



WESTERN LAKES FIRE DISTRICT

1400 Oconomowoc Parkway, Oconomowoc, WI 53066

Phone: 262-567-8282 or 262-965-2262

JOB ANNOUNCEMENT Firefighter/Paramedic

The Western Lakes Fire District, WI (pop. 54,568) is seeking progressive, experienced, Fire/EMS safety professionals with strong leadership skills for open positions with the District.

We are seeking to create an eligibility pool and are accepting applications for the position of Firefighter/ Paramedic. These positions include entry level and lateral transitions for qualified candidates.

Firefighter/Paramedic Candidate Qualification Criteria

The Fire Commission, Fire Board, and Fire Chief seek candidates with high integrity, an entrepreneurial spirit, strong organizational skills and a commitment to excellence in customer service to serve as firefighter/paramedic. Firefighter/Paramedics are assigned to a particular shift and station and are critical to successful operations. The eligibility pool will be maintained based on the number of successful candidates for an unspecified amount of time for current and future firefighter/paramedic positions with the District.



Successful candidates will minimally possess the following qualifications at time of hire:

- Certified Firefighter I and II
- Current National Registry or State of Wisconsin Emergency Medical Technician—Paramedic
- NIMS ICS: (100, 200)
- A valid driver's license (WI by time of appointment)
- Residence within 15 miles of District boundaries within six (6) months of hire

Required qualifications within one year include:

- IFSAC/Pro-Board Driver Operator
- State of Wisconsin Critical Care Paramedic
- Certified Fire Inspector I

Required qualifications within two years include:

- IFSAC/Pro-Board Driver Operator—Aerial
- Fire or Emergency Services Instructor
- NIMS ICS: (700, 800)
- Continuing Education—Bluecard, COLA, and other job specific certifications



Salary, Benefits, and Schedule

The annual salary for this position is \$57,641 - \$75,692 depending on qualifications. Critical Care Paramedics receive an additional \$1,750 per year. The Western Lakes Fire District offers an attractive benefit package that includes medical, dental, vision, and life insurance; vacation, sick, and holiday time. The District participates in the Wisconsin Retirement System (WRS) and employees have the option to participate in the Wisconsin Deferred Compensation program and short-term disability coverage (AFLAC).



Other Information:

Residency: within 15 miles of geographic boundaries, provided that a candidate who does not live within those boundaries at the time of application shall have six months from the first date on which he or she occupies the position with the District to comply with the residency requirement.

Medical: Applicants will be required to submit a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the applicant at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional, or mental condition which adversely affects the performance of duties in the position they have applied for under the essential functions of employment, with reasonable accommodation.

Salary and Benefits: Wages and benefits are determined by the Western Lakes Fire District Board.

Approval of candidates: The Western Lakes Fire District Commission is responsible for the hiring of the District's sworn and full-time employees.

Interested professionals must submit a resume, cover letter, certifications, and contact information for five (5) professional references by midnight on Friday, August 12, 2022 to hr@westernlakesfd.org

About the District

The District is owned by, and provides fire and EMS services to, the residents of the City of Oconomowoc, Village of Summit, Village of Dousman, and Town of Ottawa. In addition, the District also provides fire and EMS services to the residents of the Town of Oconomowoc, Village of Lac LaBelle, and portions of the Town of Merton. EMS services are also provided to the residents of the Town and Village of Sullivan, Town of Ashippun, and portions of the Town of Concord.



The District was built on the partnership and spirit of cooperation between municipalities to provide fire/EMS services in the most fiscally responsible and efficient manner possible. The District is the combination of six previously individual Fire/EMS Departments that have been brought together to provide more efficient service, while increasing the levy of care provided to the communities it serves. These consolidations have also provided a sustainable approach to staffing and decreasing response times, while increasing the level of Emergency Medical Service Care to the Paramedic level.

The minimum daily staffing for the District is 18 to 21 personnel between the six stations. That staffing includes a Duty Chief, six ambulances and five paramedic interceptor units. The stations also cross-staff an engine, quint, or rescue.

