



Job Title	Staff Firefighter/AEMT
Employment Status	Full-time
General Schedule	Rotating shifts
Represented	Yes

Position's Purpose

The Staff Firefighter/AEMT will work to provide the Mount Horeb Area Joint Fire Department (MHAJFD) emergency medical response, fire suppression, public education, and fire prevention in accordance with department standards. The Firefighter/AEMT will be part of the daily minimum staffing, providing operational support, training and mentoring. This position may provide activities and services relating to data management and reporting, office support operations, facilities and apparatus, training, and fire inspection and prevention activities.

Supervision

Received	Under general direction of the Fire Chief and following the chain of command
Exercised	Direct supervision (as Crew Chief) of Fire and EMS Members

Essential Responsibilities and Duties

An employee in this position may be called upon to do any or all of the following essential duties. These examples 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. Other duties may be required and assigned.

- Responds to Fire/EMS and other calls for emergency assistance requested and in compliance with all Department procedures and operational guidelines.
- Ensure daily response readiness of apparatus and equipment. Perform in the capacity of licensure/certification/training up to and including all EMS and Firefighter duties on an incident scene, as well as in an Immediately Dangerous to Life and Health (IDLH) environment.
- Complete daily cleaning and disinfection of apparatus, equipment and station. Arrange for or perform maintenance duties on facilities or apparatus.
- Serve as a mentor for newly hired staff, volunteers and interns and promote a positive atmosphere in all aspects of the Department inclusive of professional service delivery.
- Attend required fire and EMS training. Participate in, provide, and/or support daily training for the staff and interns.
- Drive and operate all department vehicles as qualified and appropriate.
- May have to assume incident command and determine tactical operations at an incident scene until relieved by a higher-ranking officer.

- Perform and complete fire inspections within the MHAJFD jurisdiction using the corresponding data entry device and software.
- Perform duties within the fire prevention program including pre-fire planning, public presentations, tours of the station, and installation inspections for building access and fire protection systems.
- Complete patient care reports in preparation of the billing process.
- Coordinate and/or perform data collection and statistical analysis of data. Ensure data is entered into the Department's records management systems in accordance with current standards and requirements.
- Answer department phone calls, emails and faxes, responding to requests for information appropriately.
- Perform all job-related tasks with a high level of degree of skill, good judgement, integrity, and confidentiality.

Required Knowledge

- Possess knowledge of Local, State, and Federal laws governing fire suppression, fire prevention, and community risks reduction.
- Possess considerable working knowledge of computers, computer systems and software.
- Possess knowledge and skills in relation to fulfilling the duties and objectives of a Firefighter AEMT.
- Possess knowledge and skills in relation to community risk reduction, fire prevention and inspection.
- Possess the ability to establish and maintain effective working relationships.
- Possess strong interpersonal skills; can handle sensitive situations with tact and diplomacy.
- Able to communicate effectively both verbally and in writing.
- Able to establish and fulfill goals and objectives.
- Provides positive leadership and guidance to department members.

Qualifications

- Valid driver's license in the State of Wisconsin
- Wisconsin Certified, IFSAC or Pro Board Firefighter II
- Wisconsin AEMT – **Paramedic Preferred**
- Wisconsin Entry Level Driver/Operator Pumper – Within 12 months of employment. - **Certified Preferred**
- Fire Inspector – Within 18 months of employment.
- Wisconsin Entry Level Aerial Operator – Within 18 months of employment. – **Certified Preferred**

Environmental/Working Conditions

Work regularly requires exposure to outdoor settings in all weather conditions including temperature extremes, anytime during the day and/or night. Work is often performed in emergency and stressful situations. Work may be performed in emergency vehicles. The employee is exposed to hazards of emergency medical scenes including blood borne pathogens and infectious waste, as well as hazards associated with fire scenes including smoke, noxious odors, fumes, and chemicals. The employee frequently works near moving mechanical parts and in precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, and exposure to vibration. The employee will occasionally wear self-contained breathing apparatus and be required to wear specialized personal protective equipment. Work is generally in a loud noise location.

Physical Demands

The physical demands described here are representative of those a firefighter/AEMT encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 100 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, using hands, reaching and repetitive motions, frequently requires speaking or hearing, kneeling, sitting, crouching or crawling, pushing or pulling and lifting and occasionally requires climbing or balancing and tasting or smelling; work requires good vision aptitudes; vocal communication is required for expressing ideas and conveying detailed instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities. While performing the duties of this job, the employee is required to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Approvals:

Chief

Date: _____

Employee

Date: _____