

# CITY OF WATERTOWN POSITION DESCRIPTION

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This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**DATE:** June 1, 1995  
**REV:** June 8, 2020

**Title:** Firefighter – Paramedic (Full-time)

**Department:** Fire

**FLSA:** Non-exempt

## **General Summary:**

Responds to fire alarms, medical emergencies and other calls to protect life and property. Participates in fire prevention, training, and station, equipment and apparatus maintenance and variety of other assigned duties associated with fire and rescue. Work involves risk and hazardous exposure. Work is performed under general supervision of Fire Lieutenant.

## **Reporting Relationships:**

Works under direct general supervision and in accordance with department policies, practices, procedures, rules and regulations. Regularly interacts with public contacts during emergency calls and through public relation events.

## **Specific Accountabilities:**

1. Responds to fire or other emergencies; accesses situation, takes mitigating actions, and rescues persons from danger as required.
2. Fights fire or takes actions to mitigate other situations such as natural disasters, hazardous materials releases, or other dangerous situations.
3. Identifies persons requiring immediate care, provide advanced, prehospital medical services and transports victims for further medical care.
4. Participates in training, education, and drills which include firefighting and medical skills and techniques, and proper use of equipment and related tools.
5. Assists fire inspectors with fire prevention inspections, performs building pre-planning for fires and other emergencies, assists the public by providing safety related services, tours, public presentations or events to promote safety consciousness
6. Makes inspections of apparatus and equipment; assures that all equipment and apparatus is always in a state of readiness and notifies supervisor of defects; performs cleaning and maintenance tasks in and about the station.
7. Performs routine tasks such as report writing, record keeping, data entry, supplies maintenance, phoning and copying
8. Represents the Department with dedication, respect, courage, innovation, professionalism, and accountability in all relationships with citizens, community and professional organizations, other fire agencies, city departments, county, state and federal agencies and other service organizations.
9. Performs other related duties as assigned.

**Required Knowledge, Skills and Abilities:**

At time of hire, graduate from high school (or H.S.E.D. equivalent) and possess a valid Wisconsin Driver's License, and current CPAT. Within one year of hire be licensed as a Paramedic in the State of Wisconsin and certified as a Wisconsin Firefighter II, NIMS 100, 200, and 700. Have an equivalent combination of education and experience which provides the following knowledge, skills and abilities:

**Knowledge in:**

- Firefighting, rescue techniques, fire prevention, and emergency medical services methods, techniques, and practices.
- Computer applications involving word processing, data entry, and /or standard report generation.
- Regulations, ordinances, and laws regarding a firefighting/emergency services department.
- The geography of the city, surrounding area and hydrant locations

**Skills in:**

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful.
- The ability to understand, follow and effectively carry out instructions.
- Maintaining safety precautions in performance of work.
- Evaluating patient's conditions and properly render emergency medical care including the administration of emergency medications.
- Preparing and composing reports and records on activities performed.

**Ability to:**

- Sustain physical effort involving performance of duties in situations of personal danger with exposure to all types of weather conditions and heights.
- Lift and carry 140 pounds, sit, stoop, crawl, bend, climb, and twist while performing the essential functions of this job.
- Read and understand policies, rules, instructions, and written material pertaining to fire and rescue operations.
- Exercise judgment during hazardous circumstances.
- Act quickly and effectively during emergencies.
- Maintaining paramedic license, it is a condition of employment.
- Establish and maintain effective working relationships with those contacted in the course of work.

I have read and understand the contents of this position description, and I have received a copy of this position description for my records.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_