



City of Sun Prairie Paramedic - Full-Time

SALARY	\$65,897.48 - \$81,782.10 Annually	LOCATION	300 E Main Street, Sun Prairie, WI
JOB TYPE	Full Time	JOB NUMBER	2026-25
DEPARTMENT	Fire & Emergency Medical Services	DIVISION	Emergency Medical Services
OPENING DATE	09/18/2026	CLOSING DATE	10/18/2026 11:59 PM Central

The City of Sun Prairie EMS Department is seeking Paramedics to fill one anticipated full-time vacancy and potential limited term employment (LTE) vacancies. This position provides direct staff support for EMS calls. Ensures the ambulances and equipment are clean inside and out and in optimum operating condition. Maintains supplies through an inventory-based system for use on the ambulance and at EMS facilities.

****Starting Salary:** Wage range reflects starting pay up to the 7 year step for lateral entry.**

Lateral Entry Program for Full-Time Paramedics:

- Candidates must have been employed Full-Time as a paramedic with an agency in the state of Wisconsin (or another state that has passed Wisconsin DHS reciprocity requirements) who responded to 911 calls for a minimum of 3 years.
- New Hire Paramedics shall be granted under Article 13/Appendix A– Salaries/Wages, a starting wage up to seven (7) years of the Wage scale, based on their past full-time years of experience as a paramedic. Future pay increases will be based upon these prior years of experience combined with service as a full-time Paramedic of Sun Prairie Fire and EMS and will occur on their anniversary date.
- New Hire Paramedics shall be granted under Article 25-Vacation Leave, vacation time off based on their past full-time Paramedic years of experience not to exceed five (5) years' service. Future vacation increases will be based upon these prior years of experience combined with the service as a full-time Paramedic of Sun Prairie Fire and EMS and will occur on their anniversary date.
- It is understood that this service credit will play no role in establishing department seniority in any other circumstance that might utilize seniority as a determining factor. It will merely determine their vacation accrual rate upon hire.

[Click here to view the EMS Union Contract.](#)

For 2027 compensation, please refer to the current EMS Union Contract. For first review of applications, candidates must have Paramedic license by **October 18, 2026**.

[For further detail on the EMS Department click here.](#)

Recruitment Timeline Important Dates:	
Friday, September 18, 2026	Posting Active
Sunday, October 18, 2026, at 11:59 PM	First Review Application Due Date
Week of October 26, 2026	Panel interview, written and practical evaluations
Week of November 1, 2026	Background, reference, certification checks
By November 9, 2026	Offers of employment to candidates
Week of November 30, 2026	Pre-employment Physical Exam

Monday, December 28, 2026

Tentative start date

Essential Job Functions

- Responds quickly and safely to the scene of an accident or illness.
- Perform thorough patient assessments, determine nature and extent of illness or injuries, and establish priorities for emergency care.
- Render appropriate basic emergency care, such as opening and maintaining an airway, providing positive pressure ventilations, performing cardiopulmonary resuscitation and defibrillation, controlling bleeding, treating for shock, immobilizing fractures and dislocations, assisting with childbirth, managing mentally disturbed patients, and initiating care for poisoning and burn victims.
- Provides advanced life support: establishes intravenous or intraosseous access and infusing IV fluids; administering IV, oral, sublingual, endotracheal, rectal, parenteral, or nebulized medications; placement of endotracheal airways; performance of synchronized cardioversion; external transcutaneous pacing; 12 led ECG analysis; needle decompression of tension pneumothorax; emergency cricothyrotomy; continuous positive airway pressure (CPAP); and end-tidal CO2 monitoring.
- Paramedics are often in charge of multi-casualty incidents and are therefore responsible for requesting any additional resources that may be needed.
- Performs daily ambulance checks to assure supplies, vehicles, and equipment are stocked and operating properly.
- Wash and clean exterior and interior of ambulances.
- General station cleanup including vacuuming carpeted areas, mopping all hard floor areas, and cleaning bathrooms.
 - Empty all trash containers and take out recycling materials.
 - Wash/fold station laundry.
 - Perform other routine station and ambulance maintenance tasks.

Other Job Duties:

- Assist the Fire & EMS Chief in special projects that will enhance the operation of the department.
- Assist in providing CPR, Advanced Skills, and other training to members as requested by the Fire & EMS Chief. Qualified paramedics will perform as preceptors, actively teaching and working with students during their duty shift.
 - Attend EMS training sessions as scheduled.
 - Participate in public relations and educational programs as needed.
 - Serve on department committees as requested.

Requirements of Work

- Must possess a current WI Paramedic license.
- Must have current certifications on Basic Life Support for Health Care Providers (CPR); Advanced Cardiac Life Support (ACLS); and Pediatric Advanced Life Support (PALS) or another equivalent.
- Valid State of Wisconsin Drivers License
- Completion of a formal course in Emergency Vehicle Operation (EVOC) or equivalent.
 - Preferred: college degree in Paramedicine, Emergency Medical Services, or a closely related field
 - Preferred: Current National Registry of EMT's certification at the paramedic level.
 - Preferred: Current certification in Neonatal Advanced Life Support (NALS); Prehospital Trauma Life Support (PHTLS) or Advanced Trauma Life Support (ATLS); and instructor certification in Advanced Cardiac Life Support (ACLS) or others listed above.
- Working knowledge of MS word and Windows with ability to use specialized EMS computer applications
- Skilled at developing effective working relationships with all departments and employees
- Ability to use good judgment and to operate equipment and emergency vehicles in high stress and adverse conditions.
- Must be proficient in oral and written communication, including documentation of patient assessment and care.
- Ability to organize and prioritize work on a daily basis
- Ability to interview patients and bystanders, and to document all relevant information according to departmental policy
- Ability to meet City of Sun Prairie's drivers insurability requirements.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions.

Pre-employment Testing:

- Written and practical evaluations
- Caregiver background check
- Non-DOT drug screen
- Physical
- Lift 100 lbs. floor to waist

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The City of Sun Prairie is committed to advancing equity, honoring our diverse identity, and creating an inclusive culture. These serve as our guiding principles every day in all that we do. Keep us accountable to this mission and join us in this commitment to a thriving Sun Prairie, as you live, work, and play. If you need an accommodation during the hiring process, please contact Human Resources at 608-825-1174 or HumanResources@cityofsunprairie.com.

Employer

City of Sun Prairie

Address

300 East Main Street

Sun Prairie, Wisconsin, 53590

Phone

608-825-0761

Website

<http://www.cityofsunprairie.com>

Paramedic - Full-Time Supplemental Questionnaire***QUESTION 1**

Are you also interested in a limited term employment (LTE) position?

- ☐ Yes
- ☐ No

***QUESTION 2**

Do you have at least 3 years of fulltime work experience in a 911 response organization in Wisconsin (or another State and have passed Wisconsin DHS reciprocity requirements)?

- ☐ Yes
- ☐ No

***QUESTION 3**

If yes, to prior question, list your experience with dates worked at each agency. If no, type N/A.

* Required Question