



Palmyra Public Safety Dept

Fire/Rescue Division

126 N. FIRST STREET • P.O. BOX 380

PALMYRA, WI 53156

Non-Emergency (262) 495-4200

Fax (262) 495-2519

Entry-Level Firefighter / Emergency Medical Technician

SALARY: \$50,000 Annually Starting Wage

JOB TYPE: Full-Time Non-Exempt

DIVISION: Fire/Rescue Division

OPENING DATE: 03/18/2024

CLOSING DATE: Until Filled

General Overview

The Village of Palmyra Public Safety Department is seeking Kind, Compassionate problem solvers to join our award-winning team as a Firefighter/EMT. These positions are Full-Time with benefits and generally work a rotating shift schedule of either 24/48 or 48/96. This process is to fill expected immediate vacancies and establish a list of eligible candidates for future vacancies.

About Palmyra

The Palmyra Public Safety Department provides Police, Fire and EMS services to approximately 1700 residents in the Village of Palmyra, in Jefferson County, WI. Additionally, the department is contracted to provide Fire and EMS services to approximately 1200 residents in the Town of Palmyra, which borders the Village, totaling 36 rural square miles. The coverage area is nestled in the Kettle Moraine State Forest and offers a plethora of recreational activities. There are 3 lakes, the Scuppernong Creek, ATV and Hiking trails throughout the area. Additionally, Palmyra is home to the Palmyra Municipal Airport (88C), one of the best grass fields in the state, that attracts over 2000 people at their annual Father's Day Fly-in event.

For more information, please visit our websites:

<https://www.palmyrapublicsafety.org>

<https://villageofpalmyra.com/>

<https://townofpalmyrawisconsin.com/about-us/>

Hiring Timeline and Process

03/18/2024
Ongoing

Accepting Applications
Application Reviews and Interviews
Police and Fire Commission Interviews when applicable
Background Investigations
Occupational Medical Exam

Applications shall be completed and submitted via email. Candidates meeting the minimum qualifications will be invited to interview with the Command Staff. Selected candidates will undergo an extensive background investigation, medical examination, and psychological assessment after receiving a conditional offer of employment. Successful candidates will be placed on an eligibility list for up to one year and may be selected for positions as they become available.

Essential Duties

- Complies with all Department Standard Operating Guidelines and regulations of the Village of Palmyra Employee Manual.
- Responds to reported emergencies such as fires, accidents, emergency medical incidents, and incidents involving hazardous materials.
- Performs structural firefighting, rescue and hazmat response duties.
- Performs emergency scene operations including size-ups, resource requests and assignments.
- Provides emergency medical service and pre-hospital care within the scope of practice of the employee's current licensure.
- Completes assigned projects, activities, and specialized administrative duties related to the Training, Operations, Emergency Medical Services, Support Services, and Fire Prevention divisions.
- Responsible for proper maintenance and care of all Fire Department equipment, buildings, and grounds.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge and ability to apply Emergency Medical Services principles, procedures, techniques, and equipment at the level of licensed scope of practice.
- Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment.
- Emergency Medical Service vehicles and equipment, radios, key and box system.
- Must have strong written and verbal communications skills.
- Must be able to understand and utilize codes, regulations, instruction manuals, and maps in performing job functions.

- Must be knowledgeable of Wisconsin Fire Service and Mutual Aid Box Alarm System (MABAS).
- Must be able to work in a team environment.

Minimum Qualifications

- High school diploma or equivalent.
- 18 years of age.
- Possess and maintain Valid Wisconsin Driver's License.
- WI Firefighter I certification.
- WI licensed at the EMT level or higher.
- ICS 100, 200, 700 and 800.
- Additional certifications specific to assigned responsibilities may be required.
- Must be of good moral character and of temperate and industrious habits. No felony convictions, no misdemeanor convictions involving moral turpitude or pattern of misdemeanor convictions, no pending misdemeanor or felony charges, and no use or sale of illegal drugs.

Application Materials

Application materials and additional information can be found on the website at:

<https://palmyrapublicsafety.org/employment/>

Completed applications can be mailed, dropped off in person, or emailed to:

j.hoard@vi.palmyra.wi.gov.