

Job Description

Human Resource Use Only

Position Number: 10057

Step/Grade: Contractual

Effective Date: 10/2013

Revision Date: 09.2021

POSITION IDENTIFICATION

Position Title: ~~Firefighter/Paramedic~~

Department: Fire Rescue

Status: Full-Time Union Salary Non-Exempt

Normal Workweek: 24-hour shifts after recruit school

SUPERVISORY RELATIONSHIPS

Reports to: ~~Company~~ Officer in Charge and Company Officer

Directly Supervises: No supervisory responsibility unless Supervises other firefighters when qualified and assigned to acting as Motor Pump Operator, Lieutenant

POSITION PURPOSE

This position performs technical duties in the areas of fire suppression, emergency medical care, emergency rescue, hazardous materials incidents, fire investigation, fire inspection, fire personnel training, and public education. Incumbents are responsible for responding to emergency and non-emergency activities. Incumbents are expected to exercise a high degree of judgment and initiative while making critical fire and life safety related decisions under high pressure and/or adverse conditions. This classification reports to and receives guidance and mentoring from the first line supervisor of the shift Officer in Charge or Company Officer. The person filling this position performs firefighting, emergency medical services, and other emergency response duties, as well as other tasks relevant to the fire department mission. In addition, after meeting qualifications, this person may serve as Acting Motor Pump Operator, Acting Lieutenant.

ESSENTIAL DUTIES

- Respond to emergencies and calls for assistance.
- Participate in firefighting and/or rescue operations
- ~~Assess nature and extent of illness or injury to establish and prioritize medical procedures to be followed or need for additional assistance.~~
- Observe, record, and report to physician and other EMS team members the patient's condition and response to drugs and other treatment modalities.
- ~~Participate in salvage and overhaul operations.~~
- Respond to and take appropriate action at hazardous materials incidents; direct and/or participate in the rendering of medical care at an emergency incident.
- Participate in drills for fire department personnel in assigned duties, including firefighting, medical care, hazardous materials response, fire prevention, and related subjects.

- ~~Complete work assignments on assigned company/shift/station; ensure that all decisions and actions are consistent with department policies, procedures and emerging priorities. Response to calls from the public for assistance involving a wide variety of situations; all aspects of fire suppression and fire rescue, emergency medical care of the sick or injured, provision of specialized rescue service, including confined space rescue, trench rescue, rope rescue, ice rescue, water rescue, and boat rescue, driving and operating emergency and non-emergency vehicles~~
- ~~Complete duties related to program management to ensure project and program deadlines and milestones are met.~~
- ~~Perform scheduled inspection of facilities, equipment and apparatus to ensure operational readiness.~~
- ~~Participate in the inspection of buildings, residences and installations for fire hazards and fire safety systems as required by State laws and municipal ordinances and for pre-fire planning purposes.~~
- ~~Perform basic fire investigation functions and submit timely and accurate reports as assigned~~
- ~~Conduct station tours, participate in demonstrations of equipment and techniques, and make educational presentations to members of the public.~~
- ~~Clean and maintain facilities, grounds, quarters, equipment and apparatus at the fire stations.~~
- ~~Ensure appropriate written and oral communication takes place to transfer responsibilities and current priorities from one shift and/or crew to another.~~
- ~~Assist in developing recommendations and implementing new programs, policies and procedures that are focused on quality and productivity improvements.~~
- ~~Attend technical skills training and continuing education courses as needed to maintain technical and leadership skills and certifications. Demonstrate the ability to read, write and comprehend these and other related materials.~~
- ~~Complete incident reports accurately and completely.~~
- ~~Prepare reports related to assigned activities; and maintain records.~~
 - ~~Effective communication with patients and physicians in emergency medical care situations.~~
 - ~~Operation of various large and small hand and machine operated tools (hydraulic and mechanical), including, but not limited to: hydraulic extrication tools, axes, prying tools, pike poles, trench rescue shoring jacks, emergency medical care equipment, confined space rescue tripod and winches, hazardous materials spill control devices, ventilation fans, chain saws, and circular saws~~
 - ~~Inspection and maintenance of departmental equipment.~~
 - ~~Various physically demanding tasks related to firefighting, rescue, and response to requests for assistance requiring, but not limited to: lifting of heavy objects or persons, forcing entry, carrying heavy firefighting equipment, attacking fires by dragging and controlling heavy water-filled fire hoses, dragging or carrying incapacitated persons, working in full firefighting and hazardous materials protective equipment and self-contained breathing apparatus, climbing ladders while carrying equipment, overhaul of structures by pulling building components apart, working in zero-visibility in hot and smoky~~

