

# Village of Palmyra Wisconsin

May 13, 2024



## Fire – EMS Chief Position Profile



The Village of Palmyra is seeking a dynamic candidate who demonstrates strong leadership and supervisory skills for its next Fire-EMS Chief.

## WELCOME TO PALMYRA!

The Village of Palmyra (pop. 1,721) is located in Jefferson County, Wisconsin, along the Scuppernong River. Palmyra boasts a vibrant small-town atmosphere and has branded itself as “the heartbeat of the Kettle Moraine” due to its connection to the Southern Kettle Moraine State Forest. The Village is approximately 1,412 acres (2.2 square miles). Palmyra maintains a healthy and attractive downtown business district, a growing business park and residential districts.

The Village operates under a Village Board-Village President form of government including six elected trustees in addition to the Village President. The Village has six standing committees in addition to various boards and commissions, including a Police and Fire Commission which is responsible for providing oversight on the policies and operations of the Police, EMS, and Fire Departments, and making recommendations to the Village Board based upon this oversight. There are several

appointed officials including the Village Clerk-Treasurer, Chief of Police & Public Safety Director, Fire-EMS Chief, Public Works Superintendent, Recreation Director, and Library Director. The Village also operates a Water Utility, Sanitary Sewer Utility, and Storm Water Utility.

## THE PUBLIC SAFETY DEPARTMENT

The Palmyra Public Safety Department combines Law Enforcement and Fire and Emergency Medical Services in a single department administered by a Public Safety Director. Emergency responders provide Police, Fire, and EMS services to the Village of Palmyra; Fire and Emergency Medical Services are also provided to the Town of Palmyra through a contractual agreement. The Public Safety Department was formed by a Village ordinance in 2015 and merged the Police Department and Fire/Rescue Department into a single combined protective services department. All operations currently operate from the Public Safety Building located at 126 N. 1<sup>st</sup> Street.

## THE POSITION

The position of Fire/EMS Chief position is professional level work assigned administrative supervision of the Fire and EMS Services Division. This supervisory position assists the Public Safety Director in planning, organizing, directing, and administering Fire and Emergency Medical Services (EMS) operations of the Public Safety Department as assigned and/or delegated by the Public Safety Director. The position participates in and supervises the activities of emergency responders during emergency and non-emergency operations to protect life, property, and the environment by performing fire suppression, rescue, emergency and non-emergency aid, hazardous materials, and fire prevention and inspection activities. This position also performs all related technical, administrative, and supervisory work as required and/or assigned by the Public Safety Director.

View the full position description can be found at [www.mcmgrp.com](http://www.mcmgrp.com) under the [Public Safety & Municipal Management services page](#) / Municipal Jobs.

## MANAGEMENT STYLE & ATTRIBUTES

The ideal candidate will be a leader of high integrity, with strong planning and organizational skills; innovative in problem-solving and team building, the ability to communicate effectively, and make quick sound decisions.

## EDUCATION AND EXPERIENCE

Two-year associate degree in firefighting, or related degree or minimum of 60 college credits. Other degrees will be considered with related EMS, rescue, or firefighting experience. Must be Licensed by the State of Wisconsin as an Emergency Medical Technician-Basic and certified by the State of Wisconsin as a Fire Officer I (Fire). This position requires a valid Wisconsin Driver's license, be a U.S. Citizen, and must be able to read and write the English language.

## COMPENSATION AND BENEFITS

This position is posted with a salary range of \$72,000 – \$90,000 with a full benefits package. Starting salary will be DOQ.

## APPLICATION PROCESS

Interested professionals should submit application material to [khackbarth@mcmgrp.com](mailto:khackbarth@mcmgrp.com) at McMahon Associates, Inc.

During the online application process, interested professionals should submit the following:

- ✓ Village Application
- ✓ Cover Letter
- ✓ Resume'
- ✓ Professional References

Complete applications will be accepted until **Friday, June 7, 2024**. All questions should be directed to Lori Gosz, McMahon Senior Public Management Specialist who can be reached by email at [lgosz@mcmgrp.com](mailto:lgosz@mcmgrp.com).

Additional information about the Village of Palmyra can be found on the Village website:

[villageofpalmyra.com](http://villageofpalmyra.com)

*The Village of Palmyra is an equal opportunity employer.*

## MORE ABOUT THE COMMUNITY OF PALMYRA...

### EDUCATION

The Palmyra-Eagle Area School District is a progressive public school district serving students in grades 4K-12. The district's mission is to ensure that students excel with intellect and virtue, inspired by innovative educators who engage and challenge each individual.

Palmyra-Eagle High/Middle School – Grades: 6-12 is located within the Village limits of Palmyra, and Eagle Elementary School – Grades: 4K-5 is located in the Village of Eagle. To learn more about the Palmyra Area School District, visit their website at [www.palmyra.k12.wi.us](http://www.palmyra.k12.wi.us)



## RECREATION

The Village of Palmyra Park and Recreation Department offers a variety of recreational programs to citizens of all ages. The Village has six parks which includes a community beach and swimming area within Lower Spring Lake, and Deep Rock Springs a historical site. There are three lakes within the Palmyra area, Lower Spring Lake, Upper Spring Lake, and Blue Spring Lake. The Kettle Moraine State Park is the most prominent natural resource feature in the Palmyra area. The southern Unit of the Kettle Moraine State Forest has more than 700 campsites and 160 miles of trails. A thirty-mile segment of the Ice Age National Scenic Trail and shelters are located on Palmyra's doorstep.



## PUBLIC WORKS

The Palmyra Public Works Department is a full-service department offering a full range of services available year-round to maintain a clean and well-managed public infrastructure. The Public Works Department includes the management of streets, buildings and grounds, stormwater utility, sewer, and water utilities.

## LIBRARY

The Powers Memorial Library offers many programs and events. There is something every week happening at the library! Whether it is an educational presentation, a fun kid's event, or a community collaborative program, we have it all at the Powers Memorial Library.

