



Raymond Fire & Rescue Department

2255 76th Street • Franksville, WI 53126 • Phone (262) 835-1687 • Fax (262) 835-1694

Job Description for Paid on Premise Firefighter/EMT

The Raymond Fire and Rescue Department provides professional emergency services to its citizens, businesses, and visitors. Our mission is accomplished by ensuring our members have the training and equipment needed to effectively respond as an all-hazards agency. Additionally, Raymond Fire and Rescue gives and receives assistance from neighboring towns, cities, and villages through mutual aid. All members of the Raymond Fire and Rescue Department, in all circumstances, treat every customer with dignity and respect.

The Raymond Fire and Rescue Department covers 36 square miles within the Village of Raymond. Automatic response areas include Union Grove, Yorkville, Kansasville, and Norway. The Department responds to approximately 500 calls for service annually with a mix of approximately 65% EMS and 35% Fire. Raymond ambulances operate at the Advanced EMT level through the State of Wisconsin.

Working Environment and Physical Demands: Work is performed in a variety of settings including fire stations, non-emergency and emergency scenes, and emergency response vehicles. The environment ranges from routine to emergency settings with unusual modes of communications, extreme noise, discomfort and hazard. The emergency environment may require the performance of hazardous tasks under conditions that require strenuous exertion with limited visibility and the physical ability to utilize all protective turnout equipment including wearing self-contained breathing apparatus. Potential exposure to hazardous or toxic chemicals and gases, extremes in temperature, cramped surroundings, heights, sub-surfaces and infectious diseases.

Position Summary: Under the direction of an Officer, the Firefighter is responsible for protecting the community in both non-emergency and emergency situations to include community risk reduction, firefighting, emergency medical services, technical rescue, hazardous materials, as well as maintain physical facilities and equipment to keep it in a state of readiness. The position of Firefighter is a highly skilled and technical position which involves extensive training and education to maintain and enhance knowledge, skills and abilities in accordance with department Standard Operating Procedures and National Fire Protection Association (NFPA 1001) Standard for Fire Fighter Professional Qualifications.

Essential Duties

Duties include, but not limited to the following:

- Comply with all department policies and procedures.
- Understand and apply concepts identified with the Raymond Fire Department vision, mission and values.



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- Able to read, write, listen and comprehend instructions, information or reports.
- Effectively communicate with department personnel, other Village employees, and private citizens.
- Must be able to carry out orders and assignments in both non-emergency and emergency situations.
- Respond to all types of emergency incidents to provide life safety, incident stabilization and property conservation.
- Respond to non-emergency calls for assistance and safely perform assigned functions required to assist the public, including but not limited to providing information, lifting assistance, and pest removal.
- Meet all essential job functions requirements of NFPA Standards 1010 and 1550.
- Operate hand and specialized power tools and equipment while wearing personal protective equipment to suppress fires, rescue and extricate victims, administer advanced out of hospital emergency medical care to patients, control and contain hazardous material releases, and perform various other tasks as assigned.
- Work to prevent emergency occurrence through participation in code enforcement, public education, and community risk reduction programs.
- Drive and operate all fire department apparatus and equipment upon successful completion of department certification process.
- Maintains a state of readiness of facilities, vehicles, apparatus, and equipment by inspections, cleaning, and testing.
- Perform routine maintenance and janitorial duties on buildings and grounds of the fire department.
- Perform inspection, maintenance, and cleaning on all emergency and non-emergency equipment and apparatus. Perform general maintenance work and upkeep of fire department property, facilities, equipment, apparatus and vehicles as directed.
- Read and study material to remain current on topics related to fire prevention and suppression, emergency medical services, technical rescue, fire and life safety codes, and public safety education.
- Participate in various classroom and training programs to develop and maintain required knowledge, skills, and abilities.
- Attend external fire service-related courses as approved by the Fire Chief.
- Promotes a positive atmosphere in all aspects of the department, one that helps one another and builds a team that works together for the common goal of professionalism and a high level of service to the people we serve.



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- Must meet the requirements under NFPA 1550 and OSHA 1910.134 for wearing the department provided respirator.
- Maintain personal fitness levels consistent with performing all essential functions at a high level of safety and efficiency.
- Perform related duties and responsibilities as required, independently with minimal supervision.

Qualifications

Minimum Education, Training and Experience Required to Perform Essential Job Functions:

- High School diploma or GED equivalent
- Valid Driver's License
- Wisconsin State Certified Firefighter I.
- Valid, active Wisconsin licensed EMT or higher.
- National Incident Management System (NIMS) Independent Study 100, 200, 700, 800.

Preferred:

- Advanced EMT or higher
- Wisconsin State Certified Firefighter 2.
- Wisconsin State Certified Driver/Operator Pumper.
- Wisconsin State Certified Emergency Services Instructor I.
- Wisconsin State Certified Fire Officer I.
- Wisconsin State Fire Inspector
- NIMS 300.
- NIMS 400

Additional Knowledge, Skills, and Abilities:

- Must become proficient on policies and operational procedures of the Fire Department.
- Must be competent in firefighting methods and techniques.
- Have knowledge of basic and advanced life support emergency care and CPR life - saving procedures.
- Be able to apply hazardous material first responder operational level methods and techniques.
- Demonstrate a basic degree of mechanical aptitude.



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- Be able to competently and safely operate all department hand tools and equipment.
- Must be competent and safely operate all department vehicles, learn the street locations and physical layout of the Village and major traffic and target hazards.
- Think and act quickly in emergencies utilizing strong critical thinking skills.
- Work effectively as a member of a team.
- Understand and follow oral and written directions promptly and accurately.
- Must be able to learn through structured lectures in a classroom setting and through oral or hands on instruction in an on-the-job setting.
- Ability to communicate effectively verbally and non-verbally, written or electronic. Specifically, having the ability to accurately document fire reports, fire prevention inspection reports and patient care reports.
- Read and comprehend written material.
- Operate and enter data timely and accurately into a computer.
- Provide high quality written documentation and reports using proper grammar and punctuations.
- Must deal courteously and effectively with the public at all times.
- Must establish and maintain cooperative relationships with those contacted in the course of work.