Additional staffing from paid-on-call personnel supplements and ensures adequate staffing for all fire, rescue, and motor vehicle incidents. The District maintains another five ambulances that are also staffed when call volumes require additional ambulances, or during special events that occur throughout the District. Our annual call volume of over 6,500 calls includes a mix of fire, emergency medical, specialty service, and high acuity incidents.




Covering 215 square miles, the Western Lakes Fire District's service area is a diverse mix of suburban, rural, and wildland-urban interface with a population of 54,568. Included in the Fire District's coverage area are two hospitals (with one being Level 2 Trauma certified), several miles of Interstate 94 and other state highways, three large behavioral/mental health facilities, seven large elderly living facilities, growing retail areas, expansive manufacturing and distribution centers, multiple outdoor recreational location including the Kettle Moraine State Forest, numerous educational facilities including a high school, multiple middle, elementary, and private schools.

Special services provided by the District include: Search and Rescue with drone operations, Dive Rescue Team with surface Water/Ice Rescue, Rescue Task Force, Rehabilitation Unit, Critical Incident Stress, Interfacility Ambulance Transports, Bike Patrol, and Therapy K9 unit. The District is highly involved with the communities it serves, and regularly attends public relations and education events. These activities include hosting open houses at the District Stations, parades, festivals, block parties, attendance at schools, and many more.

Application Materials due by Friday, August 12, 2022
Assessments will be completed August 19, 2022

Western Lakes Fire District is an Equal Opportunity Employer

	Western Lakes Fire District Policies & Procedures		100.709	
	Subject:	Job Description – FT Firefighter/Paramedic		
	Initial Date:	05-22-2017	Revised Date:	09-28-2020
	Approved By:	Fire Board		

REPORTS TO:

Fire Chief, Assistant Chiefs, Deputy Chiefs, Division Chief, Battalion Chiefs, Captains, and Lieutenants.

FUNCTION:

Responds to emergencies and performs fire suppression activities, rescue, damage control and property preservation. Provides pre-hospital EMS care to patients. Performs with limited supervision through Fire District Standard Operating Guidelines and established protocols and directives. Maintains a state of readiness of facilities and equipment by scheduled inspections, cleaning, testing, and maintenance. Promotes health and safety of the department and community through education. Perform related work as required.

EQUIPMENT USED:

Emergency response vehicles, fire apparatus, medical equipment as authorized, fire suppression and rescue equipment and tools as authorized, photographic equipment, computers, office equipment, and communication equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responds to fire, rescue, and emergency medical calls and performs patient care, fire suppression, rescue, and ventilation in compliance with the Fire District’s policies and procedures. They will act as an acting officer until appropriate chain of command arrives.
- Provides emergency medical care to patients under current protocols as authorized by the Fire District’s Medical Director up to the individual level of certification.
- Conducts fire inspections of all public buildings. Assist in making recommendations for plan reviews of new buildings. Maintains a good rapport with the public and other agencies.
- Plans and conducts fire education programs. This includes public relation and public education activities.

- Completes data entry including but not limited to; fire, EMS, and inspection reports into the Fire District's computer software.
- Completes and assures completion of required forms and properly files forms of the Fire District.
- Participate on assigned training committee. Participate as an instructor of fire and EMS education within the Fire District.
- Assesses and coordinates the resources and personnel to facilitate safety and quality care for all patients.
- Safely operates all Fire District apparatus within the guidelines set forth by the department.
- Promotes departmental policies, procedures, objectives, safety, infection control, and quality assurance programs.
- Follows written Standard Operating Guidelines and verbal directives as applicable to fire and emergency medical services for the department.
- Participates in a quality assurance program through critiques and debriefings. Initiates and assists in developing and implementing improvements identified by a quality assurance program.
- Achieves Continuous Quality Improvement benchmarks as established by the Medical Director.
- Performs scheduled inspections and minor maintenance of equipment and facilities.
- Cleans and/or decontaminates apparatus and equipment as outlined in the departments Exposure Control Plan and applicable Standard Operating Guidelines.
- Completes specific tasks assigned by administrative staff at a satisfactory level.

