

***Job Description***  
***Southern Ozaukee Fire and FMS Department***

<b><u>Title:</u></b> Paramedic/Fire Fighter	<b><u>FLSA:</u></b> Non-Exempt
<b><u>Date:</u></b> 2022	<b><u>Present Incumbent:</u></b> None
<b><u>Department:</u></b> Fire	<b><u>Division:</u></b> Fire & EMS
<b><u>Work Location:</u></b> Fire Stations and in the field.	
<b><u>General Schedule:</u></b> 48 on duty 96 off-duty continuous rotation.	
<b><u>Pay Grade:</u></b> Paramedic/Firefighter	
<b><u>Represented:</u></b> Yes	<b><u>Bargaining Unit:</u></b> Fire & EMS Association
<p><b><u>Position's Purpose:</u></b> Under the direction of the Fire Department command staff, a Paramedic/Firefighter will respond to medical emergencies and provide pre-hospital care to victims of injury or illness. When not accompanied by a Chief, the Paramedic/Firefighter is ordinarily the highest medical authority at an emergency medical scene and as such, makes medical decisions based on standing orders, protocols, and orders from on-line and off-line medical direction. Furthermore, this position responds to fire related alarms and other calls for service, participates in proactive non-emergency community risk reduction activities, training, station work, and equipment maintenance activities.</p>	
<p><b>Description of the Job</b></p> <p><b>A: Essential Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Performs complex diagnostic and medical procedures at the Paramedic scope of medical practice including, but not limited to: intravenous cannulation, endotracheal intubation, recognition of cardiac arrhythmias and administration of various medications. Safely and efficiently transfers/extricates and moves patients from incident scenes to transporting ambulances. Accompanies, monitors, supports, and provides medical interventions as needed during patient transport.</li> <li>• Drives, operates and or staffs an ambulance, rescue unit or other apparatus as assigned and/or operates as a member of paramedic level fire suppression company.</li> <li>• Accurately completes detailed written and verbal reports on patient care activities to hospital emergency departments and for the purpose of documentation of organizational activities in a timely manner. Provides documentation and accounting for all activities and duties as assigned and required.</li> <li>• Performs a thorough, daily inspection for readiness of the apparatus and equipment to which he/she is assigned or responsible for; notifies station officer of any condition requiring repair or maintenance; ensures that the inventory of supplies, medication, and equipment is complete; assures that apparatus, equipment, and related records are maintained and in good order in a timely manner.</li> </ul>	

- Respond in a timely manner to fire related alarms as directed with assigned company, effectively and efficiently per department procedures and guidelines.
- Lay, connect hose, operate pumping apparatus, operate, and direct water streams, raise, and climb ladders, ventilate burning structures; enters buildings to evacuate occupants.
- Responds to a variety of general emergency rescue calls including but not limited to: auto accidents, gas system leaks and wildland and structural fires, search and rescue incidents.
- Participates in department and external training, community education and proactive community risk reduction activities as well as complete all other duties as assigned.
- Serves as an officer in charge when directed to or as needed.

**B: Job Specifications:**

**Required Knowledge, Skills and Abilities:** Effective and efficient execution of the following:

- Working knowledge of firefighting and rescue techniques, methods, and practices.
- Ability to perform heavy lifting and physical maneuvering in challenging environments.
- Working knowledge of paramedic level medical procedures and patient assessment techniques.
- Ability to perform job related mathematic computations and formulas.
- Use of proper business English, including spelling, grammar, and punctuation in written coms.
- Ability to communicate effectively in oral and written communications.
- Ability to use electronic job-related applications / apps programs or equipment.
- Ability to employ socially acceptable techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful.
- Ability to foster teamwork and provide a positive attitude and work environment with all co-workers.
- Demonstrated physical aptitude at a level required by general firefighting activities.
- Ability to act quickly, appropriately, and effectively in emergency and non-emergency settings.
- Ability to operate and maintain composure while utilizing voice radio equipment.
- Understanding of and following oral and written directions promptly and accurately.
- Understanding of and acting in accordance with departmental policies, rules, and instructions.
- Ability to represent oneself in a manner that reflects positively on the organization and all co-workers.

