

CITY OF FRANKLIN  
Job Description

**Job Title :** Fire Fighter/Paramedic  
**Department :** Fire  
**Appointing Authority:** Fire Chief/Fire & Police Commission  
**Reports To :** Battalion Chief  
**Salary Level :** Per Labor Agreement  
**FLSA Status:** Non-exempt  
**Prepared By :** Dana Zahn, Human Resources Coordinator & Adam Remington, Fire Chief  
**Prepared Date :** October 1, 2019  
**Approved By :** Common Council  
**Approved Date:** November 5, 2019

**Summary:**

Under the general direction of the Battalion Chief, the Firefighter/ Paramedic protects life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties. Maintenance of fire equipment and apparatus, and fire stations and facilities.

**Essential Duties and Responsibilities:**

Perform fire fighting activities including driving fire apparatus; operating pumps, and related equipment; laying hose; and performing fire combat, containment and extinguishment tasks.

Provide emergency medical care and transport as a licensed EMT-Paramedic to the standards established by the department, the County, and the State of Wisconsin.

Participate in fire drills and attend classes in fire fighting, emergency medical hazardous materials, and related subjects.

Receive and relay phone calls and fire alarm information. Operate radio and other communication equipment.

Participate in the inspection of buildings, hydrants, and other structures in fire prevention programs.

Maintain fire equipment, apparatus and facilities. Perform minor repairs to departmental equipment.

Create and maintain thorough and accurate records of patient care provided. Required documentation may be in written or digital format, as required by the department and other agencies.

Perform general maintenance work in the upkeep of fire facilities and equipment; clean and wash walls and floors; care for grounds around station; make minor repairs; wash, hang and dry hose; wash, clean, polish, maintain and test apparatus and equipment.

Must meet all department requirements for training.

Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, fire fighting, hazardous materials, and emergency aid activities.

Present programs to the community on safety, medical, and fire prevention topics.

Perform salvage operations such as throwing salvage covers, sweeping water, and removing debris.

Perform duties as a Licensed EMT-P, according to criteria and standards set forth by department, Milwaukee County, and the State of Wisconsin when assigned.

May act as a Lieutenant when necessary.

Assists in department administrative activities as assigned.

Assists in supervising other firefighters as required.

Assists in training new employees as assigned.

Conducts basic fire inspection.

Other duties as assigned by supervisors.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

An Associates Degree in Fire Science is preferred but not required. (A degree is required for advancement opportunities.)

State of Wisconsin Firefighter II.

WI Emergency Medical Technician – Paramedic (EMT-P) required at time of appointment.

National Registry as a Paramedic (NREMT-P) is a condition of practice within Milwaukee County and must be obtained within six months of employment.

Working knowledge of driver safety.

Ability to learn the operation of fire suppression and other emergency equipment.

Ability to perform strenuous or peak physical activity during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

Ability to perform in team-based activities and in an often times stressful environment.

**Language Skills:**

Ability to follow verbal and written instructions.

Ability to effectively communicate in writing and verbally.

**Reasoning Ability:**

Ability to learn to apply standard fire fighting, emergency aid, hazardous materials, and fire prevention techniques.

Ability to act effectively in emergency and stressful situations.

Ability to make independent judgements which have considerable impacts on the organization.

**Tools And Equipment Used:**

Calculator; copy machine; computer; fax machine; telephone; measuring devices; camera; power tools; hand tools; chainsaws; shovels; brooms; ladders; exhaust fans; automobile; fire truck; ambulance; patient restraints; first aid equipment; oxygen; electronics test equipment; general medical equipment; patient lifting devices; breathing apparatus; steel-tip boots; hearing and eye protection; fire fighting clothing; and hazardous chemical clothing.

**Certificates, Licenses, Registrations:**

Valid WI driver's license.

Current CPR certification.

Meet requirements of COMM DSPS 330 with respect to Wisconsin Fire Apparatus Drivers/Operator, when offered.

**Physical Demands:** The physical demands described here 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.

Must successfully pass medical exam consistent with NFPA 1582 upon appointment and every three years at a minimum.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb and balance; stoop, kneel, crouch, and crawl; talk and hear; and taste smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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. Individuals are exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The noise level in the work environment is usually moderate, except during certain fire fighting or EMT activities when noise levels may be loud.

### **Job Responsibilities Related to Patient Privacy**

It is expected to protect the privacy of all patient information in accordance with the City of Franklin Fire Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with The City of Franklin Fire Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.

The Firefighter/Paramedic may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The Firefighter/Paramedic may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other Fire department operations.

The Firefighter/Paramedic is encouraged and expected to report, without the threat of retaliation, any concerns regarding The City of Franklin Fire Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.