The Salem Lakes Fire/Rescue Department is accepting applications to fill the newly created position of Assistant Chief. This is an exempt position. Incumbent works with the Fire Chief and staff of the Fire/Rescue Department providing leadership for day-to-day fire/rescue operations, and managerial and administrative work related to the development and delivery of major fire and emergency medical service programs.

Announcement Period 01 March 2019 to 29 March 2019

Position Summary:
- Under the direction of the Fire Chief the Assistant Chief will plan for, direct, and oversee the operations of the department. The Assistant Chief will assume the role of Chief in the Chief’s absence. The incumbent will provide for administration and direction of the Fire/Rescue Department including all activities and services relating to the department training programs, facilities, communications, staff management, budget management, equipment allocation and inspections. This position also involves considerable interaction with government and community leaders and other emergency service providers in and outside of the municipality.

Ideal Candidate’s Minimum Qualifications:
- Bachelor’s Degree in Fire Service Management, Fire Administration, or Public Administration preferred or ten (10) years of progressively responsible fire/rescue experience with either a volunteer, career, or combination fire/rescue department.
- Wisconsin Firefighter 1 and 2 certification
- Wisconsin Fire Instructor certification or obtain within 18 months of hire
- Five (5) years experience as a Chief Officer which involved duties similar to those of this position.
- Wisconsin licensed Emergency Medical Technician Paramedic.

A combination of education and/or experience may be considered. Successful candidates will be invited for oral and written assessments. Following conditional offers a pre-employment criminal background investigation, drug screening tests and complete medical physical exam will be conducted.

Special Requirement:
- Successful candidates will live within 30 minutes of the Salem Lakes Fire Station #1 within 1 year of employment.

Instructions:
Applications may be picked up from Salem Lakes Station 1, Salem Lakes Village Hall or downloaded from the Village of Salem Lakes website, from the Fire/Rescue tab.

Submit a completed application, including certificates and licenses, and a resume with a cover letter to the Fire Chief’s office at Salem Lakes Station 1 by 4:00 p.m. on the closing date listed above or if mailed must be postmarked by the closing date. The mailing address is 11252 254th Ct., Trevor, WI 53179.

A copy of the position description is available from the Fire Chief or on villageofsalemlakes.org/.

For assistance with application process or any questions please contact Mike Slover at 262-298-5631 or the duty officer phone 262-620-3880.