



TOWN OF IXONIA

FIRE & EMERGENCY MEDICAL SERVICES

N8320 North Street - P.O Box 109 - Ixonia, WI 53036
(920) 261-2440 Fax: (920) 261-9688

JOB DESCRIPTION

JOB TITLE: STATE FIREFIGHTER II/MPO/AEMT

REPORTS TO: FIRE CHIEF

JOB SUMMARY

Under general direction is responsible for performing semi-skilled, skilled and administrative tasks for the Town of Ixonia Fire & EMS Department, including data management and reporting, office and clerical support operations, facility and apparatus maintenance and fire inspections and fire prevention activities and any other duties as required. Reports directly to the Shift Commander and ultimately to the Fire Chief, providing support and accomplishing day to day operations.

FIREFIGHTER/MPO DUTIES

Responsible for answering emergency incidents, controlling and extinguishing fires, protecting life and property, operating and maintaining fire equipment, apparatus and quarters. The position of Firefighter/MPO/AEMT involves extensive training in the operation of apparatus, tools, equipment and performance of hazardous tasks under stressful emergency conditions.

ADVANCED EMT DUTIES

The Advanced EMT represents advanced level of medical care in the emergency medical system. An EMT trained at this level is prepared to care for patients at the scene of an incident and while transporting patients by ambulance to the hospital. The AEMT has the emergency skills to assess a patient's condition and manage respiratory, cardiac and traumatic emergencies.

FIREFIGHTER/MPO ESSENTIAL DUTIES

Understands the organization of the department and the individual role played.

Understands and implements any department standing operating guidelines, including the incident command system.

Perform any and all duties in the safest possible manner, including the donning and the wearing of all protective clothing and equipment.

Understand the behavior of fire.

Be able to identify, choose and use extinguishing agents and equipment.

Be able to identify and use tools and equipment to force entry.

Be able to identify and use the tools of ventilation of gases and toxic substances from structures and other confined spaces.

Understand, identify and use ropes and knots.

Be able to identify, select, place and climb ladders, including vehicle mounted aerial devices.

Be capable of providing for the rescue of trapped victims.

Be capable of providing for the salvage of property.

Provide emergency medical care to the sick and injured.

Understand, provide for and be able to establish water supplies for the extinguishment of fires.

Understand the function of fire suppression systems.

Understand, identify and appropriately react to incidents involving material considered to be toxic or hazardous.

Provide for the investigation of the cause and origin of fire or emergency incident.

Provide public education for persons in the community in regard to fire safety and other associated fire service topics.

Understand building construction to develop knowledge of fire on construction materials.

Understand the various fire protection and building codes necessary for the conduct of fire safety inspections and code enforcement for the jurisdiction, under direction of the fire inspector.

Be capable of lifting, dragging, carrying or otherwise move hose, victims, ladders and tools in the performance of the duties of firefighting.

Be able to be qualified to operate all fire apparatus of the department.

Be capable of communicating in writing and orally with other fire service personnel by means of telephone, radio or any form of writing.

Be capable of operating apparatus, tools and equipment necessary for the function of the fire service.

Be physically able and regularly available to perform job duties.

AEMT ESSENTIAL DUTIES AND RESPONSIBILITIES

Ensure personal safety as well as the safety of other ambulance personnel, patients and general public.

Responds to ambulance calls when requested.

Receives, comprehends and acts appropriately on information received from dispatch and other sources.

Communicates with fellow EMT's, other medical personnel, family members, bystanders and patient (when patient is able) to obtain all necessary information for providing the most appropriate medical care.

Assess the nature and extent of illness or injury and establish priority for required emergency care. ability to prioritize changing patient condition as required.

Render emergency medical care as appropriate per town of Ixonia Fire & EMS level of licensure.

Understand function of and physically utilize all medical equipment and supplies on the ambulance.

Understand and apply the concepts of safe effective lifting techniques and be physically able to lift and assist in carrying necessary equipment and supplies from the ambulance to and from the location of the patient(s), and assist in conveying the patient to the ambulance.

Understanding of and ability to use sanitizing and disinfecting procedures and products for all equipment including personal protection equipment.

Understand the purpose and use of the required patient documentation and communicate all pertinent information relating to the patient and the care that has been administered.

Communicate this information to the receiving medical facility via radio report or other appropriate communications equipment as soon as possible.

Knowledge of and/or ability to learn use of computer based applications such as electronic medical record systems and scheduling applications.

Drive ambulance or other department vehicles in either emergency or non-emergency mode as required to and from calls, to and from receiving medical facilities or other assigned trips.

Perform routine vehicle maintenance at the completion of an ambulance call. this maintenance shall include but not limited to, filling the fuel tank as required, restocking all medical supplies and other equipment used, cleaning and sanitizing the interior of vehicle as required and washing the exterior of the vehicle as needed.

Be physically able and regularly available to perform job duties.

Perform all job related tasks with a high degree of skill, good judgment, integrity and confidentiality.