
Job Title: Firefighter/EMT

Department: Fire Department

Reports to: Fire Chief

Exempt: No

Posting Date: February 2024

Union Position: Yes

SUMMARY

Under general and direct supervision, performs specialized work with regards to fire suppression, fire prevention and emergency medical services. May perform fire inspection and code enforcement duties.

DUTIES AND RESPONSIBILITIES

Functions:

- Responds to reported emergencies such as structure fires, automotive accidents, industrial accidents, medical emergencies and incidents involving hazardous materials. Performs emergency scene operations including: size-up, resource requests and assignments, fire confinement and extinguishment. Salvage and overhaul.
- Provides emergency medical services and pre-hospital care within the scope of practice of the employee's current licensure.
- Completes assigned projects, activities and specialized administrative duties related to Training, Operations, Emergency Medical Services and Fire Prevention.
- Responsible for proper maintenance and care of fire department equipment, buildings and grounds.
- Must maintain the job performance standards defined in NFPA 1001, 1002 and 1582.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

Education and/or Experience:

- High school diploma or equivalent.
- 18 years of age.
- Certified as a Wisconsin Firefighter I and EMT- B.

- Certified as a Wisconsin Firefighter- Driver Operator Pumper, Firefighter II, Fire Inspector, Emergency Services Instructor preferred.
- Must obtain a Wisconsin EMT-Paramedic License within three years.
- Any equivalent combination of experience or training which shows ability to perform the position.
- Additional certifications specific to assigned responsibilities may be required.
- Ability to successfully complete a physical agility test.

Skills and Abilities

- Ability to operate a computer and basic software (Word, Excel, Power Point, Access) along with other basic office equipment.
- Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.
- Ability to use Fire Department vehicles and equipment, radios, key and box system.
- Must maintain considerable knowledge of procedures of modern fire suppression, prevention, investigation and emergency medical services methods.
- Must have strong written and verbal communications skills.
- Ability to understand and utilize codes, regulations, instruction manuals and maps in performing job functions.
- Must be knowledgeable of Wisconsin Fire Service and Mutual Aid Box Alarm System (MABAS).
- Must be able to work in a team environment.

Language Skills

- Ability to communicate effectively, both verbally and in writing, to prepare concise, accurate records and reports.
- Ability to communicate effectively with elected officials, staff and the public.

Mathematical Skills

- Ability to perform basic math skills—add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Skills

- Accuracy and attention to detail.
- Ability to process and organize information effectively.
- Ability to maintain confidentiality.

PHYSICAL AND WORK ENVIRONMENT

Physical Demands of the Position

- 66% of the time is spent standing, walking, running, talking, hearing, carrying and low handling.

- 10% of the time is spent sitting, talking on the phone and typing.
- 12% of the time is spent kneeling, crouching, bending, climbing and twisting.
- 12% of the time is spent with heavy lifting, carrying, twisting, bending and crouching.

Environmental Conditions

- 55% of the time is spent outside, regularly in extreme elements (heat, cold, etc.) and exposed to loud noises.
- 25% of the time is spent inside, in an office setting.
- 20% of the time is spent in confined spaces and/or exposed to hazards, which includes; mechanical, electrical, chemical, burns, explosive, radiation, heights, atmospheric conditions and fast moving vehicles.