

Town of Brookfield Fire Department



645 Janacek Road
Brookfield, WI 53045
(262) 796-3792
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Job Description Firefighter/Emergency Medical Technician

This job description replaces any previously dated job descriptions for this position.

JOB TITLE Firefighter/Emergency Medical Technician

REPORTS TO On duty Shift Commander for administrative purposes and for day to day in-house purposes. This position is ultimately responsible to the Fire Chief through the chain of command.

SUPERVISES This position does not have supervisory responsibilities.

GENERAL SUMMARY Under the direction of a Shift Commander, a firefighter/EMT individually and as a member of a team performs general firefighting and emergency medical services related duties. Firefighter/EMT must be able to adapt to rapidly changing situations under stresses imposed by emergency incidents.

In addition, the firefighter/EMTs perform functions related to fire prevention including fire safety inspection of properties in the Town and interacting with the public during public education functions such as fire station tours and annual fire prevention open house.

Firefighter/EMTs are also expected to perform general user level maintenance on vehicles and equipment assigned to the Fire Department and general user level maintenance of the Fire Station.

**SPECIFIC DUTIES
AND
RESPONSIBILITIES**

Firefighter:

◇ Operating within the Incident Command System:

- ▶ Responds to emergency calls to provide safe, efficient and immediate fire suppression, extrication and other emergency services in accordance Fire Department practices.

- ▶ Functions as a member of a team to safely operate hose lines of various sizes in offensive and defensive operations inside and outside structures; at incidents involving vehicles of all sizes; and at other incidents where hose lines are needed. Remove hose lines from firefighting vehicles and hose storage racks. Packs hose lines onto hose beds of firefighting vehicles in accordance with Fire Department practices. Rolls hose and places hose onto storage racks. Cleans and inspects hose. Places hose into and removed hose from a hose dryer in accordance with Fire Department practices. Operates appliances associated with fire hose including but not limited to spanner wrenches, nozzles, and hose clamps.

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- ▶ Functions as a member of a team to safely operate hand tools of various types including axes, rams, poles, pry bars, and other similar tools and appliances at fire, accident, and other incidents as necessary to gain access to or egress from structures and vehicles; to locate hidden fire in overhaul operations; to gain access to compartments in vehicles to extinguish fire or prevent fires from starting.
- ▶ Functions as a member of a team to safely raise, climb, descend, operate from and lower ground ladders of various sizes. Climbs and descends and operates from the platform of vehicle mounted aerial ladders. Carries firefighting tools and appliances up and down ladders. Safely removes ladders from firefighting vehicles. Safely replace ladders onto firefighting vehicles. Operates movable ladder racks and ladder locks.
- ▶ Functions as a member of a team to safely operate hydraulic, pneumatic and manual extrication equipment in order to rescue victims from vehicles and structures. Such equipment includes but is not limited to spreaders, cutters, rams, power units and associated appliances; lifting bags, air cylinders and pressure regulators, and associated appliances; cribbing, shoring and other associated equipment.
- ▶ Operates ancillary firefighting equipment such as generators and pumps not including vehicles mounted pumps in a safe manner in accordance with Fire Department practices.
- ▶ Dons, doffs and safely operates self contained breathing apparatus in accordance with Fire Department practices.
- ▶ Operates base station, vehicle mounted and hand-held two way radio equipment in accordance with Fire Department practices.

◇ Fire Prevention:

- ▶ Working alone or as a part of a team, performs fire safety inspections. Introduces him/her self to occupancy manager/representative. With or without an occupancy representative, checks all rooms and spaces in the occupancy. Using an inspection checklist/report observes for violations of common fire safety codes and ordinances and makes notations of such violations on the inspection checklist/report. Provides the occupancy manager/representative with a copy of the completed inspection checklist/report and explains violations and needed corrections as necessary.
- ▶ Working alone or as a part of a team, participates in public education activities including but not limited to: fire station visits/tours; fire prevention visits to occupancies in the Town; Fire Prevention Week Open House activities at the fire station and at locations in the surrounding area.

◇ Other duties including but not limited to:

- ▶ Operates computer workstations and associated software as required.
- ▶ Operates audio/visual equipment such as VCRs and projectors as required.
- ▶ Performs user level maintenance on vehicles assigned to the Fire Department and housekeeping duties in the fire station as required.

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- ▶ Acting alone or as a part of a team, performs operational daily and weekly check out inspections on Fire Department equipment including, but not limited to: SCBA; power saws, fans, and extrication tools; hand tools; hoses, nozzles, and appliances; and other tools and equipment related to the fire and EMS service.
- ▶ Acting alone or as a part of a team, performs operational daily and weekly check out inspections on Fire Department vehicles and vehicle mounted equipment.
- ▶ Recognizes defects or discrepancies relating to vehicles and equipment which require service or repair beyond the scope of user level maintenance.
 - Removes defective equipment from service. Properly completes an “Out Of Service” tag and attaches the tag to the equipment.
- ◇ As required by the Fire Department Minimum Standards of Participation program, attends mandatory meetings and training classes; works in-house hours; and responds to the fire station for calls when not working in-house.
- ◇ Is familiar with the streets and address numbering system in the Town of Brookfield.
- ◇ Performs such other duties as assigned by his/her assigned duty crew officer, shift commander and Fire Department officers.

