



McFarland Fire & Rescue Department

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Emergency: 911

Job Announcement Administrative Captain - Career

The McFarland Fire & Rescue Department is seeking candidates for an immediate hiring and an eligibility list for Administrative Captain. Under the direction of the Fire & Rescue Chief, the Administrative Captain is responsible for overseeing and coordinating administrative and operational activities of the Fire and Rescue Department. The Administrative Captain also responds to emergency calls and covers the ambulance schedule as needed during normal working hours. The position is responsible for managing the departments training program, auditing payroll, auditing of incident reports, and conducts and/or coordinates yearly performance appraisals for paid-on-call employees. Additionally, the Administrative Captain may be required to act as the designee of the Fire & Rescue Chief in the absence of the Fire & Rescue Chief. A major portion of the duties for the position will be the coordination and development of training for the Department. The preferred candidate will have experience in training of EMTs and firefighters.

The Administrative Captain position is an exempt position and would be required to work a typical 40 hours per week, including providing ambulance coverage from 11:00 a.m. to 6:00 p.m. Monday through Friday. The typical shift may be modified in the future. The 2019 annual salary is between \$61,461.00 and \$70,680.16. Benefits include health insurance, life insurance, income continuation, State of Wisconsin Retirement Service (protected), vacation, sick, and paid holidays.

Required Qualifications: An associate's degree in fire science, emergency medical management, public, or business administration, or related field. A minimum of three (3) years of progressively responsible administrative management experience in either the Fire or EMS service, Fire or EMS training development, and/or supervisory or administrative experience in both services which demonstrates leadership and managerial qualities. Must have current certifications in NIMS 300, Wisconsin certification as a Firefighter II, Advanced EMT with CEVO and CPR certifications with a preference toward Wisconsin certification as an EMT-Paramedic. Any combination of education and experience which in the sole discretion of the Village would demonstrate the employee's ability to meet the required knowledge, skills and abilities for the position may also be considered. Must be able to possess or be able to obtain a valid WI driver's license.

Application deadline is Friday, May 24, 2019, at 4:00 p.m. Complete instructions, application packets, and additional information can be obtained at <https://www.mcfarland.wi.us/employment>, phone 608-838-3278 or email chris.dennis@mcfarland.wi.us.