



**JOB DESCRIPTION**

**POSITION TITLE:** Firefighter/ EMR  
**REPORTS TO:** Deputy Fire Chief  
**EMPLOYMENT CLASSIFICATION:** Full-Time

**DEPARTMENT:** Fire & EMS  
**FLSA CATEGORY:** Non-Exempt  
**PAY TYPE:** Hourly – Grade 5

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**POSITION SUMMARY**

Working with an emphasis on fire safety education, fire inspection and prevention, efficient and effective department organization, emergency medical response, and fire suppression to help ensure the health, safety and well-being of the residents of the Town of Greenville.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Fire safety inspections on commercial buildings and businesses, including follow-ups and closeouts and prepares pre-fire plans for commercial buildings.
- Responds to fire calls and operates fire apparatus and equipment. Responds to EMS calls as a first responder.
- Performs fire prevention education tasks and prepares and delivers presentations and demonstrations.
- Prepares and submits a variety of reports including incident reports, inspection reports, and accident reports.
- Performs administrative support tasks.

*Equipment & Apparatus*

- Light truck maintenance including part replacement, cleaning and coordinating repairs.
- Checks apparatus and equipment for defects and correct operation, and maintains equipment and apparatus in a state of readiness.

*Community & Board Relations*

- Assists the building inspection with fire code inquiries.
- Participates on Town committees.
- Membership with the AREA 7 local fire inspectors association.
- Member of the Wisconsin State Fire Inspectors Association.

### *General Management*

- Data entry.
- Writes grants for the fire department to attain funding for non-budgeted projects.
- Be present for emergency standby when the Water Department does a chlorine tank change.
- Assist the Water Department with periodic lift station maintenance.

### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

#### *Knowledge of*

- Operational characteristics, services, and activities of a Fire & EMS department.
- Knowledge of accepted firefighting tactics and rescue protocols.
- Knowledge of hazardous materials management strategies.
- Knowledge of the National Incident Management System and the incident command system.
- Organizational, Instructional, and Problem-solving skills.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Driving fire apparatus and general mechanical skills.
- Familiarity with firefighting equipment and apparatus.

#### *Ability to*

- Prepare clear and concise reports.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Follow safety procedures.
- Ability to be professional in appearance and actions.
- Ability to think clearly and react effectively in emergency situations.
- Ability to understand and follow oral or written instructions.
- Ability to use reason and good judgement in dealing with all kinds of people and situations.
- Effectively utilize computer applications and technology related to the work.
- Utilize a variety of advisory data such as fire inspection forms, building plans, sprinkler diagrams, UST/AST reports, DOT emergency response manual, technical operating manuals, procedures, guidelines, equipment maintenance reports, DILHR codes, NFPA codes, IFSTA manuals, policy handbook.
- Analyze data and information using established criteria.
- Establish and maintain effective working relationships with those contacted in the course of work, including Town and other government officials, community groups, the general public, and media representatives.
- Advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

## **REQUIRED EXPERIENCE, EDUCATION AND TRAINING**

- Minimum of one (1) year of firefighting experience. Such experience would normally be gained after attaining the licenses or certifications listed below. Graduation from an accredited technical college with an associate's or higher degree in fire science or related field is preferred.
- Knowledge of Federal, State, and Local fire prevention, building, and fire inspection codes; the plan review process; and code enforcement.
- Other combinations of training and/or experience that can be demonstrated to result in the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- Possess and maintain a valid Driver License during entire course of employment.
- Firefighter I (State of Wisconsin Certification or equivalent).
- Fire Inspector I (State of Wisconsin Certification or equivalent) within one year of position assignment.
- Driver Operator-Pumper (State of Wisconsin Certification or equivalent) within two years of position assignment.
- Emergency Medical Responder (State of Wisconsin Certification or equivalent) within one year of position assignment.
- National Incident Command System (NIMS) ICS-100, 200, 700 ) within one year of position assignment.
- Ability to operate all Fire Department apparatus and equipment.
- Completion of a 12 month probationary period.

## **PHYSICAL DEMANDS**

- Ability to climb ladders and work at considerable heights.
- Ability to work in personal protective clothing that restricts movement and vision.
- Ability to wear self-contained breathing apparatus and work in hazardous environments.
- Very heavy work: exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Work environment: Both inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts. Routinely exposed to weather, elevated temperatures, and wet or humid conditions. Occasionally exposed to extreme heat, freezing cold, or other hazards that pose a risk of bodily injury. Occasional exposure to smoke, odors, toxic conditions, dust, poor ventilation, vibrations, and noise.

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*The Town of Greenville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Town reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*

*Fire Commission Approval: March 19, 2019*