~~STOUGHTON~~ EMS/ ~~&~~ FIRE DEPARTMENT

AEMT / Firefighter

REPORTS TO: EMS/Fire Chief **Non-Exempt**

SUMMARY OF POSITION

The purpose of this position is to: Perform A-EMT duties as set forth by Wisconsin Statute/Administrative Rule, perform Fire Fighter essential job tasks as outlined in NFPA Standard 1001, and other duties as outlined.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Is a member of the Stoughton Volunteer Fire Department and is a member of Stoughton Area EMS.
- Performs A-EMT duties as set forth by Wisconsin Statute/Administrative Rule.
- Performs Fire Fighter Essential Job Tasks as outlined by NFPA Standard 1001. See Attachment A&B.
- Performs custodial duties in respective stations as directed, including outdoor winter snow/ice removal.
- Performs fire prevention inspection duties as directed.
- Performs clerical duties and administrative support at respective stations as directed.
- Maintaining and/or assisting in maintaining incident databases at respective stations as directed.
- Assists with CAD/MDT maintenance.
- Supports and participates in respective department training and recruitment programs.
- Perform duties of a mentor for new members: volunteer, paid on-call, full or part-time paid employees through orientation and coaching.
- Ability to quickly ascertain knowledge and continually expand on such local geography, industry, and structures.
- Ability to understand, comprehend, and follow all policies and procedures as outlined by State of Wisconsin DHS/EMS, SCRTAC, the SAEMS and SFD Bylaws, Standard Operating Guidelines (SOGs), Rules and Regulations, and current Medical Protocols.
- Respond without controllable delay when paged.
- Communicate with fellow/crew members, other medical personnel, family members, bystanders, and the patient (when the patient is able) to obtain all necessary information for providing the most appropriate patient care.
- Render emergency care as appropriate for the level of licensure.
- Understand the function of, and demonstrate skill proficiency with, SAEMS-authorized equipment, supplies, and medication administration.
- Understand and apply the concepts of safe effective lifting techniques.
- Understanding and use of sanitizing, disinfecting, and general cleaning procedures for all equipment and vehicles.

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- Understand the purpose of and demonstrate the use of required patient documentation, communications, and confidentiality relating to patient care.
- Positively engage in quality assurance/quality improvement initiatives.
- Perform apparatus checklists as required, rectifying issues and alerting administration to deficiencies.
- Perform all job-related tasks with a high degree of skill, good judgment, integrity and confidentiality based on State of Wisconsin training standards and licensure requirements as set forth in Wisconsin Statutes/Administrative Rules.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

Required at time of hire:

- Must hold a valid State of Wisconsin Driver's License and meet insurability requirements; successful background, driving record, and criminal background checks prior to a conditional offer of employment.
- Per insurability, minimally 19 years of age.
- High School Diploma and two years of related work experience. Vocational/Technical training in Fire Technology/Fire Science is preferred.
- Minimum of WI Certified FF1.
- Unconditional A-EMT licensure with two years of field experience.
- Fluent in computer operation and competent in Microsoft Office Suite.
- ICS-100: Introduction to the Incident Command System
- IS-700: National Incident Management System, An Introduction

Expected to Acquire the following within stated time frames:

- AHA BLS CPR Instructor – within 6 months of hire.
- WI Certified Firefighter 2 – within 1 year of hire.
- WI Certified Driver Operator within 1.5 years of hire.
- WI Certified Aerial Operator within 2 years of hire
- WI Certified Fire Inspector within 2.5 years of hire
- WI Certified Instructor Certification within 5 years of hire thereby allowing Officer Certification.

Within 2 years of hire:

- ICS-200: ICS for Single Resources and Initial Action Incidents
- ICS-300: Intermediate ICS for Expanding Incidents
- ICS-400: Advanced ICS for Command and General Staff
- IS-703: NIMS Resource Management
- IS-800: National Response Framework, An Introduction
- G-191: Incident Command System/ Emergency Operations Center Interface

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Language Skills

- Legible writing and documentation, comprehensive reading ability.
- Ability to analyze and categorize date and information in order to determine the relationship of the data with reference to establish criteria/standards. Ability to compare, count, differentiate, measure, and/or sort data as well as assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.
- Ability to explain, demonstrate, and clarify to others within well-established policies, procedures, and standards as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a variety of advisory data and information such as technical operating manuals, vehicle and equipment repair manuals, billing statements, time sheets, parts books and catalogs, electronic diagrams, hydraulic diagrams, procedures, guidelines, lists, reports, logs, maps, and non-routine correspondence.
- Ability to communicate effectively with department personnel, vendors, volunteers, incident victims and families, the public, and all city personnel.

Mathematical Skills

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical and Mental Abilities Required to Perform Essential Position Functions

- Ability to operate equipment and machinery, some requiring complex and rapid adjustments, such as rescue tools, fire vehicles, breathing apparatus, ladders and hoses, ventilation fans, two-way radios, hazmat suits, water suits, and hand tools.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements. Ability to exert moderate to heavy physical effort in moderate to heavy work conditions, typically involving some combination of coordination of skills in hot, cold, wet or damp environments while wearing personal protective equipment, climbing and balancing, stooping, kneeling, crouching, crawling and lifting, carrying, pushing, and pulling extrication equipment, charged fire hoses, other firefighting equipment with some weighing over 100 pounds. Ability to stand for prolonged periods while operating firefighting equipment and apparatus. Ability to safely lift, pull, push, and carry patients with a weight distribution of 75 pounds minimally.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, and odors associated with job-related objects, materials, and ingredients.

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Environmental Adaptability

- Ability to work effectively under occasionally stressful and uncomfortable conditions where exposure to environmental factors such as:
- Temperature variations
- Odors
- Toxic agents/hazardous materials
- Smoke
- Potential violence
- Noise
- Wetness including inclement weather
- Machinery
- Electrical currents
- Biohazardous waste
- Infectious patients
- Crime scenes
- Unstable/violent patients
- Small enclosed work areas (patient compartment)
- These conditions can cause discomfort and/or a risk of injury. Must be able to perform all duties at emergency incidents while using personal protective equipment as dictated by the incident and as per department "Standard Operating Guidelines" (SOG's).

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____