Chief will provide overall visioning, leadership, direction, and general administrative oversight of the Fire Department, fire prevention, fire suppression and emergency medical services (EMS).

Essential Functions and Responsibilities

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.

Personnel Management:

- Develops and maintains a workforce competent in customer service, accountability, results orientation, and teamwork
- Under the authority of the MMFR Fire Commission, responsible for the oversight of appointing, supervising, training, disciplining, and evaluation of employees
- Ensures compliance with laws, labor agreements, standards, and organizational policies and procedures
- Participates in research, development, and negotiation of labor contract proposals

Fiscal Management:

- Establishes cost control measures and monitors all fiscal operations of the Department to ensure financial well-being and sustainability
- Prepares and monitors annual budgets and justifies budget requests and amendments
- Develops and manages fees and charges
- Accesses federal and state funding sources
- Ensures efficient and economical use of departmental funds, personnel, equipment, facilities, and time

Strategic Planning:

- Works with elected officials, department heads, staff, and other agencies to develop long-range plans, objectives, organizational structure, and overall direction for meeting fire and

emergency medical service needs. Monitors, reviews, and communicates the implementation phases of the department's strategic plans to ensure long-range goals are met.

- Sets objectives of the Metro Milwaukee Fire Rescue.
- Works with local, county, state, and federal agencies to keep abreast of current trends and laws in the fire service, EMS, and communications for the regional improvement of these activities

Emergency Management:

- Serves as the Emergency Management Coordinator for Wauwatosa and West Allis (or their designee)
- Responsible for emergency operations involving multiple jurisdictions through utilization of the National Incident Management System (NIMS)
- May assume command of large-scale emergency events, if appropriate
- Oversees and coordinates planning, logistics, operations, finance, and information dissemination before/during/after planned events or emergencies to protect public health and safety
- Briefs elected officials on developments which might affect overall public safety
- Develops and coordinates City disaster preparedness and training
- Serves as a member of applicable county and state emergency management groups as needed

Public Relations/Community Outreach:

- Creates and manages inter-agency agreements with local fire/EMS systems and community-based business
- Provides department representation at committees and boards related to fire/EMS, development, and emergency management; serves as the spokesperson for the department to media sources
- Presents department-related information to community groups, elected officials, and business leaders within the communities it serves
- Attends relevant local community events to represent the Fire Department

Policy Development:

- Establishes rules and regulations for the joint Fire Department that meet applicable federal, state, and local laws and standards in partnership with the MMFR Board and Fire Commission.
- Reviews and updates rules and regulations periodically to ensure they remain current and in conformity with changing needs of the jurisdictions the Department serves and applicable laws

Minimum Education Qualifications

Education and/or Experience Requirements:

- Bachelor's Degree in Fire Management, Fire Department Administration, Paramedicine, Fire-Medic, Business Administration, or related majors from an accredited college or university. A Master's degree is preferred.
- At least ten years of fire/EMS experience with at least five being increasingly responsible management experience in a command-level capacity (Captain or above) with a range of operational and administrative experience in an urban/suburban fire department

Licenses, Certifications, and Other Requirements:

- Must possess, or be able to obtain by time of hire, a valid State of WI Driver's License without record of suspension or revocation in any state.
- Completion of an Executive Fire Officer Program (EFO) or similar program preferred.
- Chief Fire Officer Designation (CFOD) desired.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- Proven ability to foster effective and positive working relationships with external and internal customers, including employees, residents, visitors, and city officials.
- Ability to lead department officers and staff, as well as delegate supervisory authority to department officers.
- Previous experience with a departmental merger or working for a merged department preferred.
- Effective communication, oral and written, with supervisors, peers and public.
- Understanding of finance and budgeting.
- High level project management skills.
- Ability to utilize software programs such as Microsoft Office Suite, Telestaff, TylerMunis, WebEOC, ProPhoenix,
- Knowledge of national, state, and local laws and fire/safety codes.
- Expected to be available and/or reachable twenty-four hours per day, 365 days per year, with the exception of scheduled leaves, scheduled vacation time, or other reported time off.

In evaluating candidates for this position, the Milwaukee Metro Fire Dept may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Physical Requirements

While performing the duties of this job, the employee is frequently required to sit, stand, twist and reach. The employee is frequently required to use hands to finger, handle, or feel. The employee is also regularly required to talk and hear in a noisy atmosphere, in person, in meetings and by telephone. They will need to interact with city management, employees, other governmental officials, contractors, vendors, employees and the public; read and interpret data, information and documents; analyze and solve problems. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

Work is performed primarily in a standard office environment, in different fire stations, and sometimes in a field environment including a Fire/EMS response area. The noise level in the office environment is usually quiet and usually moderate in the field environment, except during certain emergency response or fire activities when noise levels may be high. While performing the duties of this job, the employee may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, bio-hazardous materials, extreme cold, extreme heat, and vibration.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and Metro Milwaukee Fire Rescue and is subject to change by the employer as the needs of the employer and requirements of the job change.

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