



EXCELSIOR FIRE DISTRICT

JOB ANNOUNCEMENT

Assistant Fire Chief / Fire Marshal

Position Title:	Assistant Fire Chief / Fire Marshal
Salary Range:	\$85,000 – \$100,000 DOQ
Employment Status:	Full-Time / Exempt
Department:	Community Risk Reduction & Life Safety Division
Benefits Package:	Health & Dental Insurance, PERA Pension Plan
Primary Location:	Shorewood, MN (Serving Excelsior Fire District)
Interviews Timeline:	First Round Interviews: Mid-September 2026
Target Start Date:	October 19, 2026

POSITION OVERVIEW

The Excelsior Fire District is seeking a dynamic, proven public safety leader to serve as Assistant Fire Chief / Fire Marshal. Reporting directly to the Fire Chief, this position leads the District's Community Risk Reduction and Life Safety Division. The ideal candidate will manage fire code enforcement, building plan reviews, fire investigations, public education programs, and special event safety compliance. Additionally, as an Assistant Chief, serves as a Duty Officer, providing Incident Command and on-scene leadership at emergency incidents when needed.

KEY RESPONSIBILITIES

- **Fire Prevention & Plan Review:** Serve as the official Fire Marshal; interpret and enforce the State Fire Code, municipal codes, and NFPA standards. Conduct comprehensive plan reviews for new construction, remodels, and fire protection systems.
- **Special Event Safety:** Administer special event safety compliance.
- **Fire Investigation:** Lead and/or coordinate origin and cause investigations, preserve evidence, prepare detailed reports, and coordinate with law enforcement and the State Fire Marshal's Office.
- **Community Risk Reduction:** Design and execute community-wide public safety initiatives, school education programs, and digital messaging.
- **Emergency Operations:** Serve as Duty Officer, Incident Commander, Division Boss, or Safety Officer during major emergency incidents.

MINIMUM QUALIFICATIONS

- **Education:** Associate's degree in Fire Science, Fire Administration, Public Administration, or a closely related field.
- **Experience:** Minimum of 5 years of progressive fire service experience, including at least 3 years in a supervisory officer capacity.
- **Certifications & Licenses:** Valid Minnesota Driver's License; Licensed Firefighter in Minnesota (or eligible by hire date); NFPA 1001 Firefighter I & II; NFPA Hazardous Materials Operations; MN EMR or EMT Certification; NFPA 1031 Fire Inspector I & II (Inspector II within 12 months); Certified Fire Investigator; NFPA 1021 Fire Officer I; NIMS/ICS 100, 200, 700, & 800; Blue Card Incident Command Certification (or within 6 months).

PREFERRED QUALIFICATIONS

- **Advanced Education:** Bachelor's or Master's degree in Fire Science, Public Administration, Executive Leadership, or related field.
- **Specialized Credentials:** Minnesota State Fire Marshal/MFSCB Plan Reviewer certification; NFPA 1041 Fire Instructor I/II; Youth Firesetter Intervention Specialist; National Fire Academy Executive Fire Officer (EFO) or Managing Officer Program completion.

RECRUITMENT SCHEDULE & APPLICATION PROCESS

- **First Round Interviews:** Mid-September 2026
- **Target Start Date:** October 19, 2026

Interested candidates should submit a Cover Letter and Resume detailing relevant qualifications and leadership experience to the Excelsior Fire District office manager Rochelle Johnson: rjohnson@excelsiorfire.org