EMS/FIRE DEPARTMENT
Equipment Support Technician

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

SUMMARY OF POSITION

The purpose of this 75% time staff (1560 hours) position is to perform the following duties, maintain firefighting apparatus, equipment, machinery, maintain department maintenance records, perform clerical duties, perform fire station custodial duties and provide general support to the department as directed by the EMS/Fire Chief and Deputy ~~Assistant~~ Chief/Fire Marshall. This position is a protective service position.

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.

- Responds be a member of the Stoughton Volunteer Fire Department (no volunteer stipend).
- Maintains knowledge of current firefighting techniques and practices.
- Responds to emergency incidents and assists as assigned.
- Maintains, monitors and operates all Fire Department equipment and gear.
- Performs and schedules preventive maintenance tasks and restorative repairs to fire apparatus, pumps & equipment.
- Must meet department qualifications to drive apparatus.
- Maintains equipment maintenance databases.
- Performs custodial duties in the fire station, radio room, apparatus bay, storage areas and grounds as directed by EMS/Fire Chief or ~~Fire Assistant~~ Deputy Chief/Fire Marshall.
- Removes ice and snow from fire department drive aprons and walkways.
- Performs fire prevention inspections as directed by EMS/Fire Chief or ~~Fire Assistant~~ Deputy Chief/Fire Marshall.
- Perform clerical duties as directed by EMS/Fire Chief or ~~Assistant~~ Deputy Chief/Fire Marshall; answers telephone calls and forwards messages; assists in maintaining incident databases for required reporting.
- Assists with CAD / MDT maintenance.
- Provide public safety education to youth and adults as determined by EMS/Fire Chief or ~~Assistant~~ Deputy Chief/Fire Marshall.
- Assists with other duties as assigned by the EMS/Fire Chief or ~~Assistant~~ Deputy Chief/Fire Marshall.

QUALIFICATIONS

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

Education/Training/Certifications

- High diploma and two years of responsible work dealing with the public, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

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- Vocational/technical training in Fire Technology/ Fire Science or related field preferred.
- Must be fluent with computer operation and Microsoft Office Suite.
- Background check, driving record, physical/drug screen & reference checks required.

Language Skills

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assembles, 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, electrical diagrams, hydraulic diagrams, procedures, guidelines, schedules, lists, hazardous materials lists, incident reports, inventory lists, logs, maps and non-routine correspondence.
- Ability to communicate effectively with Department personnel, parts vendor representatives, volunteers, fire/accident victims and families, Mayor, City Clerk, 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 with some requiring complex and rapid adjustments, such as rescue tools, fire vehicles, breathing apparatus, ladders and hoses, ventilation fans, two-way radios, hazmat suit, water suit and hand tools.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements.
- Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling and lifting, carrying, pushing, and pulling extrication equipment, charged fire hoses and other firefighting equipment with some weighing over 100 pounds.
- Ability to stand for prolonged periods while operating firefighting equipment and apparatus.
- 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.
- Ability to locate fire using sound, move through smoke-filled areas by feel.

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Environmental Adaptability

- Ability to work under occasionally stressful and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, smoke, potential violence, noise, wetness, machinery, electrical currents, disease and/or dust can cause discomfort and where there is 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: _____