

Wisconsin EMS Association

Your voice for EMS



EMS Operations Manager

The City of Sun Prairie Emergency Medical Services Department is a progressive, dual-paramedic, advanced life support agency providing 911 service to the residents of the City of Sun Prairie and many surrounding communities, covering a total population of over 35,000 people living in an area of 46.5 square miles. It is our mission to care for our community as a team of dedicated professionals through the delivery of compassionate emergency treatment, quality public education, and the responsible use of public resources. To achieve this mission, we apply our core values of integrity, dignity, and excellence in all that we do.

We are currently looking for a dynamic individual to provide operational assistance in the efficient deployment and management of two paramedic-level ambulances that operate 24/7 and one paramedic-level ambulance that is staffed during peak hours. This salaried-exempt, management position works 40 hours per week minimum, which may include nights, weekends, and/or holidays. Working under the direction of the EMS Chief and supervising 12 full-time employees and a pool of limited-time-employees, the ideal candidate will possess progressively responsible supervisory experience in a municipal 911 paramedic-level EMS system and must also meet the following minimum qualifications:

- Must possess and maintain Wisconsin Paramedic license
- Must possess and maintain ACLS, BLS, and PALS certifications
- Completion of a formal course in Emergency Vehicle Operation (EVOC)
- Must possess and maintain a valid Wisconsin driver's license, as well as have and maintain a satisfactory driving record
- Associate's Degree in Emergency Medical Services or a closely related field from a regionally accredited institution is required (or the ability to obtain said degree within 1 year of date of hire/promotion)

Additional requirements are listed **in the job description found on the City website.**

Starting salary \$78,000 - \$80,000/yr, depending upon qualifications. Excellent benefits including Wisconsin Retirement System, 457 deferred compensation plan, pre-tax health savings account, and more. A take-home vehicle may be provided within certain residency parameters.

Accepting applications until filled, **preference given to applications submitted before 1/31.**

Phone interviews to be held in early February, followed by on-site interviews in mid-February, and a Chief's interview immediately after. Tentative start early to mid-March. Schedule may fluctuate based on amount of applications.

Complete online application
www.cityofsunprairie.com/jobs
(608) 825-1174

EOE