

Village of Port Edwards

Police and Fire Commission

Municipal Building
201 Market Ave. P.O. Box 10
Port Edwards, Wisconsin 54469
Phone: 715-887-3511



Position Announcement

FIRE CHIEF (Part Time)

VILLAGE OF PORT EDWARDS, WI (Population 1,800)

The VILLAGE OF PORT EDWARDS is seeking a dynamic leader to be its next Fire Chief. Port Edwards is in Wood County, Central Wisconsin. The Village is a quaint community that is closely knit together with its own School District. The Port Edwards Fire Department services the Village of Port Edwards, parts of the towns of Seneca, Cranmoor and Town of Port Edwards. The PEFD is reorganizing and in need of a strong leader to develop department policy, foster teamwork, encourage a positive working environment, and will promote professional development opportunities for firefighters.

The salary is \$10,000 per year depending on qualifications, plus retirement benefits. The Fire Chief reports to the Village Administrator. The Village government is comprised of a Village President with Six Trustees and a five-member independent Police and Fire Commission. The 2024 Department operating budget is \$102,450. The Fire Chief leads 10 current volunteers and the Department is undergoing an aggressive recruiting program for up to 20 more.

Requirements:

- (8) years of firefighting experience with (5) years as an officer,
- Completed Fire Officer 1 class.
- Certified Firefighter I and II
- Completed Fire Inspector class.
- Completed driver/operator-pumper or driver/operator aerial class.
- Reside within the applicable industry standards (15 miles maximum).
- Knowledge of modern fire suppression, prevention, medical first responder principles, procedure, techniques and equipment. Written/oral communication

skills necessary to interact with a wide variety of individuals including members of the public, vendors, village staff, and elected officials.

Community website: www.vi.portedwards.wi.gov

Required initial documents: cover letter, resume, and a [Village Employment Application](#), (found in the Employment Opportunities tab on the above web site.) All documents may be sent to the Chairman of the Police and Fire Commission - Scott Stewart, scott.stewart@portedwardswi.gov by April 25, 2024.

Confidentiality may be requested but cannot be guaranteed for finalists.