~~environments while wearing heavy and constrictive protective equipment, working in water while wearing flotation protective equipment.~~

- ~~➤ Participation in mandatory medical monitoring program and physical fitness program to assure ability to complete various physically demanding tasks.~~
- ~~➤ Inspection of real and personal properties for compliance with fire codes.~~
- ~~➤ Ability to participate in all department training programs.~~
- ~~➤ Ability to take citizen groups on tours of fire stations and explain basic function of various pieces of equipment.~~
- ~~➤ Participation on hazardous materials response team.~~
- ~~➤ Knowledge of hazardous materials response and control techniques.~~
- ~~➤ Basic maintenance activities related to upkeep of stations and grounds, including but not limited to: cutting with walk-behind power mower, painting of walls and ceilings, sweeping and mopping, washing walls, shoveling snow and using walk-behind snow blower, washing windows, replacing light bulbs, polishing, stripping, waxing floors with electric floor buffer~~
- ~~➤ Effective verbal and written communications with the public and coworkers~~
- ~~➤ Answer department phones effectively and professionally. Take down essential information to send appropriate department resources and or transfer calls into department voice mail.~~
- ~~➤ Provision of basic public education programs for adults and children, including but not limited to talks on fire reaction behavior, fire safety measures, use of fire extinguishers, and fire prevention techniques.~~

OTHER DUTIES

- ~~➤ Perform a wide variety of general staff work as assigned.~~
 - ~~— Obtain and otherwise preserve evidence at an emergency scene.~~
 - ~~— Participate in department meetings as assigned.~~
 - ~~➤ Observe and report violations of laws and ordinances.~~
 - ~~— Practice appropriate and professional communication with external and internal stakeholders~~
 - ~~— Ensure compliance with department standards concerning uniforms, emergency gear, tools and equipment, grooming, and other related items.~~
 - ~~— Receive and process reports from the public.~~
 - ~~— Perform related duties as assigned. Other related duties assigned by a chief officer~~
- ~~• Counseling of juvenile fire-setters~~
 - ~~• Investigation of fire origin and cause~~

MINIMUM POSITION QUALIFICATIONS

Education: High ~~S~~school graduate or equivalent ~~required~~ed, ~~preferred is an Associate or Bachelor Degree in Fire/EMS related field is preferred;~~ ~~hazardous materials technician (mandatory if ordered by Chief)~~

Experience: ~~Experience working on teams~~ Fire suppression work and techniques training desired.

Certifications/Licenses: REQUIRED: Paramedic Wisconsin certification or eligibility for certification as a paramedic in the State of Wisconsin, Current WI Firefighter I Certification^(TB1), valid Wisconsin Driver's License, valid CPAT certification within the past 6 months.

PREFERRED: ~~an or within 60 days of passing the written exam is required, current WI Firefighter I Certification~~^(TB2), Wisconsin Fire Fighter II, Wisconsin Aerial and/or Pumper Driver Operator Certification, NIMS ICS Certification 700 or 800, 100 and 200 ~~is preferred but not required.~~

Other Requirements: ~~Ability to pass job-related written test, m~~Minimum age of 21 years, ability to pass job-related medical exam(s) and ~~ability to pass~~ drug test, ~~above-average written and verbal communication skills,~~ ability to achieve certification as Firefighter II, ability to achieve certification as Driver Operator (Pumper and Aerial Apparatus)

KNOWLEDGE, SKILLS, & ABILITIES

~~While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the firefighter/paramedic will possess the abilities or aptitude to perform each duty proficiently. This position must possess the knowledge of incident command systems, fire suppressions methods, tactics, and techniques; national, state, and local laws, codes, and ordinances pertaining to fire prevention, suppression, safety, hazardous materials, and emergency medical services; geographical, water supply, street, and structural features of the City; special life and property exposures and hazards; fire investigation and fire scene preservation techniques; organization, staffing; delivery of emergency medical service, water supply and fixed fire detection and protection systems; building construction as it relates to the fire service; fire behavior; characteristics of flammable liquids, gases, chemicals, and combustible materials; knowledge of and experience with special rescue techniques, including ice, water, trench, confined space, dive, and rope rescue; fire inspection and code enforcement techniques; fire department chain of command process; and agencies which assist the fire department under various circumstances, e.g. Department of Natural Resources, Emergency Management, Police, Sheriff Department, Mutual Aid Departments, and EMS agencies. This position must also possess the ability to communicate effectively in English, both verbally and in writing; possess basic mathematical skills sufficient to pass mathematical portion of job-related entry level written test with emphasis on basic algebra; the ability to do calculations in formulas related to fire service hydraulics; perform medication calculations as related to current EMS protocols; and complete various written or computerized reports.~~

