



POSITION TITLE: Emergency Medical Responder (EMR)
REPORTS TO: EMS Coordinator/Fire Chief
DATE APPROVED BY FIRE DEPARTMENT:
DATE REVISED: 7/15/2024

DEPARTMENT: Fire Department
FLSA: Non-Exempt
DATE APPROVED BY VILLAGE BOARD:
VERSION: Draft Version 1

Position Summary

Under the general direction of the EMS Coordinator, Emergency Medical Responders (EMR) respond to emergency medical calls within the Village of Kronenwetter service area. EMR personnel provide immediate life-saving care to sick and injured patients in emergency situations within the State of Wisconsin EMR Scope of Practice and Fire Department Policies and Procedures for patients of all ages. The EMR will document all procedures, observations and/or patient care performed in electronic patient record.

Essential Job Functions

1. Responds to calls for emergency medical services and renders appropriate patient care according to scope of practice, training, and per department policy.
2. Cleans and inspects equipment and apparatus after returning from an emergency scene.
3. Inspects equipment and apparatus and notifies superior officer of any defects.
4. Performs routine preventative maintenance tasks on safety equipment and keeps records of such action.
5. Keeps the fire station, equipment and grounds in a clean and orderly condition.
6. Actively participates in department training and instruction sessions for all Emergency Medical personnel.
7. Maintains standard equipment that the EMS Coordinator provides to them to perform their duties as EMS personnel of the Kronenwetter Fire Department.
8. Requests from the EMS coordinator when replacement materials are needed to replenish consumable first responder items that are issued to them to perform their EMS duties.
9. Performs various public information or education tasks as assigned by the EMS Coordinator.
10. Completes necessary records to document emergency medical service calls.
11. Performs all work duties and activities in accordance with the Fire Department policies and procedures.
12. Works in a safe manner and reports unsafe activity and conditions to a superior if someone is not following Fire Department safety procedures.
13. Follows safety and personnel policies and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Fire Departments Standard Operating Guidelines
14. Performs other duties as assigned.
15. Attend company provided training and driving course annually

Minimum Qualifications

1. High School Graduate or equivalent.
2. Possess a valid State of Wisconsin Driver's license and good driving record
3. Pass a pre-employment interview including a physical and lifting examination and a drug screening.
4. Current BLS (Basic Life Support) certification or obtained within 90 days of hire. An acceptable training program is the BLS Health Care Provider course from the American Heart Associate (AHA).
5. Basic computer skills and medical terminology are beneficial.
6. *Preferred:* Possess an active Wisconsin Emergency Medical Responder (EMR) license or ability to obtain within 2 years of hire.
7. *Preferred:* Previous experience beneficial, but not required

Physical Demands

The physical demands described here are representative of those that employees must meet to perform the essential functions of this job. The Fire Department may make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

1. Must be able to read, write, and communicate fluently in English.
2. Ability to exert physical effort in work, typically involving lifting, carrying, pushing and pulling of no more than 50 pounds, although extreme cases can exist which exceed this limit.
3. Ability to work under dangerous conditions where exposure to environmental factors such as temperature variations and extremes, toxic agents, noise, machinery, and/or dust, may cause discomfort and there is risk of injury.
4. Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Fire Department will make every effort to make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

1. The work environment includes general office environment, which shall involve general sedentary work, but may also require standing and walking for up to 10% of the time. Office environment subject to minor variations of hot and cold environments and fragrances such as perfume.
2. The work environment shall also include fire and emergency scenes that could involve hazardous conditions caused by fire, noise, dust, etc. Field environments are subject to extreme variations of hot and cold environments, with exposure to various air-borne items potentially mitigated by wearing a personal air filtration system. Fire scenes could require standing and walking for extended periods as well as the possibility of various physical requirements in the pursuit of life saving efforts, fire suppression and fire inspection.
3. Field environment may expose employee to unsettling scenes of victims exposed to fire, smoke and environmental impacts.
4. This position in the course of its duty may be exposed to blood-borne pathogens, as well as other unsafe conditions directly relating to fire suppression and control.