



## BARABOO AREA FIRE AND EMS DISTRICT

## POSITION DESCRIPTION

**POSITION:** PAID-PER-CALL FIREFIGHTER

**SUPERSEDES:** NEW

**EFFECTIVE DATE:** 01/05/2023

**REVIEWED/UPDATED:**

**APPROVAL:**

Kevin G. Stieve, Fire Chief

**General Purpose:** This position requires responding to fires and other types of emergency incidents, and involves extensive training in the operation of apparatus, tools, and equipment and the performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such conditions as heat, smoke, and cramped surroundings. The Paid-per-Call Firefighter must be able to perform the functions required at emergency incidents, including combating and extinguishing fires.

### **Probation Period:**

Each Paid-per-Call Firefighter hired shall be placed on probation and shall remain on probation until one (1) year after he/she is able to complete their certification in Firefighter I training. If the Paid-per-Call Firefighter is already certified as Firefighter I or higher at the time of hiring, he/she shall serve a one- (1) year probationary period, commencing on the date of hire.

### **Supervision:**

**Received:** The Paid-per-Call Firefighter works within the organization of the Fire and EMS District for general day-to-day activities and during calls for service. This position reports to various Company Officers, Assistant Chiefs, , Fire or EMS Chief.

**Exercised:** The Paid-per-Call Firefighter generally is not responsible for the supervision of any employee. During calls for service, he/she will work within the Fire and EMS District's organization and may then be assigned responsibility for a team of firefighters.

### **Essential Job Functions and Responsibilities**

1. Respond to fire calls and other emergency and non-emergency incidents in accordance with Fire and EMS District standards.
2. Complete training and become certified to a minimum level of Firefighter I.
3. Attend Fire District training, meetings, and other required events in accordance with District standards.
4. Learn and follow District policies, procedures, and other District rules.
5. Follow District's chain of command.
6. Function in high stress situations.
7. Use, with proficiency and after proper training, required Fire and EMS District tools, both powered and non-powered.
8. Complete written reports on incident scene activities when required.
9. Assist in activities pertaining to station duties, cleanup, and maintenance as ordered by the ranking officer.
10. Maintain all issued and other Fire and EMS District equipment in good working condition.
11. Obtain other certifications as required or requested.
12. Perform other duties and activities required by City codes and ordinances, state statutes, Fire and EMS District policies, procedures and as directed by the ranking officer of the District.
13. Represent the Fire and EMS District in a positive and professional manner.

**Paid-per-Call Firefighter**  
**Position Description**

14. Wear complete Fire and EMS District uniform when instructed to do so by the ranking officer of the District.

**Peripheral Duties:**

1. Appear as a witness in court when required.
2. Participate in non-firefighting activities as required by District policies and procedures.

**Desired Minimum Qualifications:**

1. Have a High School diploma or equivalent.
2. Have attained the age of 18.
3. Have a valid Wisconsin Driver's License.
4. No member may be permitted to participate in fire fighting activities until that individual has completed the minimum training and education requirements as specified by any of the following:
  - a. An entry-level fire fighter course approved by the technical college system board.
  - b. An approved state apprenticeship program.
  - c. An in-house training program approved by the technical college system board.
  - d. NFPA 1001: Standard for Fire Fighter Professional Qualifications.
5. Possess a State of Wisconsin Firefighter I Certification or complete Firefighter I Certification as provided by local technical college.
6. Pass annual performance standards related to position

**Physical and Mental Abilities Required to Perform Essential Job Functions:**

***Language Ability and Interpersonal Communication***

Express ideas clearly, concisely, orally, and in writing to groups and individuals

1. Establish and maintain effective working relations with Fire and EMS District personnel
2. Prepare written reports on fire scene activities, conforming to all rules of punctuation, grammar, diction, and style.
3. Ability to use information such as training materials/textbooks, equipment operating/maintenance manuals, computer software operating manuals, maps, policy and procedure program, ordinances, statutes and non-routine correspondence.

***Mathematical Ability***

1. Know how to add, subtract, multiply and divide.
2. Perform calculations using decimals and percentages.

***Physical Requirements***

1. Operate a variety of equipment and tools including, but not limited to, hoses, typical Fire and EMS District hand tools, mechanic tools, ropes, self-contained breathing apparatus (SCBA), Jaws of Life, climb aerial ladder and raise and climb extension ladders, medical equipment, two-way radio, computer, and telephone.
2. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as operating firefighting and emergency medical equipment.
3. Ability to exert moderate to heavy physical effort in light to heavy work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.
4. Ability to recognize and identify degrees of similarities or differences between characteristics of colors,

**Paid-per-Call Firefighter**  
**Position Description**

shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

5. Use protective devices such as, but not limited to: SCBA facemask, firefighting protective ensemble (Coat, pants, helmet, hood, goggles, boots, and gloves).
6. Enter confined space areas with appropriate Personal Protective Equipment.

**Environmental Adaptability**

Work is performed in various working conditions, including, but not limited to, the fire station and at fire scenes, rescues, or other environments with corresponding hazards and may involve exposure to temperature extremes, traffic hazards, machinery, electrical currents, toxic agents, explosives, confined spaces, disease, irate individuals, intimidation and violence.

**Selection Guidelines:**

A formal application, rating of education and experience, oral interview, reference check, and job related tests may be required. The duties listed in this position description 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. The Baraboo Area Fire and EMS District is an equal opportunity employer.

By signing below, I acknowledging reading and understanding the above Position Description and I have had the opportunity to ask questions. I further acknowledge that this signed copy will be placed in my personnel file.

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Signature

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Print Name

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Date