- Excellent verbal and written communication skills.
- Ability to work well with others, particularly in high stress situations.
- Ability to follow ~~P~~olicies, rules, and regulations of the department, as well as a working knowledge of the applicable national, state and local laws, ordinances and codes affecting the fire service.

- Ability to apply principles, practices, methods, and techniques of modern firefighting, emergency medical care and cardio-pulmonary resuscitation, and the National Incident Management System (NIMS), and protection of lives and property.
- ~~— Principles, practices, methods and techniques of basic and advanced emergency medical care and cardio-pulmonary resuscitation.~~
- ~~— Principles, practices, and functions of the National Incident Management System (NIMS) or other current Incident Management System.~~
- Ability to learn local geography, including the location of water mains and hydrants and the major fire hazards of all service areas.
- ~~— Firefighting equipment and apparatus functions, minor repair techniques, inspection, and the reporting of deficiencies.~~
- ~~— Mechanical, chemical and related characteristics of a variety of flammable and explosive materials and objects.~~
- ~~— Fire prevention principles, practices and procedures.~~
- Basic fire investigation principles, practices and procedures.
- Working knowledge and proficiency in the operation of computer equipment and software programs used by the department.
- ~~— Effectively utilize equipment and apparatus in emergency situations and during routine or daily work assignments; and~~
- Operate apparatus and equipment used in modern emergency response activities.
- Communicate clearly and concisely both orally and in writing, with individuals and in group settings.
- ~~— Establish and maintain cooperative and effective working relationships with assigned personnel and other department employees under both regular business and adverse/emergency conditions.~~
- ~~— Effectively resolve work-related problems and conduct preliminary fact-finding inspections and investigations, including gathering and preserving evidence.~~
- Project a personal commitment to the mission and vision of the department; model leadership skills and behaviors consistent with the guiding principles of the department.
- ~~— Comprehend and make inferences from written material; understand and apply department policies and procedures, read and interpret maps; prepare and maintain accurate reports and records.~~
- Ability to handle high levels of personal stress and to maintain composure under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries and experiencing risk of personal harm.

BACKGROUND CHECK

Condition of employment

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to manipulate, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to move objects between 20-50 pounds short distances (20 feet or more), perform duties requiring pulling of 40 pounds or more such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus, as well as frequently lift objects weighing 50 to 100 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outdoor weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistant, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMT/Paramedic activities when noise levels may be loud.

The employee will be required to work 48 hour and up to 72--hour continuous shifts. During this time the employee may experience several interruptions of sleep, meals and/or other activities. The employee will be expected to perform essential job functions despite the potential for fatigue resultant from extended shift work.

Manual Dexterity: ~~Performance of essential functions requires a capacity to intermittently sit, stand, walk, bend, run, climb, and lift moderately heavy (25-50 pounds) objects. Performance of tasks associated with responding to fire alarms and other calls for assistance requires a capacity to lift heavy objects (50-100 pounds) unassisted and larger objects (more than 100 pounds) with assistance; a capacity to position, raise, and climb and work from ladders; a capacity to use various hand tools and powered equipment requiring a moderate to high degree of physical strength, hand-eye coordination, and manual dexterity; to pull and advance empty and water-filled firefighting hose lines of various sizes; to work in full firefighting and hazardous material protective ensembles; all under emergency conditions.~~

~~**Physical Effort:** Ability to meet medical standards in most current version of National Fire Protection Association Standard 1582—Standard of Medical Requirements for Firefighters and Information for Fire Department Physicians and meet the requirements of Wisconsin SPS 330.~~

~~**Working Conditions:** The performance of some tasks exposes an individual to machinery and its moving parts, to toxic gases, chemicals, and other hazardous materials, and to cold, smoke and heat with temperatures varying from well below zero Fahrenheit to well above 300 degrees Fahrenheit in a fire structure; it requires the use of heavy protective clothing, helmet, self-contained breathing apparatus, respirators, goggles, and gloves. Work is often performed outdoors in extreme cold or inclement weather. Some tasks require work in and around bodies of water.~~

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.