



# Oregon Area Fire & EMS District

131 Spring Street

Oregon, Wisconsin 53575-1401

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*Village of Oregon*

*Town of Oregon*

*Town of Dunn*

*Town of Rutland*

**Date:** February 2, 2026

## **Job Announcement - Division Chief**

**Department:** Oregon Area Fire/EMS District

**Reports To:** Fire Chief

**FLSA Status:** Exempt

**Employment Type:** Full-Time

**Salary Range:** \$77,000 - \$95,000 (dependent on experience and qualifications)

**Location:** Oregon, WI

### **Position Summary**

The Oregon Area Fire/EMS District Division Chief is a senior command-level officer responsible for the strategic leadership, administration, and operational oversight of an assigned division within the Fire/EMS Department. This position plays a critical role in departmental planning, personnel management, emergency response coordination, and policy development to ensure efficient, safe, and professional fire and emergency services to the community.

### **Essential Duties and Responsibilities**

- Prompt, predictable, and reliable physical attendance in the workplace.
- Ability to perform physically laborious duties of subordinate personnel.
- Provide leadership and direction for an assigned division (e.g., Operations/Support Services/Training, Community Risk Reduction, or EMS).
- Complete assigned tasks and duties specific to the Division.
- Develop, implement, and evaluate division goals, policies, procedures, and performance metrics.
- Serve as an incident commander or senior command officer during emergency incidents and major events.
- Supervise, mentor, and evaluate subordinate officers and personnel; support leadership development and succession planning.
- Assist in departmental strategic planning, budgeting, and resource allocation.
- Ensure compliance with federal, state, and local laws, regulations, and applicable standards (e.g., NFPA, DSPS, SPS 330).
- Coordinate with other city departments, mutual aid agencies, and external partners.
- Participate on behalf of the Administration in labor relations, disciplinary processes, and grievance resolution as needed.
- Prepare and present reports, recommendations, and presentations to executive leadership and governing bodies.

- Represent the Fire/EMS District professionally at community events, meetings, and interagency functions.
- Other duties as assigned.

### **Physical and Mental Requirements:**

The employee must be capable of executing the essential functions of the position, with or without reasonable accommodation. These functions may encompass extended periods of sitting or standing, operating a computer and other office equipment, utilizing firefighting equipment and apparatus, communicating effectively, and maintaining the necessary focus and attention to ensure accurate and timely completion of work.

### **Required Qualifications**

- Five years of fire/EMS service experience with a minimum of two years of leadership experience at the company officer level.
- State of Wisconsin Firefighter I & II
- State of Wisconsin Fire Officer I
- State of Wisconsin Fire Instructor I
- Current certification as a State of Wisconsin Paramedic, or the ability to obtain.
- ICS 100, 200, 300, 400, 700, and 800
- Demonstrated experience in incident command, personnel management, and administrative functions.
- Valid unencumbered driver's license and ability to meet department medical and physical standards.

### **Preferred Qualifications**

- Bachelor's degree in Fire Science, Public Administration, Emergency Management, or a related field.
- State of Wisconsin Fire Officer II
- State of Wisconsin Fire Instructor II
- BLS Instructor
- Experience with accreditation, strategic planning, or large/complex emergency operations.
- Strong background in training, prevention, or EMS program management (depending on division).

### **Knowledge, Skills, and Abilities**

- Strong leadership, communication, and decision-making skills.
- Ability to manage complex projects and multiple priorities.
- Thorough knowledge of modern fire service practices, emergency management, and safety principles.
- Ability to build trust, foster teamwork, and lead through change.
- Proficiency with administrative systems, reporting tools, and data-driven decision-making.
- Working Conditions
- May be required to respond to emergencies during off-duty hours.
- Work involves exposure to emergency scenes, hazardous environments, and stressful situations.
- Must be able to function effectively during extended or high-demand incidents.

**Application Process**

- Interested candidates should complete an application at [oregonareafireems.org](http://oregonareafireems.org) > About Us > Division Chief Recruitment
- Submit a resume, cover letter, and copies of relevant certifications by February 28, 2026 to [cjesberger@oregonareafireems.org](mailto:cjesberger@oregonareafireems.org).
- Reasonable accommodations are available for individuals with disabilities throughout the application and hiring process.
- The Oregon Area Fire/EMS District is an Equal Opportunity Employer.