

Mission Township Job Description



Position: Assistant Chief	Department: Fire Department
Reports To: Fire Chief	Supervisory Role ☒ Yes ☐ No
Date Approved by Town Board: 08-11-2025	Status ☐ FT ☒ PT ☐ Seasonal

Minimum Qualifications:

1. Valid MN Driver's License.
2. Firefighter Certification.
3. Fire Officer I Certification.
4. Five (5) Years prior work experience as an active firefighter.
5. Two years of supervisory experience at the rank of Captain or higher.
6. Current State of Minnesota Emergency Medical Responder Certification.
7. IS 100, 200, 700 and 800.

Desired Qualifications:

Essential Position Duties:

1. Assist the Fire Chief.
2. Incident command as needed.
3. Works with the Fire Chief on the Mentorship Program, Community Outreach, retention & recruitment.
4. Overseas all Captains and Lieutenants.
5. Attend Township meetings as necessary.
6. Oversees training and assists as necessary.
7. Fill in for the Fire Chief as necessary.
8. Back-up for entering runs in Image Trend.
9. Submit justifications/proposals as needed.
10. Respond to calls.
11. Performs firefighting, rescue, and medical care duties.
12. Other duties as assigned.

Other Requirements:

This position description does not constitute an employment agreement between the town and the employee and is subject to change by the town. All employees must comply with applicable state and federal laws and regulations, as well as town and department policies.