**C: Qualifications Required & Preferred:**

All listed certifications are required for employment or must be obtained within the probationary period with the exception of the CPAT.

- A high school diploma or the equivalent (GED).
- A valid Class D or above driver's license - State of WI within 30 days of appointment.
- Is certified in WI as a Firefighter Level I
- Is certified in WI Driver/Operator Pumper
- Is licensed in WI as an EMT-Paramedic
- Valid CPAT Certificate
- Is Certified in BLS, ACLS, PALS
- Is certified as a Fire Inspector. Licensed through the State of WI
- Is certified in WI Driver/Operator Aerial
- BLS CPR Instructor

The following credentials are strongly encouraged during employment and at application.

- WI Critical Care Paramedic endorsement.
- Is certified in WI as a Fire Officer Level I & II
- NIMS 100/200/300/400/700/800
- ACLS & PALS Instructor

**D: Title of Immediate Supervisor:** Under the general supervision of the assigned Battalion Chiefs, Deputy Chief, and Chief

**E: Physical Requirements:**

- This work requires regular physical exertion and the routine performance of the following tasks:
- Repetitive lifting of 25 pound loads, frequent exertion of up to 100 pounds of force and occasional exertion of over 200 pounds of force.
- The work regularly entails periods of standing, walking, reaching and repetitive motions. Additional requirements include but are not limited to speaking, hearing, kneeling, sitting, crouching, crawling, pushing, pulling, lifting, climbing, balancing, tasting and smelling.
- The work requires good visual aptitude in a wide range of conditions which may occur in both emergent and non-emergent settings.
- The work requires vocal communication for expressing ideas and conveying detailed instructions to others accurately, loudly and quickly. Functional hearing is required to perceive information at normal spoken word levels allowing the receipt of detailed information and/or to make fine distinctions in sound.
- The work requires the ability to prepare and analyze written or computer data, as well as the ability to visually inspect data sets.
- The work requires the ability to follow lists and protocols, identify defects large and/or small, the use of measuring devices and specialized medical devices.
- The work requires the skills and ability to safely and efficiently operate all sizes of motor vehicles and specialized firefighting equipment.

**F: Environmental/Working Conditions:**

- The work regularly requires the performance of job-related duties in a wide range of conditions and environments.
- The work may take place in a wide range of both indoor and outdoor weather conditions. These conditions will include and range from extreme heat to extreme cold, wind, rain, snow, light and dark.
- The work frequently requires functioning near moving mechanical equipment, in high precarious places, in loud conditions, near energized electrical equipment, in both industrial and residential settings and in areas where high and low speed traffic is close by.
- The work regularly requires performance while wearing respiratory protection including surgical masks, N-95 face masks, canister respirators and self-contained breathing apparatus.

- The work will occur in an environment where there is potential for exposure to blood borne pathogens, body fluids and excretions of all possible sorts. Additionally the work may take place in close proximity to toxic, acidic or caustic chemicals. Consequently, the employee will be required to wear specialized personal protective equipment and isolation gear during the performance of job related duties.
- The majority of activities are performed in a team environment and the ability to effectively and appropriately communicate in both non-emergent and emergent situations is paramount.

**G: Supplemental Information:**

All successful candidates will be subject to in-depth background investigations, a psychological evaluation and pre-employment drug screening prior to installation in rank and will serve a 2-year term of probation from start date. Term of probation may be extended based on job performance.

**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:**

Human Resources Manager

\_\_\_\_\_ Date: \_\_\_\_\_

Department Head or Designated Representative

\_\_\_\_\_ Date: \_\_\_\_\_

Incumbent

\_\_\_\_\_ Date: \_\_\_\_\_