



**JOB DESCRIPTION**

**POSITION TITLE:** Firefighter

**DEPARTMENT:** Fire Department

**REPORTS TO:** Assigned Captain or Lieutenant

**FLSA CATEGORY:** Non-Exempt

**EMPLOYMENT CLASSIFICATION:** Full-Time or Part-Time

**PAY TYPE:** Hourly

**LATEST REVISION DATE:** 1/2016

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**POSITION SUMMARY**

Firefighter position requires skills and abilities in combating and extinguishing fires, performing rescues, providing emergency medical services (as assigned), conducting fire safety inspections and education, apparatus driving and operational actions, participation in training programs as well as station, vehicle and equipment maintenance. This description shall supersede any descriptions for this position previously approved.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Responds to emergency and non-emergency service requests meeting all requirements according to Department Standard Operating Guidelines. Requests include, but are not limited to, structural fires, vehicle accidents, hazardous materials spills or releases, forcible entry, alarm investigations, rescue and salvage operations, extrication, confined space rescue, burning complaints and specialized technical rescues.
- Attends department training programs, drills and completes assigned training materials including, but not limited to, fire prevention, suppression, rescue, code enforcement and emergency medical services.
- Conducts fire prevention visits and/or inspections as assigned in accordance with applicable local, State and other regulations and guidelines.
- Attends outside training programs as assigned in fire prevention, suppression, rescue, emergency management, emergency medical services and other related skills or duties particularly if assigned an area of responsibility as delegated by the Chief.
- Provides for cleaning, general maintenance and specialized maintenance or repair (as assigned) of Department apparatus, equipment and property. Includes weekly apparatus and SCBA inspections. Informs supervisors of any defects.

- Performs duties in a safe manner and reports unsafe activity and conditions to supervisors. Follows Village and department safety procedures, policies, handbooks and requirements and enforces such safety requirements with any assigned personnel.
- Completes necessary reporting of job functions and duties including into department records management systems or forms.
- Completes project assignments and performs assigned areas of responsibility as directed and within a timely manner to meet or exceed required deadlines.
- Acquires and retains a thorough knowledge of the Village, including streets, buildings, water supply, unusual hazards and related items.
- Participates and is assigned to on-call responsibilities.
- Performs related work as assigned.
- As assigned and upon verification of necessary required training, the following additional duties and responsibilities may be assigned:
  - Respond to emergency medical calls according to Department Standard Operating Guidelines. Performs duties at the First Responder level and provides assistance as requested to County Rescue.

*Full-Time Firefighters Additional Essential Duties & Responsibilities*

- Respond to emergency medical calls according to Department Standard Operating Guidelines. Performs duties at the First Responder level and provides assistance as requested to County Rescue.
- Performs pre-shift equipment inspection to ensure equipment and personal protective equipment is functional and ready for emergency use.
- Assists in the planning, acquisition, and evaluation of Department facilities, apparatus and equipment which may include assigned grant or other funding source applications and requests.
- Additional duties and responsibilities as assigned for community public education, public relations and general promotion of an environment of public safety within the Village.
- Performs and/or assists in keeping fire stations, facilities, equipment and apparatus in a clean and orderly condition.
- Works with other Village departments during emergency incidents and in preparedness planning as well as other intergovernmental partners and agencies.
- Provides written and/or verbal reports as necessary on projects assigned and areas of responsibility.
- Attends department wide employee meetings unless excused by a Chief Officer.
- Assists the Fire Chief with annual budgeting and capital planning for department as assigned.
- Provides recommendations and supporting documentation to Fire Chief for department improvements, purchases, studies, evaluations, incident critiques, etc. as assigned.
- Performs record keeping in Fire House software program and other records management systems, so that the information meets all department and legal requirements and can be readily accessed.
- Assists in assuring department compliance with applicable State, Federal and local laws including regulations for safety.

## ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern firefighting and EMS methods and principles, equipment and applicable operations, apparatus operations, emergency reporting and communication, firefighter personal protective equipment and Village geography.
- Ability to establish and maintain effective working relationships with other members of the department, community officials, general public and other public safety providers.
- Ability to learn a wide variety of firefighting duties and skills within a reasonable working test or probationary period.
- Ability to work under extremely stressful conditions, day and night, including the responsibility to maintain composure and appropriate judgment in execution of duties.
- Ability to recognize signs and symptoms of unsafe building or site conditions in an emergency and when to change tactics or cease operations.
- Ability to work in a team environment and assist others in completing assigned duties including working within a command structure requiring strict adherence to following orders and carrying out assignments.
- Ability to plan and organize multiple work duties and schedule/prioritize as necessary.
- Knowledge and ability to apply policies, rules and regulations, SOG's of the Fire Department and the Village.
- Basic knowledge of Village, State, and National Fire Protection Association; ordinances, codes and standards.
- Knowledge of fire preplanning policies and procedures and basic disaster preparedness and procedures.
- Ability to operate fire apparatus, fire pumps and other department equipment under emergency conditions.
- Basic computer skills (i.e. Microsoft Office, Fire House (as assigned), Internet and e-mail).
- Ability to communicate well orally and in writing and follow verbal and written instructions.
- Ability to operate and communicate on required communication systems (radios, public safety computers, cell phone).
- Continued demonstration of Village values, integrity, ethical decision making and commitment to innovation in performance of assigned duties.

### *Full-Time Firefighters Additional Essential Knowledge, Skills & Abilities*

- Advanced knowledge of Village, State, and National Fire Protection Association; ordinances, codes and standards and ability to apply such knowledge to Village operations.
- Advanced skills in the ability to operate fire apparatus, fire pumps and other department equipment under emergency conditions and ability to instruct others on operations.
- Ability to quickly learn and put to use new skills and knowledge from changing information, new technology and new training.
- Proficient computer skills (i.e. Microsoft Office, Fire House, Internet, e-mail and audio visual aids).
- Above average mechanical aptitude for maintenance, repair and operations of equipment, facilities and apparatus.

## **PHYSICAL REQUIREMENTS & WORKING CONDITIONS**

Duties may require an employee to work under extreme weather conditions and in environmental conditions of work site and may be exposed to hazardous work environments and personal danger. Exposures may include, but are not limited to, extreme heat or cold, rain, snow, ice, pollutants, odors and fluids. Work may also be performed in an office setting. Position requires the individual to work under various physically demanding conditions and requires the individual to maintain adequate physical conditioning and abilities.

Therefore, the following physical abilities are deemed essential:

- 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;
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.
- Ability to meet medical and physical requirements specified under Federal law and set by the Department in order to perform full duties without restrictions.

## **REQUIRED EDUCATION, TRAINING AND EXPERIENCE**

The following is required at time of hire for this position unless noted.

- High School diploma or equivalent
- Valid unrestricted WI driver's license
- Incident Command System (ICS) 100/200/700
- Entry Level Firefighter & State Certified Firefighter I (by end of probationary period)
- State Certified Firefighter II (within two years of completion of probationary period)
- State Certified Driver/Operator-Pumper (within three years of completion of probationary period)
- State Certified First Responder-EMR (within five years of completion of probationary period)

Preferred Education, Training and Experience (not required for this position, but preferred for any applicant and current employee):

- State Certified Driver/Operator-Aerial (for firefighters at Station #1, preferred within three years of completion of probationary period)
- Entry Level Aerial

Desired Education, Training and Experience (not required for this position or desired, but acknowledged as valuable for the position/department):

- Incident Command System (ICS) 300/400/800
- Fire Officer I (Certificate of Completion)
- State Certified EMT-Basic
- WI EMT – Intermediate or Paramedic
- State Certified Fire Inspector I
- Emergency Services Instructor I (Certificate of Completion)
- State Certified Emergency Services Instructor I
- Juvenile Fire Safety Presenter

*Full-Time Firefighters Additional Required Education, Training and Experience:*

The following is required at time of hire for this position unless noted.

- Incident Command System (ICS) 300/400/800 (within two years of hire, assuming availability of courses)
- State Certified Firefighter II
- State Certified Driver/Operator-Pumper (within one year of hire, assuming availability of course)
- State Certified Driver/Operator-Aerial (within three years of hire, assuming availability of course)
- State Certified First Responder-EMR
- State Certified Fire Inspector I (within two years of hire)
- Two years fire operations experience

Preferred Education, Training and Experience (not required for this position, but preferred for any applicant and current employee):

- Fire Officer I (Certificate of Completion)
- State Certified Fire Officer I

Desired Education, Training and Experience (not required for this position, but acknowledged as valuable for the position/department):

- Bachelor's degree in Fire Administration, Fire Science, Public Administration or related field
- State Certified Fire Officer II
- WI EMT – Intermediate or Paramedic
- Emergency Services Instructor I (Certificate of Completion)
- State Certified Emergency Services Instructor I
- Juvenile Fire Safety Presenter

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*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Village reserves the right to add, change or delete functions, duties or requirements of this position at any time. This job description supersedes all previous job descriptions for this position.*