Firefighter / Paramedic - Full Time

1207.1 REPORTS TO

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

1207.2 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.

1207.3 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.

1207.4 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 and applicable law. 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. Assists 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 and lawfully operates all Fire District vehicles and apparatus within the guidelines set forth by the department.

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- Promotes departmental policies, procedures, objectives, safety, infection control, and quality assurance programs.
- Follows written Standard Operating Guidelines and verbal directives through the chain of command 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.
- Maintains prompt, predictable, reliable physical worksite attendance.
- Maintains the ability to credibly testify in any judicial or administrative proceedings.
- Completes specific tasks assigned by administrative staff and other duties consistent with the responsibilities and authority of a full-time Firefighter/Paramedic at a satisfactory level.

1207.5 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, nor does it abdicate this position from the obligation of completing other job duties or responsibilities. 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.

1207.6 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 General Requirements – Fire, Rescue, and EMS.
- Exposure to extreme cold and normal, or hot and normal temperature changes, inclusive of other harsh and extreme environmental factors consistent with Wisconsin weather.
- Contact with water or liquids.

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- 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.

1207.7 PHYSICAL DEMANDS

- Standing, walking and sitting.
- Entering data into various technological devices, such as computers, laptops, or other similar devices to document fires, first aid incidents, and other reports.
- Stooping, crouching and crawling, including within confined spaces while wearing 50-plus pounds of gear or firefighting apparatus (, turnout gear, a self-contained breathing apparatus, etc.)
- Running, climbing, balancing and bending/twisting, including while wearing 50-plus pounds of gear or firefighting apparatus (, turnout gear, a self-contained breathing apparatus, etc.)
- Reaching, feeling, talking and hearing.
- Meet the Eyes and Vision Requirement of N.F.P.A. 1582.
- Lifting, carrying, pushing/pulling objects weighing up to 80 pounds or more (, fire hoses, EMS equipment, persons on a body board) for distances of more than 20 feet.
- Handling and grasping various objects and hand tools to complete required tasks, such as gaining entry to vehicles or structures.
- Climbing ladders or steps, and working at heights greater than 10 feet to reach people trapped on building roofs.
- Moving dirt and burned-building debris to rescue trapped or endangered persons, or to overhaul a structure.
- Lawfully driving motor vehicles (, automobiles, fire apparatus, and heavy equipment) requiring a standard Wisconsin's driver's license without encumbrance.
- Operating hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc.

1207.8 ENTRY REQUIREMENTS AND SKILLS

- High school diploma or equivalent.
- Refer to General Requirements – Fire, Rescue, and EMS.
- Possess and maintain possession of a valid Wisconsin driver's license and insurability to operate Fire District vehicles and equipment.
- Ability to understand and carry out written and verbal instructions.

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- Ability to maintain a favorable working relationship with co-workers, Fire District officials, the officials of other jurisdictions, the community, and the general public.
- Maintains the ability to lawfully operate motor vehicles required for the performance of duties

1207.9 REQUIRED SPECIAL QUALIFICATIONS AT TIME OF APPOINTMENT

- State of Wisconsin Certified Firefighter I.
- State of Wisconsin Licensed Emergency Medical Technician – Basic.
- CEVO/EVOC Training.
- NIMS 100, 200, 700 and 800.

1207.10 REQUIRED QUALIFICATIONS WITHIN SIX MONTHS OF APPOINTMENT

- State of Wisconsin Licensed Emergency Medical Technician – Paramedic.

1207.11 REQUIRED QUALIFICATIONS WITHIN TWO YEARS OF APPOINTMENT

- State of Wisconsin Certified Firefighter II.
- State of Wisconsin Credentialed Emergency Medical Technician – Critical Care Paramedic.

1207.12 REQUIRED QUALIFICATIONS WITHIN THREE YEARS OF APPOINTMENT

- State of Wisconsin Certified Driver Operator – Pumper (successful completion of WTCS course accepted).

1207.13 RESIDENCY

There is no residency for sworn full-time Firefighter/Paramedic.

1207.14 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.

1207.15 SALARY AND BENEFITS

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

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1207.16 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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

1207.17 REVISION/ REPLACEMENT HISTORY

This document replaces Western Lakes Fire District Policy - Job Description - FT Firefighter/ Paramedic; Initial Publication 11-25-2024

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.
- 9-26-2022 Changes to certification requirements at time of hire. Change at time of hire certifications to be FF1 and EMT-Basic, paramedic within 6 months, and other certifications to within three years. Change residency requirement to eighteen months.
- 01-23-2023 Change residency requirement to 35 miles
- 11-25-2024 Update position requirements

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