



Ripon Area Fire District

515 Aspen Street
Ripon, WI 54971
920.745.2262

Position Summary

The Part-Time Fire Chief for the Ripon Area Fire District provides executive leadership for a department comprised of two full-time employees, paid-on-call, and volunteer personnel. The Chief oversees fire response, prevention, training, and departmental administration, balancing operational leadership with staff development, fiscal stewardship, and long-term planning. Reporting to the Board of Directors, the Chief is a trusted, accountable, and integrity-driven leader with strong communication skills, a collaborative management style, and the ability to build effective teams while working productively with elected officials, staff, and the community to deliver high-quality, reliable fire services.

Ideal Candidate

The Ripon Area Fire District seeks a Fire Chief with proven experience in emergency operations and incident command, along with the leadership capacity to guide a modern, full-service fire department. The ideal candidate demonstrates integrity and accountability, strong fire service administration, and people-management skills. This role requires sound fiscal stewardship, support for ongoing training and professional development, proactive planning for future needs, and the ability to collaborate effectively with the Board of Directors, staff, City/Town leadership, and community partners to deliver trusted, high-quality emergency services.

Essential Job Duties and Responsibilities

- Oversee and manage the day-to-day operations of the Fire District, including planning, organizing, directing, and administering fire suppression, rescue, fire inspections, and fire prevention programs. On-call pay will be given for response after hours at a rate of the on-call rate.
- Respond to fire for service when available and serve as Incident Commander during emergencies, directing and coordinating emergency operations in accordance with departmental standard operating guidelines, state regulations, and applicable NFPA standards.
- Supervise, lead, and support Fire District personnel, including assigning duties, evaluating performance, coordinating training, supporting professional development, and assisting with recruitment and retention of firefighters.
- Direct and coordinate the maintenance, repair, improvement, and replacement of fire department equipment, apparatus, supplies, and facilities to ensure operational readiness and safety.

The Ripon Area Fire District is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, the District provides reasonable accommodations to qualified individuals with disabilities and encourages applicants and employees to discuss accommodation needs with the employer. Final candidates will be required to successfully complete a background investigation and pre-employment medical and drug screening prior to appointment.

- Assist in the development and administration of the Fire District's annual operating and capital budgets, forecast staffing and equipment needs, monitor expenditures, and authorize payments and payroll in accordance with District policies.
- Serve as supervisor of the Fire Inspector, to oversee the conduction of inspections and enforcement of fire codes and ordinances in compliance with State of Wisconsin Department of Safety and Professional Services requirements and Ripon Area Fire District regulations.
- Ensure compliance with departmental policies, personnel policies, safety standards, and applicable federal, state, and local laws, and report personnel or operational issues to the Board of Directors.
- Maintain accurate departmental records and prepare required reports related to fire and responses, inspections, training, equipment, expenditures, and regulatory compliance.
- Participate in City/Towns disaster preparedness, emergency management, and continuity planning efforts, and provide professional support to City/Town leadership.
- Respond to citizen inquiries and complaints, represent the Fire District at meetings and community forums, and perform related duties as assigned to support effective service delivery and public trust.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of modern fire suppression, fire prevention and inspections, hazardous materials response, and incident command, including effective operation within NIMS and ICS.
- Working knowledge of EMS to coordinate during on-site events.
- Strong leadership and administrative skills to plan, direct, and evaluate programs, supervise and develop personnel, and maintain a safe, professional organization.
- Fiscal competence in managing operating and capital budgets, including contractual service obligations, and in evaluating service delivery, equipment, and long-term needs.
- Strong written and verbal communication skills, with the ability to apply applicable laws and policies and build effective working relationships with staff, elected officials, partner agencies, and the public in service to the Ripon Area Fire District.

Education and Training

- Bachelor's degree or higher in fire science, fire/medic, or public administration is preferred. An associate degree in fire science or a related field is required.
- Wisconsin Certified Firefighter I • Certified Firefighter II • Driver/Operator-Pumper
- Wisconsin Driver/Operator Aerial • Certified Fire Inspector
- Wisconsin Certified Fire Officer I • Certified Fire Officer II Desired
- Wisconsin Instructor I, Instructor II preferred (Must be maintained)
- NIMS Training ICS100, ICS200, ICS300, ICS400, IS700

The Ripon Area Fire District is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, the District provides reasonable accommodations to qualified individuals with disabilities and encourages applicants and employees to discuss accommodation needs with the employer. Final candidates will be required to successfully complete a background investigation and pre-employment medical and drug screening prior to appointment.

Salary and Benefits

- Wage Range: \$40,000 to \$54,000 per year
- Health insurance and comprehensive benefits
- Enrollment in the Wisconsin Retirement System (WRS)

Recruitment Timeline and Application Process

Please submit a cover letter and resume by April 15, 2026

Email HR@cityofripon.com

Or mail application materials to:

City Hall – City of Ripon

Attn: Human Resources

100 Jackson Street Ripon, WI 54971

The search committee will begin to review applications April 15, 2026

- May 1, 2026 – Interviews will begin
- June 1, 2026 – Make an offer
- July 1, 2026 – Anticipated start date

The Ripon Area Fire District is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, the District provides reasonable accommodations to qualified individuals with disabilities and encourages applicants and employees to discuss accommodation needs with the employer. Final candidates will be required to successfully complete a background investigation and pre-employment medical and drug screening prior to appointment.