

Ashwaubenon Public Safety Department

Job Description

I. Identification

Title: PAID-ON-CALL FIREFIGHTER

Reports To: Public Safety Supervisor or Company Officer

II. Job Summary:

Protects life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities. Works under the close supervision of a Public Safety Supervisor or Company Officer.

III. Duties and Responsibilities:

- A. Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, and extinguishment tasks.
- B. Performs emergency aid activities including administering first aid and providing other assistance as required.
- C. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- D. Receives and relays fire calls and alarms.
- E. Operates radio and other communication equipment.
- F. Maintains fire equipment, apparatus and facilities.
- G. Performs general maintenance work in the upkeep of fire facilities and equipment, cares for grounds around station, makes minor repairs, washes, hangs, and dries hose; washes, cleans, polishes, maintains, and tests apparatus and equipment.
- H. Presents programs to the community on safety, medical, and fire prevention topics.
- I. Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- J. Assists in training new employees as assigned.
- K. Presents public information classes or programs.

IV. Minimum Education and Experience

- A. High school diploma or GED equivalent
- B. No specific work experience level required

V. Necessary Knowledge, Skills, and Abilities

- A. Working knowledge of driver safety, working knowledge of first aid.
- B. Ability to successfully learn the operation of the listed tools and equipment. Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke. Ability to act effectively in emergency and stressful situations. Ability to follow verbal and written instructions. Ability to communicate effectively orally and in writing. Ability to establish effective working relationships with employees, other agencies, and the general public. Ability to meet the special requirements listed below.

VI. Special Requirements

- A. Must be eighteen (18) years or older at the time of joining the Paid-on-Call Program.
- B. Must possess or be able to obtain by time of joining, the Paid-on-Call Program, a valid State driver's license.
- C. No felony convictions or disqualifying criminal history.
- D. U.S. citizen.
- E. Must be able to read and write the English language.
- F. Must be of good moral character and of temperate and industrious habits; and
- G. Must be able to meet departmental physical standards.

VII. Tools and Equipment Used

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, and phone.

VIII. 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.

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

The employee must frequently lift heavy items and occasionally lift more than 100 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.

IX. 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 outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

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 position if the work is similar, related, or logical assignments 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.

X. Selection Guidelines

Entry level: Formal application, physical agility test, oral examination, medical examination, background verification and check, final selection.

Effective Date: July 14, 2003