

**HOLMEN AREA FIRE ASSOCIATION**  
**710 Main Street South P.O. Box 92**  
**Holmen, WI 54636**

**FULL-TIME EXEMPT (NATIONAL LABOR RELATIONS BOARD) ASSISTANT CHIEF POSITION**  
**CURRENT OPENING**

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**HOLMEN AREA FIRE DEPARTMENT (HAFD):** HAFD is a local agency under the direction of the Holmen Area Fire Association Board, which proudly serves the communities of the Town of Holland, Town of Onalaska, and Village of Holmen. It is a progressive combination department comprised of 5 full-time employees (FTEs) and 18 part-time employees (PTEs), responsible for 96+ square miles and a population of over 20,000. The department averages approximately 1,000 responses a year, of which 75 percent are medical, and is an active member of MABAS Division 134. Due to the projected growth and development of the area, it recently (2016) reorganized and has set a new course of direction in fulfilling its 10-year strategic plan.

**POSITION:** This position will manage and supervise full-time and part-time members and will assist in planning, directing, and managing the activities and operations of the fire department including fire suppression, hazardous material mitigation, fire prevention, life safety code compliance, public safety education, emergency medical services, emergency management, and administrative support services. In addition, this position will assist in coordinating assigned activities with other departments and support agencies and will serve as acting Fire Chief in the absence of the Fire Chief. The position will provide quality and responsive executive level support to top management. Successful candidate must reside within a 10 minute response time to the station no later than 6 months after official start date.

**MINIMUM QUALIFICATIONS:** Associate's Degree in any of the following disciplines: Fire Protection; Emergency Management; Emergency Medical; Business Management; Public Administration; and/or other related fields. Five to seven years as a full-time firefighter with at least three years experience in a supervisory capacity working with an organized and part-time labor force. Must be state Fire Officer II and Fire Inspector I certified (equivalents will be considered) and have completed ICS 300/400, Safety Officer, and HAZMAT Technician courses.

**SKILLS REQUIRED:** Knowledgeable of National (NFPA) and Wisconsin (DSPS) standards; ability to deal with detailed administrative and fire ground challenges; experience in resource management and budgeting; proficient with computers and programs; and ability to facilitate excellent oral and written communications. Must be able to provide strong leadership within a combination department experiencing major change caused by rapid growth and development.

**SALARY RANGE and DEADLINE:** \$70,000 to \$80,000 with excellent benefits, Depending on Qualifications (DOQ). Please submit Cover Letter and Resume by mail or email ([pmenches@holmenfire.com](mailto:pmenches@holmenfire.com)), No Later Than (NLT) Friday, May 18, 2018 at 5:00 pm.