**Position Overview**

The Village of Hales Corners Fire Department is conducting a recruitment process to a fill current vacancy of Captain (Fulltime). The following is an overview of this position:

* Participate in the inspection of buildings, hydrants, and other structures in fire prevention programs as per NFPA 1031.
* Receive and relay fire calls and alarms. Operate radio and other communication equipment. Ensure that the proper response is made to each call.
* Supervise and assist firefighters in maintenance of fire equipment, apparatus and facilities. Perform minor repairs to departmental equipment.
* Supervise and assist firefighters as they perform general maintenance work in the upkeep of fire facilities and equipment to include but not limited to: washing, cleaning, dusting, vacuuming, of windows, bathrooms, offices, apparatus, including the care for grounds in and around the fire station, and make minor repairs.
* Assist in developing plans for special assignments such as vehicle checks, training programs, firefighting, hazardous materials operations, technical rescue operations, and emergency medical services.
* Present programs to the community on safety, medical, and CPR classes, and fire prevention topics.
* Responds to employee complaints, information and guidance request from the public, and cooperates with surrounding communities in firefighting, technical rescue, and Emergency Medical Services.
* Perform as a licensed Paramedic according to criteria and standards set forth by the department, Milwaukee County EMS, and DHS 110.
* Supervise other firefighters as required.
* Maintains discipline and insures that personnel follow department rules and regulations, Suggested Operating Guidelines (SOGs), and Policies.
* Other duties as assigned by the Fire Chief

**Minimum Requirements:**

**Education and Experience:**

* At the time of application the candidate must have a High School diploma or GED equivalent.
* Associate Degree in Fire Science (see preferred qualifications below)
* State of Wisconsin Licensed Paramedic or will achieve licensure by December 31st 2025.
* Successful completion of Wisconsin Technical College System Fire Service Certified Firefighter 1 (as per NFPA 1001).
* Driver Operator (as per NFPA 1002).

**Preferred qualifications include:**

* Having two preferred qualifications will allow the candidate that does not have their Associate Degree the ability to complete their degree within 18 months from date of hire.
* Fire Officer I certification (as per NFPA 1021) or the ability to obtain certification within one year from date of hire.
* Wisconsin Technical College System Fire Inspector I certification (NFPA 1031) or the ability to obtain certification within one year from date of hire.
* Fire Instructor 1(as per NFPA 1041), must be completed during the probationary period.
* A Bachelor’s Degree in fire science or a closely related field such as Public Administration. In addition, paramedic, EMS Instructor I, II, and AHA CPR Instructor.

**Salary Information:**

* The starting base salary is $65,695 to $80,313 annually. Starting salary will be based on experience and education. You will receive an excellent benefit package that includes health, dental and vision coverage. You will also be enrolled into the Wisconsin Retirement System and be eligible for life insurance coverage.

**Work Schedule:**

This position will work 2,912 hours per year. You will be assigned a 24 hour shift followed by 24 hours of off time: you will work three shifts and be off for four shifts.

**Selection Process:**

The top scoring candidates that meet the minimum requirements will be invited to pre-screening process that will include all or some of the following:

* **Department Interviews**: Qualified applicants will be invited to an interview. The interview panel will consist of the Fire Chief, one HCFD Captain and member(s) of the
	+ Fire and Police Commission. ***Applicant must bring in Driver's License at time of interview as proof of ID for interview.***

* **Medical Evaluation, and Drug Screen**
* **Background Investigation**

\*\*FAILURE IN ANY ONE SEGMENT OF THE PROCESS DISQUALIFIES THE CANDIDATE\*\*

PROBATION: A Captain is required to serve a probationary period of (1) year. The employee may be subject to discharge without cause at any time during the probationary period.

**Applications will be accepted until Friday June 20, 2025 at 4:00pm**. Qualified applicants will be notified via email of any examinations, interviews or other events required in the selection process.

**Application Process:**

Complete on-line application at the Village of Hales Corners website (https://www.halescornerswi.gov)

* Attach a copy of your resume to your application (optional).
* You can email the application, resume’ and corresponding documents to pjaskulski@halescornersfire.org.
* All documents must be received by 4:00pm on Friday June 20, 2025.