Village of Salem Lakes Job Description

Job Title: Firefighter/Paramedic – Full Time

Department: Fire/Rescue
Reports to: Fire Chief
Exempt: No
Pay Grade:
Union Position:
Date: January 2018

JOB SUMMARY

Individually or as part of a team performs technical-level fire suppression duties, emergency rescue, hazardous materials incident response, fire inspection duties, and fire prevention public education. This position additionally requires performing paraprofessional tasks in providing pre-hospital emergency care as a Wisconsin licensed Paramedic in performing advanced life support at the scene of an emergency and while transporting emergency and non-emergency sick and injured persons. Assigned to a particular fire house/station/apparatus, works as a crew member of a team for the operation of the facility and assigned apparatus. Employee maneuvers an emergency vehicle expeditiously and safely through traffic. General duties are performed under the general direction of a SLFR Company Officer and direct supervision is provided by the Fire Chief.

DUTIES AND RESPONSIBILITIES

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

ESSENTIAL JOB FUNCTIONS:

Responds to fire alarms, rescues, or other emergency and non emergency assignments.
Performs firefighting/fire rescue duties providing protection of life and property and operating fire and rescue equipment as emergencies and conditions require.
Assists in extrication of victims trapped in vehicles, elevators, etc.
Operates an emergency apparatus to emergency scenes ensuring a timely and safe response, in accordance with defensive driving techniques and traffic regulations governing emergency vehicle operations providing for the safety of all personnel on the apparatus and the general public.
Participates in fire department training and/or fire department sponsored training sessions and other medical in-service training as directed.
Participates in housekeeping and maintenance of fire station and fire station grounds to include all facilities, equipment, and apparatus.
Participates in fire department programs such as company inspections, fire inspections, business surveys, pre fire planning, home safety surveys, blood pressure screenings, cardiopulmonary resuscitation, first aid training, and other public education activities.
Prepares and processes various required reports and records such as incident reports, patient care reports, fire inspections, vehicle inspections, equipment inspections, pre fire plans, various forms and logs, time sheets, casualty reports, etc.
Participates in the established Fire Department health and wellness program and could be evaluated annually in the employee’s ability to participate.
Provide emergency medical care to injured and ill patients utilizing approved emergency medical protocols up to level licensed following established pre-hospital protocols and/or obtaining on line medical direction.
Provides continuous monitoring and administration of emergency care while transporting patient in ambulance and assists in delivering patient to the proper facility for medical care.
Provides and/or assists in maintaining ambulance and fire apparatus in efficient operating condition; cleans the apparatus after each emergency call, conducting a medical inventory and inspection of supplies; restocks the emergency vehicle with required supplies and equipment.
May assist in the investigation of accidents or incidents involving damage or loss of equipment, personnel, or citizens.
May serve as on-scene commander until relieved by a superior officer.
Attends and participates in staff meetings and workshops.
May perform as a field training officer, preceptor or as a member of a departmental committee as requested.
Performs other duties as required.
May participate as a member of special teams within Kenosha County as approved.

**MATERIAL AND EQUIPMENT USED:**
- Emergency medical equipment and various life support equipment
- Standard Firefighting Equipment and Apparatus
- Emergency response vehicles of all types
- Telecommunications Equipment
- Computer and Peripheral Equipment
- Standard Office Equipment
- Specialized Rescue Equipment and Harnesses

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**
High school diploma or equivalent.
Two years of progressively responsible fire/rescue experience either as a volunteer, career, combination department or combination thereof.

**Special Requirement:**
Must be at least 18 years of age.
Successful completion of a physical examination that meets or exceeds the requirements of National Fire Protection Association (NFPA) 1582, *Standard on Medical Requirements for Firefighters* provided by SLFR upon conditional offer of employment.
Successful completion of a drug screening test.

**Licenses and Certifications:**
Possession of license and maintain from the State of Wisconsin as an Emergency Medical Technician Paramedic.
Possession of a Wisconsin Firefighter 1 certification. Must obtain Wisconsin Firefighter 2 certification within designated amount of time upon offer of employment.
Possession of or ability to obtain Wisconsin Fire Inspector certification within designated amount of time upon offer of employment depending on availability of classes to obtain certification.
Possession of or ability to obtain and maintain a driver’s license valid in Wisconsin.

**Note:** The Village of Salem Lakes reserves the right to allow the substitution of any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**
Principles, practices, and procedures of firefighting, rescue, hazardous material handling, and disaster management.
Proper handling, containment, and disposal of bio-hazardous medical waste.

Principles, practices, and techniques for emergency medical services, pre-hospital patient care for level of certification and license.

Proper assessment of patients’ condition and use of appropriate emergency techniques and equipment during assessment and treatment.

Applicable state and federal laws, rules, and regulations.

Emergency medical equipment and telecommunication devices.

Techniques for expeditiously, safely, and defensively operating an emergency vehicle.

Traffic regulations governing emergency vehicle operations.

Firefighting suppression tactics and rescue techniques, standards, and practices.

Fire prevention, inspections, suppression, and extinguishment techniques.

Occupational hazards and safety precautions.

Record keeping principles.

Ability to speak, read and understand the English language.

Skill in:

Planning daily activities and completing tasks within assigned time frames.

Use of reference materials.

Use of all types of forcible entry tools, powered equipment and hydraulic rescue tools.

Operating an emergency vehicle safely and defensively.

Driving and operating fire department fire apparatus.

Operating emergency telecommunications equipment.

The use of communication equipment such as vehicle radios, portables and base stations.

Application of agency policies and applicable state and federal laws.

Preparing required reports and forms.

Dealing with a variety of sick, injured, and hysterical/violent individuals from various socio-economic, ethnic, and cultural backgrounds.

Use of computer equipment to utilize web based reporting, email and generally known software programs.

Mental & Physical Abilities:

Deal with emergency situations carefully and efficiently.

Make sound decisions concerning proper use of emergency medical aid.

Work as a member of a team.

Communicate effectively with groups of people of all ages to provide public education programs.

Communicate with the public and peers effectively, tactfully, and persuasively in difficult situations.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with co-workers and supervisors, participate as a team member in accomplishing established organization and/or team goals.

Work for sustained periods under stressful conditions and emotional circumstances.

Operate complex technical equipment requiring mechanical aptitude, strength, and the ability to perform equipment functions under adverse conditions.

Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the essential functions of this job the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, and communicate verbally and in writing and is occasionally required to climb, balance, stoop, kneel, crouch, or crawl, work in areas of limited mobility including an ambulance, and lift and/or move over 100 pounds.

Working Conditions:

While performing the essential functions of this job the employee is frequently exposed to outdoor weather conditions, moving mechanical parts, fumes or airborne particles, risk of infection or contamination from injured people, hostile/violent individuals, risk of electrical shock, risk of explosions, and toxic or caustic chemicals wet
conditions, extreme cold or heat, risk of electrical shock, explosives, risk of radiation, and vibration and is occasionally exposed to high precarious places.
While performing the essential functions of this job the employee is frequently required to be available and on call 24 hours a day.
The incumbent's working conditions are typically moderately quiet, but may occasionally be loud.

**Residency Requirements:**

Full or part-time employees shall reside within 30 minutes driving time of the Village of Salem Lakes, Station One in Trevor.