



BARABOO AREA FIRE AND EMS DISTRICT

POSITION DESCRIPTION

POSITION: PART-TIME EMT-BASIC/AEMT/PARAMEDIC/FIREFIGHTER

CLASSIFICATION: HOURLY

EFFECTIVE DATE: 1/1/2023

SCHEDULE: Part-time (24 hours per month minimum)

APPROVAL: 2/21/2024 Commission

General Purpose: This is an employee who performs duties associated with providing fire suppression, rescue services, fire prevention and emergency medical care to the sick and injured in accordance with all applicable laws, regulations, and Baraboo Area Fire and EMS District policies and procedures.

Supervision

Received: This position works within the District organization for general day-to-day activities and during calls for service. This position, depending on situation, reports to a Captain, Assistant Chief(s), Fire or EMS Chief.

Essential Job Functions and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Function in high stress environment.
2. Respond to fire calls, emergency calls, non-emergency calls, inter-facility transfers, and standby-by events.
3. When needed, administer basic life support (BLS) or advanced life support (ALS) to patients within the pre-hospital setting, and during inter-facility transfers.
4. Assess the nature and extent of injury or illness to establish and prioritize medical procedures to be followed and perform them.
5. Rescue and extricate victims of accidents or entrapment, using proper rescue and medical techniques.
6. Communicate with medical personnel and treatment facilities to obtain instructions regarding further treatment and/or arrange reception of patients to the appropriate center.
7. Maintain order at scenes, including crowd disbursement and restraint of family and friends.
8. Perform radio and telephone communications.
9. Complete patient care forms and obtain appropriate signatures.
10. Complete other written reports when required.
11. Protect the privacy of all patient information in accordance with privacy policies, procedures, and practices, as required by federal and state law.
12. The employee may access protected health insurance information and other patient information to the extent that is necessary to complete the expected job duties.
13. Drive and operate specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal and state law.
14. Assure that vehicles are in good working condition at all times; are properly maintained and stocked; have all necessary equipment which is in good working order.
15. Clean, organize, and restock vehicles in a ready condition after each call.
16. Clean the station, wash dishes, empty trash, wash and dry towels and uniforms, along with other cleaning duties.
17. Represent the Service while on duty at public service functions, expositions, and other public events.
18. Maintain a working knowledge of local geography, which includes maps, streets, and major locations.

Part-time EMT-Basic/AEMT/Paramedic/Firefighter
Position Description

19. Maintain a working knowledge of applicable standards of care, including equipment functions and uses.
20. Attend continuing education classes as needed.
21. Assure that all certifications, licenses, and registrations are up to date.
22. Arrive to work at scheduled times and proper locations, ready to begin work and respond to calls.
23. Follow employee attendance requirements, based upon FMLA and FLSA parameters.

Minimum Qualifications:

General:

1. State of Wisconsin licensed EMT-Basic/Advanced EMT/Paramedic.
2. National Registry of Emergency Medical Technicians – EMT-Basic/Advanced EMT/Paramedic certification.
3. Valid AHA CPR (ACLS and PALS if applicable)
4. Entry Level Fire Fighter (Preferred: Certified Firefighter I)
5. Valid Wisconsin driver's license or ability to obtain.
6. NIMS 100, 200, 700, 800

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

1. Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.
2. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information.
3. Ability to classify, compute, tabulate, and categorize data.
4. Ability to interpret policies, procedures, and standards and apply them to specific situations.
5. Ability to utilize a variety of advisory and design data and information such as training requirements, training materials/textbooks, personnel policies, performance evaluations, equipment specifications, budgets, grant applications, accident/injury reports, fire inspection reports, equipment operating/maintenance manuals, computer software operating manuals, meeting minutes, agendas, maps, fire code manuals, rules and regulations, procedures, ordinances, statutes and non-routine correspondence.
6. Ability to communicate orally and in writing with District personnel, other staff and officials, and the public.

Mathematical Ability

1. Ability to calculate percentages, fractions, decimals, volumes, and ratios.
2. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

1. Ability to adapt to a changing emergency operational environment quickly and calmly.
2. Ability to exercise judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Physical Requirements

1. Ability to operate equipment and machinery requiring complex and rapid adjustments such as motor vehicles, fire apparatus, two-way radios, emergency medical equipment, rescue tools, hazardous materials equipment, computer terminal/keyboard, calculator, computer printer, photocopier, and

**Part-time EMT-Basic/AEMT/Paramedic/Firefighter
Position Description**

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

Environmental Adaptability

1. Some tasks 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 letter of interest outlining education, training and experience, oral interview 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.

I understand that I am an employee of the Baraboo Area Fire and EMS District. I further understand that I shall abide by all the Policies, Procedures and Work Rules of the Baraboo Area Fire and EMS District. I further agree that I am issued login information to the Baraboo Area Fire and EMS District's Policy and Procedure Program, Lexipol®, and agree to read all issued policies and procedures and acknowledge same. Failure to do so will result in discipline up to and including termination.

By signing below, I have read, understand, and had the opportunity to ask questions on the above Position Description. I further acknowledge that this signed copy will be located in my personnel file.

Signature

Print Name

Date

- Employee Copy
- District Copy