Emergency Medical Technician (EMT):

- ◇ Operating within the incident command system:
 - ▶ Responds to emergency calls to provide efficient and immediate care to the ill and injured and transport the patient(s) safely to medical facility while working within their licensed scope of practice.
 - Starts, drives, backs up, parks, and shuts down ambulances.
 - Operates vehicle mounted equipment including lights, sirens, air horns, two-way radios, suction equipment, oxygen delivery equipment and other systems and equipment.
 - Drives ambulances in emergency mode in a safe and prudent manner with due regard for the safety of other members of the Fire Department, other emergency workers, the patient(s) and the public at large in accordance with Fire Department practices.
 - Drive ambulances in non-emergency mode in a safe and prudent manner observing all rules of the road and observing all laws of the State of Wisconsin, Waukesha County, and the Town of Brookfield.
 - At emergency scenes, parks ambulances in a safe location to avoid injury to Fire Department members, other emergency scene workers and the patient(s).
 - Creates a safe traffic environment such as placement of traffic cones, removal of debris from the immediate vicinity of the patient(s), redirection of traffic for protection of the injured, other emergency scene workers and the public at large.

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- ◇ Within the scope of practice of a Wisconsin EMT:
 - ▶ Prior to initiating patient care, determines that the scene is safe.
 - ▶ Dons personal protective equipment consistent with the emergency at hand and in accordance with Fire Department practices.
 - ▶ Assesses the mechanism of injury or nature of illness, total number of patients and request additional help as necessary.
 - ▶ Determine the nature and extent of injuries or injury and establish priority for required emergency care.
 - ▶ Triage patients in accordance with standard emergency procedures.
 - ▶ Based on assessment finding, renders emergency medical care to medical and trauma patients. Such care includes, but is not limited to:
 - Opening and maintaining an airway.
 - Ventilating and providing cardiopulmonary resuscitation including the use automated external defibrillators.
 - Provide prehospital emergency care of simple and multiple system trauma such as controlling hemorrhage; treatment of shock; bandaging wounds; and immobilization of painful, swollen, deformed extremities.
 - Medical care includes but is not limited to assisting in childbirth; management of respiratory, cardiac, diabetic, allergic, behavioral, and environmental Emergencies and suspected poisonings.
 - Searches for medical identification emblem as a clue to providing emergency care.
 - Additional care is provided based upon assessment of the patient(s) and obtaining historical information.
 - Interventions may include assisting patients with, and/or administering medication within the EMT's scope of practice.
 - ▶ Reassure patients and bystanders by working in a confident, efficient manner avoiding misleading and undue haste while working expeditiously to accomplish necessary tasks.
 - ▶ Where patient extrication is necessary, assess the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses prescribed techniques and appliances for safely disentangling the patient.
 - ▶ Comply with regulations on the handling of the deceased, notify appropriate authorities and arrange for protection of property and evidence at the scene.
 - ▶ Safely load patient(s) onto stretcher(s), and place stretcher(s) into ambulance(s) and continue emergency care while enroute to the hospital. On arrival at the hospital, safely unload the stretcher(s) from the ambulance(s) and move the patient(s) onto hospital beds or gurneys.
 - ▶ Using Fire Department policies and knowledge of the condition of the patient(s), transport the patient(s) to an appropriate hospital unless otherwise directed by appropriate medical control.
 - ▶ Report directly to the emergency department or medical control using telephone or two-way radio the extent of injuries or illness, the number of patients being transported, the destination and the approximately estimated time of arrival to assure prompt medical care on arrival.
 - ▶ Report verbally and in writing any observations and emergency medical care provided to the receiving hospital staff for purposes of records and diagnostics.

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- ▶ Provide other reasonable assistance to the receiving hospital staff.
- ▶ Properly and correctly complete a Town of Brookfield Fire Department Patient Report for each patient assessed or treated.
- ▶ Restock the ambulance and medical kits with any used linens, blankets and other supplies used or found missing. Clean all equipment following appropriate disinfecting procedures, make careful check of all equipment so that the ambulance is ready for the next call. In accordance with Fire Department, state or federal regulations, decontaminate the interior of the ambulance prior to returning the vehicle to service.

REQUIRED KNOWLEDGE AND SKILLS

- When appointed, shall be a Wisconsin certified Firefighter I or licensed Emergency Medical Technician. Exemption from this requirement may be made for residents of the Town of Brookfield.
- Certification as a Wisconsin Firefighter I and licensure as Wisconsin EMT are required to complete probation.
- Successful completion of all requirements including evaluations and standards testing of the Town of Brookfield Fire Department recruit training program during probationary period.
- Wisconsin driver's license.
- Ability to communicate effectively orally and in writing.

SPECIAL NOTES

- Firefighter/EMTs may work under all conditions from a normal office environment to extremes of weather and the hazards of potentially life threatening situations.
- Shall be at least 18 years of age at time of application for employment.
- Shall serve a one year probationary period after appointment.
- Selection shall be from a hiring eligibility list created from time to time through a recruit process consisting of an application period, written test, physical ability test, and oral examination. Also required is a physical examination by a licensed physician and successful completion of a background investigation.
- This is a represented position. The bargaining unit is Teamsters Union, Local 695.