
	<b>JOB DESCRIPTION</b>			
	<b>FULL TIME FIREFIGHTER/PARAMEDIC</b>			
	Effective: 26 July 21	Revised: 1 July 21	Page:1 of 5	

**Purpose**

This is responsible work in the protection of life and property from fire, including combating, extinguishing and preventing fires, answering emergency medical calls, extricating and rescuing individuals from fires and entrapment, first aid and emergency medical services, and maintenance of all Fire Department facilities, specialized fire apparatus and equipment.

The duties described below are indicative of what the Firefighter might be asked to perform. Other duties may be assigned.

**Essential Duties and Responsibilities**

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

1. Respond to fire alarms and other emergency calls with a company to save and protect life and property under emergency conditions.
2. Maintain and operate department apparatus in all conditions to include emergent situations, with responsibilities for safe operation, maintenance, and care.
3. Performs a variety of technical and manual labor duties required to locate, control, ventilate and extinguish fires in accordance with firefighting procedures and techniques. Performs forcible entry operations to gain access into structures using a variety of tools.
4. Respond to rescue operations and medical emergencies. Provide emergency medical services to injured or severely ill persons, (i.e. control of bleeding, administering oxygen, performing CPR, emergency maternity cases, conveyance to medical facilities, etc.)
5. Perform salvage operations including throwing salvage covers, vacuuming and removing water, cleaning up and removing debris.
6. Respond to motor vehicle incidents and perform extrication techniques using specialized heavy hydraulic equipment during emergency situations.
7. Attend training courses, read and understand assigned materials related to emergency medical care, firefighting and fire prevention education. Participate in live fire, rope and other rescue, rappelling and hazardous materials training. Attend classes in firefighting, rescue and emergency medical care.
8. Develop and maintain required skills, proficiencies and abilities.
9. Respond to and mitigate hazardous materials leaks and spills.
10. Perform general maintenance, service, cleaning and upkeep of Fire Department facilities, fire apparatus and auxiliary equipment and tools.

11. Prepare narrative and statistical reports as required.
12. Perform assigned pre-incident planning, in accordance with department policy.
13. Participate in related community relations activities and fire safety and prevention education as assigned.
14. Provides and maintains an effective working relationship with staff, representatives of local government, and the general public.

### **Minimum Position Qualifications**

In evaluating candidates for this position, the Town may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of the position.

### **Education, Training or Experience**

1. Must be 18 years of age at the time of application.
2. High School Diploma or equivalent.
3. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

### **Certification/Licenses**

1. A valid driver's license and satisfactory driving record
2. Firefighter 1 & 2 Certification with the State of Wisconsin, International Fire Service Accreditation Congress (IFSAC), National Board on Fire Service Professional Qualifications (Pro Board), or equivalent certification/training from another state
3. Must hold a valid State of Wisconsin Emergency Medical Technician – Paramedic license or the ability to obtain within probation.
4. Certified Motor Pump Operator from the State of Wisconsin, preferred certified
5. A valid physical ability test (CPAT).

### **Knowledge, Skills, and Abilities**

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 and are considered essential for the successful performance of this position.

1. Ability to learn the streets and physical layout of the area.
2. Ability to work at considerable heights, confined spaces, and low-visibility environments.
3. Ability to perform work safely and wear personal protective equipment
4. Knowledge of Fire Department policies and procedures and applicable Town, State and Federal laws, codes, and regulations.
5. Ability to make and implement decisions in accordance with rules, regulations and departmental policies and procedures.
6. Knowledge of medical terminology, triage, treatment, patient care and transport protocols.

7. Considerable physical strength, stamina, agility, and coordination necessary to perform physically demanding work occasionally for long periods of time.
8. Ability to learn and perform a wide variety of firefighting, rescue, and first aid duties, methods and techniques.
9. Ability to swim and tread water, retrieve submerged objects and maneuver in rivers, ponds, pools and tubs often of depths greater than the employee's height.
10. Skill in effective oral and written communication.
11. Ability to understand and follow oral and written instructions.
12. Ability to operate a personal computer, applicable computer software, and other office machines.
13. Ability to operate all fire apparatus and necessary equipment and tools in the performance of duties.
14. Ability to demonstrate individual initiative and pride in the Department and profession.
15. Ability to establish rapport and interact professionally, sensitively, and patiently with individuals of all ages and abilities.
16. Ability to remain calm and cope with stressful situations courteously, tactfully, and with respect for the rights of others.
17. Ability to provide truthful, forthright, and complete information when voluntarily answering questions or providing information or when compelled to answer questions or providing information.
18. Ability to maintain regular and predictable attendance and punctuality.

