



## Village of Jackson FIREFIGHTER/PARAMEDIC - FT

<b>SALARY</b>	\$58,515.00 - \$63,443.00 Annually	<b>LOCATION</b>	N168 W19851 Main Street Jackson, WI
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2024-02
<b>DEPARTMENT</b>	Fire Department	<b>OPENING DATE</b>	02/26/2024
<b>CLOSING DATE</b>	3/18/2024 5:00 PM Central		

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### Summary of Position

The Village of Jackson, located in Washington County, WI is seeking a FT Firefighter/Paramedic to join our team.

The general purpose of this position is to:

- Perform a variety of technical, administrative, and supervisory work in inspecting buildings, facilities, and property for fire hazards and compliance; conducts departmental and community education; and performs emergency responses.
- Work under the supervision of the Assistant Chief.
- Exercise supervision over Fire Department staff in the absence of a Department Officer.
- FF/Paramedics are required to work as assigned by the Village, and which may include 24-hour shifts, and 56-hour work weeks. Current shift is a 48/96.
- An FF/Paramedic may act as a MPO, Truck Officer, Shift commander on a relief or training basis. This class is FLSA nonexcepted.

### Essential Duties & Responsibilities

#### ***Provides Emergency Medical Services:***

- Works closely with Dispatch to determine the best way to respond to calls based on EMD priority and other information.
- Responds to emergency calls, assess patient conditions and make critical care decisions.
- Maintains Wisconsin EMT-Paramedic Level License.
- Treats patients at EMS calls up to the paramedic level.
- Collects pertinent patient care data to a medical professional based on Department protocols.
- Completes all necessary EMS reporting and other EMS documents as required.
- Reviews inventory of medical supplies on vehicles and stock and assure proper reordering and restocking to assure proper supply inventories

#### ***Fire Inspections:***

- Assists in providing Prevention and Public Education Programs and activities.
- Provides inspection activities with other Village/Town departments and divisions; confers with all sectors; Industrial, Commercial, Private and the general public in the field and office.

- Inspects property, new and existing buildings and special events for fire hazards, adequacy of fire protection systems, adequacy of fire exits and general compliance with fire codes, and regulations.
- Inspects occupancies that store, handle, and use hazardous materials to ensure compliance with local, state, and federal regulations.
- Recommends corrections for defects and inadequacies that require corrections to comply with applicable Village ordinances and codes.
- Assists in the development of, or reviews fire exit plans.
- Conducts fire exit drills to monitor and evaluate evacuation procedures.
- Coordinates special events by meeting with and providing input to event organizers, other departments, divisions, and Village/Town agencies to ensure the safety of the public and compliance with the fire code.
- Provides feedback to the Fire Chief and Assistant Chief on updates to the current Village/Town fire code.
- Maintains review and inspection records and databases, documents inspections, including violations, and all records including inspection reports and correspondence with affected parties on compliance efforts; including implementation of new fire inspection software.
- Provides technical interpretation of the fire codes.

***Emergency Response:***

- Responds to, commands when necessary and mitigates emergency and non-emergency service request including but not limited to structural fires, emergency medical calls, vehicle accidents, hazardous materials spills or releases, forcible entry, alarm investigations, and burning complaints.
- Performs suppression, rescue and salvage operations including but not limited to: raise and lower ladders, pulls/positions hose lines, operate gas powered saws or fans, operates heavy rescue equipment, uses various hand tools and operates heavy fire apparatus including pumps and aerial ladders.
- May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues.
- Performs emergency medical technical skills and maintains certifications.

***Team Management:***

- Assists the Fire Chief and Assistant Chief in supervising department staff to ensure programs are being carried out effectively.
- Provide mentoring and leadership to part-time members.
- Assists the Assistant Chief in the training of firefighters and EMS providers; training methods include fire suppression, operations, rescue, hazardous material, fire prevention inspections, investigation, building plan review, public education, uses of equipment and emergency medical procedures and practices.
- Assists in the annual planning, organizing and presentation of staff training during the day and evenings when required.
- Presents oral and written reports as required.

***Public Fire Education and Public Information:***

- Assist Assistant Chief in maintaining an effective public fire education and information programs on a departmental basis.
- Assist Assistant Chief in public relations and public education programs to promote fire safety in the Village and Town.
- Assist Assistant Chief in developing, implementing, and maintaining an effective public relation and information program on a departmental basis; Develops press releases, columns and other materials for the media for publication as needed.

***Miscellaneous:***

- Performs pre-shift equipment inspection to ensure equipment and personal protective equipment is functional and ready for emergency use.
- Performs the routine maintenance of fire apparatus and equipment, inspecting apparatus and equipment to determine need for maintenance and repair work.
- Performs and/or participates in the cleaning and maintenance of quarters, equipment and apparatus.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
- Performs related work as assigned.

## Education and/or Experience Required

- Wisconsin Certified Fire Fighter I.
- Licensed State of Wisconsin/National Registry Emergency Medical Technician-Paramedic within 6 months of hire.
- Certified Driver/Operator-Pumper preferred.
- Experience in fire and EMS work.
- Associate Degree or higher in Fire Protection or related field from an accredited college or university.
- Within one (1) years of hire, employee must complete the following training and/or certification base upon class offerings:
  - Wisconsin Certified Inspector I
  - Certified Driver/Operator-Pumper

## Knowledge, Skills & Abilities

- Knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques and equipment.
- Thorough knowledge of emergency medicine techniques and their application as demonstrated through EMT-P Certification.
- Read, interpret, and explain fire codes, ordinances, regulations, plans, blueprints, diagrams, system maps, technical operational manuals.
- Ability to train, supervise and lead subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- Knowledge of emergency management and hazard mitigation methods.

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### Agency

Village of Jackson

### Address

N168 W19851 Main St

Jackson, Wisconsin, 53037

### Phone

(262) 677-9001 ext. 215

### Website

<http://villageofjacksonwi.gov>