ADDITIONAL DUTIES:

The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty/responsibility does not mean that the duty/responsibility is not one of the essential functions of the job. This job description does not create an employment contract between the Fire Board and the employee. The job description is subject to change by the Fire Board as the needs of the Fire District change over time.

WORKING CONDITIONS:

Facility and Work Area:

- Western Lakes Fire/EMS response area and fire stations.
- Workplace environment that may be confined.

Physical and Environmental Characteristics:

- Refer to *100.900 General Requirements – Fire, Rescue, and EMS*.
- Exposure to extreme cold and normal, or hot and normal temperature changes.
- Contact with water or liquids.
- Exposure to loud noises with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc.
- Exposure to hazardous conditions such as mechanical, electrical, chemical, burns, explosives, heights, physical injury, and fast moving vehicles.
- Exposure to atmospheric conditions such as fumes, gases, noxious odors, dust, and poor ventilation.

PHYSICAL DEMANDS:

- Standing, walking and sitting.
- Stooping, crouching and crawling.
- Running, climbing, balancing and bending/twisting.
- Reaching, feeling, talking and hearing.
- Meet the Eyes and Vision Requirement of N.F.P.A. 1582.
- Lifting, carrying, pushing/pulling.
- Handling and grasping.

ENTRY REQUIREMENTS AND SKILLS:

- High school diploma or equivalent.
- Refer to *100.900 General Requirements – Fire, Rescue, and EMS*.

- Possess a valid Wisconsin driver's license and be insurable to operate Fire District vehicles and equipment.
- Ability to understand and carry out written and verbal instructions.
- Ability to maintain a favorable working relationship with co-workers, Fire District officials, the officials of other jurisdictions, the community, and the general public.

REQUIRED SPECIAL QUALIFICATIONS AT TIME OF APPOINTMENT:

- State of Wisconsin Certified Firefighter I and II.
- State of Wisconsin Licensed Emergency Medical Technician – Paramedic.
- CEVO/EVOC Training
- NIMS 100 and 200

REQUIRED QUALIFICATIONS WITHIN ONE YEAR OF APPOINTMENT:

- State of Wisconsin Certified Driver Operator – Pumper (successful completion of WTCS course accepted).
- State of Wisconsin Credentialed Emergency Medical Technician – Critical Care Paramedic
- State of Wisconsin Certified Firefighter Inspector (successful completion of WTCS course accepted).

REQUIRED QUALIFICATIONS WITHIN TWO YEARS OF APPOINTMENT:

- State of Wisconsin Certified Driver Operator – Aerial (successful completion of WTCS course accepted).
- State of Wisconsin Certified Emergency Services Instructor I.
- Certification in Blue Card
- Completion of Company Officer Leadership Academy
- NIMS 700 and 800

RESIDENCY:

Residency within 15 miles of geographical boundaries, provided that a candidate who does not live within those boundaries at the time of application shall have six months from the

first date on which he or she occupies the position of Firefighter/Paramedic within which to comply with the residency requirement.

MEDICAL:

Applicants will be required to submit a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the Firefighter/Paramedic at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional, or mental condition which adversely affects the performance of duties as a firefighter in the essential functions of employment, with reasonable accommodation.

SALARY AND BENEFITS:

Wages and benefits are determined by the Western Lakes Fire District Board.

BACKGROUND:

All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

In signing this job description, the applicant/employee understands the requirements of the position of Firefighter/Paramedic and further understand that duties may be added to this position as necessary.

Fire Chief

Applicant/Employee

Date

Date

REVISION HISTORY

- 05-22-2017 Initial publication.
- 10-28-2019 Chain of command changes, critical care paramedic, blue card, and COLA added to requirements within two years.
- 9-28-2020 Changes reporting to positions, moved driver operator pumper, critical care paramedic, fire inspector to required within one year of appointment.