

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: June 1, 1995
REV: July 22 2024

Title: Firefighter / Paramedic / Driver Operator (Full-time) **Department:** Fire **FLSA:** Non-exempt

General Summary:

Responds to fire alarms, medical emergencies and other calls to protect life and property. Participates in fire prevention, training, and station, equipment and apparatus maintenance and variety of other assigned duties associated with fire and rescue. Work involves risk and hazardous exposure. Work is performed under general supervision of the Fire Lieutenant.

Reporting Relationships:

Works under direct general supervision and in accordance with department policies, practices, procedures, rules and regulations. Regularly interacts with public contacts during emergency calls and through public relation events.

Specific Accountabilities:

1. Responds to fire calls or other emergencies; assesses situation, takes mitigating actions, and rescues persons from danger as required.
2. Fights fire or takes actions to mitigate other situations such as natural disasters, hazardous materials releases, or other dangerous situations. **Evacuate occupants of burning structures and assist them to safety.**
3. Identifies persons requiring immediate care, provides advanced, prehospital medical services and transports victims for further medical care.
4. Participates in training, education, and drills which include firefighting and medical skills and techniques, and proper use of equipment and related tools.
5. Assists fire inspectors with fire prevention inspections, performs building pre-planning for fires and other emergencies, assists the public by providing safety related services, tours, public presentations or events to promote safety consciousness.
6. Makes inspections of apparatus and equipment; assures that all equipment and apparatus is always in a state of readiness and notifies supervisor of defects; performs cleaning and maintenance tasks in and about the station.
7. Performs routine tasks such as report writing, record keeping, data entry, supplies maintenance, phoning and copying.
8. **Drive and operate apparatus and equipment. Possess a thorough knowledge of streets, hydrants and apparatus operations.**
9. Represents the Department with dedication, respect, courage, innovation, professionalism, and accountability in all relationships with citizens, community and professional organizations, other fire agencies, city departments, county, state and federal agencies and other service organizations.
10. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities:

Minimum Requirements

- 18 years of age or older
- High School Diploma, GED or HSED
- Valid Unrestricted Driver's License
- State of Wisconsin Firefighter 1 certification (or IFSAC Accredited)
- Hazardous Materials Operations certificate
- National Incident Management System (NIMS) Incident Command System (ICS) 100, 200, 700 & 800 certifications
- State of Wisconsin or National Registry Emergency Medical Technician-Basic (EMT-B) License

As a condition of employment, Firefighter/Paramedic/Operators shall complete the following within specified timeframe:

- CPAT Certification obtained in the last 12 months or within first 3 months of hire
- State of Wisconsin EMT Paramedic License within 24 months of hire
- State of Wisconsin Driver Operator/Pumper within 24 months of hire or date determined by Chief
- State of Wisconsin Firefighter 2 certification (or IFSAC Accredited) within 24 months of hire or date determined by Chief

Knowledge in:

- Firefighting, rescue techniques, fire prevention, and emergency medical services methods, techniques, and practices.
- Computer applications involving word processing, data entry, and /or standard report generation.
- Regulations, ordinances, and laws regarding a firefighting/emergency services department.
- The geography of the city, surrounding area and hydrant locations

Skills in:

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful.
- The ability to understand, follow and effectively carry out instructions.
- Maintaining safety precautions in performance of work.
- Evaluating patient's conditions and properly rendering emergency medical care including the administration of emergency medications.
- Preparing and composing reports and records on activities performed.

Ability to:

- Sustain physical effort involving performance of duties in situations of personal danger with exposure to all types of weather conditions and heights.
- Lift and carry 140 pounds, sit, stoop, crawl, bend, climb, and twist while performing the essential functions of this job.
- Read and understand policies, rules, instructions, and written material pertaining to fire and rescue operations.
- Exercise judgment during hazardous circumstances.
- Act quickly and effectively during emergencies.
- Maintaining paramedic license, it is a condition of employment.
- Establish and maintain effective working relationships with those contacted in the course of work.

I have read and understand the contents of this position description, and I have received a copy of this position description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____