

# Job Description

| Human Resource Use Only |
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| Position Number: 10057  |
| Step/Grade: Contractual |
| Effective Date: 10/2013 |
| Revision Date: 04/2022  |

## POSITION IDENTIFICATION

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**Position Title:** Firefighter/Paramedic  
**Department:** Fire Rescue  
**Status:** Full-Time Union Salary Non-Exempt  
**Normal Workweek:** 24-hour shifts after recruit school

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Officer in Charge and Company Officer  
**Directly Supervises:** No supervisory responsibility unless assigned to act as Motor Pump Operator.

## POSITION PURPOSE

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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 Officer in Charge or Company Officer.

## ESSENTIAL DUTIES

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- Respond to emergencies and calls for assistance.
- Participate in firefighting and/or rescue operations
- Observe, record, and report to physician and other EMS team members the patient's condition and response to drugs and other treatment modalities.
- 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.
- 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.
- 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.

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## **OTHER DUTIES**

- Perform a wide variety of general staff work as assigned.
- Observe and report violations of laws and ordinances.
- Perform related duties as assigned.

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## **MINIMUM POSITION QUALIFICATIONS**

- Education:** High school graduate or equivalent required, an Associate in Fire/EMS related field is preferred.
- Experience:** 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, valid Wisconsin Driver's License, Valid CPAT certification or ability to obtain within 6 months from date of hire.  
PREFERRED: Wisconsin Fire Fighter II, Wisconsin Aerial and/or Pumper Driver Operator Certification, NIMS ICS Certification 700 or 800, 100 and 200.
- Other Requirements:** Minimum age of 18 years. Ability to pass job-related medical exam(s) and drug test.

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## **KNOWLEDGE, SKILLS, & ABILITIES**

- Excellent verbal and written communication skills.
- Ability to work well with others, particularly in high stress situations.
- Ability to follow policies, 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).
- Ability to learn local geography, including the location of water mains and hydrants and the major fire hazards of all service areas.
- 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 in modern emergency response activities.
- Communicate clearly and concisely both orally and in writing, with individuals and in group settings.

- 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.
- 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**

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Condition of employment

## **PHYSICAL DEMANDS**

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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.

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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.