### **Reasoning Skills**

1. Ability to make decisions in all types of situations, while exercising sound judgment and problem-solving, particularly during emergency conditions.
2. Ability to establish and maintain an effective working relationship with elected and appointed officials, staff, other government agencies, service and community organizations, private businesses, and the general public.

### **Language Skills**

1. Ability to communicate effectively, both verbally and in writing.
2. Ability to follow oral and written directions.

### **Tools and Equipment Used**

1. Computer and peripheral equipment.
2. Mobile data terminal and peripheral equipment.
3. Computer software programs, including electronic mail, word processing, spreadsheet, publication and presentation software.
4. Standard office equipment, including printers, phone, fax machine, calculator, and copy machine.
5. Motor vehicles, including any vehicles required for firefighting, ambulance, auxiliary vehicles, and boat.
6. Full turnout gear, self-contained breathing apparatus, and other personal protective equipment as needed.

7. Fire apparatus, fire pumps, hoses, nozzles, ladders, axes, halogen fire extinguishers, pry bars, electric and gas powered fans, ropes, gas operated and hand saws, first aid equipment, portable radios, lights, and other equipment necessary to perform job tasks.

## **Physical Demands and Work Environment**

### **Physical Requirements**

1. While performing the essential functions of this job, the employee is frequently required to stand, sit, see/observe, walk, talk or hear. The employee is required to use hands to finger, handle, feel, or operate objects, controls, or tools listed above; and reach with hands and arms.
2. The duties of this job include physical activities such as climbing with both legs and arms, bending, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, swimming, and lifting up to and possibly exceeding 165 pounds either alone or with the assistance of other staff or equipment.
3. Considerable physical strength, stamina and agility (consistent with hazardous fire suppression and rescue work).
4. Physical coordination, strength and acuity inherent in the operation of fire apparatus.
5. Ability to perform physically demanding work, requiring judgment, under adverse working conditions.
6. Specific vision abilities required by this job include close vision (20 inches or less), distance vision (clear vision at 20 feet or less), color vision (ability to distinguish/identify colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), and depth perception (three-dimensional vision and the ability to judge distances and spatial relationships).

### **Work Environment**

1. Emergency environment; travel from site to site; exposure to potentially dangerous environments; all types of weather, including extreme temperatures and inclement conditions; exposure to noise and vibration from tools, equipment and machinery, traffic, dust, chemicals, hazardous materials, smoke, fumes and airborne particles, fire, blood, bodily fluids, and communicable diseases; confined spaces; work at height (i.e. ladders, roof tops); immersion in deep water; low-visibility conditions; and possible biological, radiological and nuclear contamination.
2. Working under pressure of emergency conditions in highly emotional and stressful situations; working 24 to 48 hours shifts, including nights, weekends, holidays, and emergency callouts.
3. The noise level in the work environment is usually moderate at the fire station and loud at an emergency scene.
4. There are frequent time pressures placed on this position, including rushed jobs, urgent deadlines and other similar time pressures.
5. Frequently works in an environment with distractions, including telephone calls, visits from members of the public and other employees, and other disturbances.
6. Occasionally deals with unpleasant social situations including, the necessity of dealing with an irate or disturbed individual.

## **Disclaimer**

In an effort to provide for continuity of government under Chapter 323 of the Wisconsin Statutes and § the Town of Beloit Code of General Ordinances, this position may be required to provide support for the Town of Beloit Emergency Operation Center or other Town departments during declared states of emergency.

This may require an altered work schedule or duties during the declared emergency. This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or other working conditions associated with this job position. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule and/or require that other or different tasks be performed at its discretion or as circumstances change (e.g., emergencies, changes in personnel, workloads, rushed jobs, or technological developments).

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.

