



# WESTERN LAKES FIRE DISTRICT

1400 Oconomowoc Parkway, Oconomowoc, WI 53066

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

## JOB ANNOUNCEMENT

### Firefighter-EMT/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 expand our eligibility pool and are accepting applications for the position of Firefighter EMT/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
- Current National Registry or State of Wisconsin EMT-Basic
- Wisconsin Paramedic within six (6) months of appointment
- NIMS ICS: (100, 200) A valid driver's license (WI by time of appointment)

Required qualifications within two years include:

- State of Wisconsin Firefighter II
- State of Wisconsin Critical Care Paramedic
- Certification in Blue Card

Required qualifications within three years include:

- IFSAC/Pro-Board Driver Operator- Pumper & Aerial
- State of Wisconsin Certified Fire Inspector
- NIMS ICS: (700, 800)
- Completion of Company Officer Leadership Academy



## Salary, Benefits, and Schedule

The annual salary for this position is \$55,750 - \$88,529 (step 0 through 6) depending on qualifications. Candidates with EMT-basic will start at step 0, those with firefighter/paramedic are steps 1 through 6. Individuals that possess certification/licensure and are approved to operate as Driver Operator – Pumper, Driver Operator – Aerial, or Critical Care Paramedic will have the associated wage added to their base hourly wage. 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).

### Schedule:

Currently operating on a 24-hours on duty/48-hours off duty (24/48) schedule, but will be evaluating a trial period of a 48-hours on duty/96-hours off duty (48/96) schedule following the Spring 2023 Fire Academy. A permanent schedule selection will be determined based on employee input following the trial period.



### Other Information:

*Residency:* within 35 miles of the District's Headquarters at 1400 Oconomowoc Parkway, Oconomowoc WI 53066, provided that a candidate who does not live within those boundaries at the time of application shall have eighteen 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. Lateral transfer appointment conditions at the discretion of the fire chief.

*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 the following materials:** a WLF D application, resume, cover letter, certifications, and contact information for five (5) professional references by midnight on Wednesday, March 15<sup>th</sup>, 2023 to [hr@westernlakesfd.org](mailto: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.

### Timeline

<b>Application Materials Due:</b>	<b>Wednesday March 15<sup>th</sup>, 2023</b>
<b>Firefighter EMT/Paramedic Assessments:</b>	<b>Thursday March 23<sup>rd</sup>, 2023</b>
<b>Commission Approval/Background period:</b>	<b>Week of April 17<sup>th</sup>, 2023</b>
<b>Conditional offers extended:</b>	<b>Week of May 1<sup>st</sup>, 2023</b>
<b>Medical/Physical/Psychological:</b>	<b>May 8<sup>th</sup> through May 19<sup>th</sup>, 2023</b>
<b>Tentative Start Date:</b>	<b>June 12<sup>th</sup>, 2023</b>

Western Lakes Fire District is an Equal Opportunity Employer



	<b>Western Lakes Fire District Policies &amp; Procedures</b>		<b>100.709</b>	
	<b>Subject:</b>	Job Description – FT Firefighter/Paramedic		
	<b>Initial Date:</b>	05-22-2017	<b>Revised Date:</b>	01-23-2023
	<b>Approved By:</b>	Fire Board		

**REPORTS TO:**

Fire Chief, Assistant Chiefs, Deputy Chiefs, Division Chief, Battalion Chiefs, Shift Captains, 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 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.
- 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.

**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.

## **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 *200.915 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.
- 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.
- 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 (*i.e.*, 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 (*i.e.*, 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 (*i.e.*, 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 (*i.e.*, 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.

#### **ENTRY REQUIREMENTS AND SKILLS:**

- High school diploma or equivalent.
- Refer to *200.915 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.
- 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

#### **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 and 200.

**REQUIRED QUALIFICATIONS WITHIN SIX MONTHS OF APPOINTMENT:**

- State of Wisconsin Licensed Emergency Medical Technician – Paramedic.

**REQUIRED QUALIFICATIONS WITHIN TWO YEARS OF APPOINTMENT:**

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

**REQUIRED QUALIFICATIONS WITHIN THREE YEARS OF APPOINTMENT:**

- State of Wisconsin Certified Driver Operator – Pumper (successful completion of WTCS course accepted).
- State of Wisconsin Certified Driver Operator – Aerial (successful completion of WTCS course accepted).
- State of Wisconsin Certified Firefighter Inspector (successful completion of WTCS course accepted).
- Completion of Company Officer Leadership Academy.
- NIMS 700 and 800.

**RESIDENCY:**

Residency within 35 miles of the District's Headquarters located at 1400 Oconomowoc Parkway, Oconomowoc, WI, provided that a candidate who does not live within those boundaries at the time of application shall have eighteen (18) 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.

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.

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.
- 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