

## Village of Sussex Position Description

<b>Position Title:</b>	Firefighter/Paramedic	<b>Department:</b>	Fire
<b>Revision Date:</b>	October 24, 2017	<b>Pay Grade:</b>	4 PT/5 FT <b>FLSA:</b> NE
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	Lieutenant

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### Job Summary

Under general direction, performs specialized work with regard to protecting life and property through fire suppression, fire prevention and emergency medical services and may perform fire inspection and code enforcement duties.

### Essential Duties & Responsibilities

Including, but not limited to:

- Responds to reported emergencies such as fires, accidents, emergency medical incidents, and incidents involving hazardous materials. Performs emergency scene operations including size-ups, resource requests and assignments, fire confinement and extinguishment, salvage, and overhaul.
- Provides emergency medical service and pre-hospital care within the scope and practice of the employee's current licensure.
- Completes assigned projects, activities, and specialized administrative duties related to the Training, Operations, Emergency Medical Services, Support Services, and Fire Prevention divisions.
- Responsible for proper maintenance and care of all Fire Department equipment, buildings, and grounds.
- Must maintain the job performance requirements defined in NFPA 1001, 1002, and 1582.
- Other duties as assigned

### Minimum Requirements

- High school diploma or equivalent
- 18 years of age
- Valid Driver's License
- Certified as a Firefighter I and Paramedic
- Certified as a Driver/Operator – Pumper and Aerial, Firefighter II, Fire Inspector, and Emergency Services Instructor preferred.
- Additional certifications specific to assigned responsibilities may be required.

### Knowledge, Skills and Abilities

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position. Must be able to use Fire Department vehicles and equipment, radios, key and box system. Must maintain considerable knowledge of procedures of modern fire suppression, prevention, investigation, and emergency medical services methods. Must have strong written and verbal communications skills. Must be able to understand and utilize codes, regulations, instruction manuals, and maps in performing

job functions. Must be knowledgeable of Wisconsin Fire Service and Mutual Aid Box Alarm System (MABAS). Must be able to calculate basic mathematical calculations without a calculator. Must be able to work in a team environment.

**Physical Demands of the Position**

66% of the time is spent standing, walking, running, talking, hearing, carrying and low handling.

10% of the time is spent sitting, talking on the phone, and typing.

12% of the time is spent kneeling, crouching, bending, climbing, and twisting.

12% of the time is spent with heavy lifting, carrying, twisting, bending, and crouching

**Environmental Conditions**

55% of the time is spent outside, regularly in extreme elements (heat, cold, etc.) and exposed to loud noises

25% of the time is spent inside in an office setting

20% of the time is spent in confined spaces and/or exposed to hazards, which includes mechanical, electrical, chemical, burns, explosive, radiation, heights, atmospheric conditions, and fast moving vehicles

## Village of Sussex Position Description

<b>Position Title:</b>	Firefighter/EMT	<b>Department:</b>	Fire		
<b>Revision Date:</b>	October 24, 2017	<b>Pay Grade:</b>	2	<b>FLSA:</b>	NE
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	Lieutenant		

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