



# Mount Horeb Area Joint Fire Department

120 South 1<sup>st</sup> Street  
Mount Horeb, Wisconsin 53572

Phone: (608) 437-5571

Fax: (608) 437-3873

Email: [admin@fdmh.org](mailto:admin@fdmh.org)

## **FIRE/EMS STAFF OPENING AND LIST CREATION**

The Mount Horeb Area Joint Fire Department is accepting applications for the position of Staff Firefighter II/AEMT providing various duties that may include incident response, data management and reporting, office and clerical support operations, facilities and apparatus maintenance, fire inspections and prevention activities, and miscellaneous duties regarding the operation of the Mount Horeb Area Joint Fire Department. There is a current opening with an expected start date in **January 2018**. Additional positions will be available starting in July, 2018.

### **MINIMUM QUALIFICATIONS**

- Graduation from high school or GED equivalent
- 18 years of age or older
- US Citizenship/Permanent Resident Card
- Valid Wisconsin driver's license with proof of insurability
- Favorable outcome of a criminal background check
- Certified State of Wisconsin Firefighter I and Firefighter II
- Current State of Wisconsin Emergency Medical Technician (EMT) – Advanced
- Completion of Entry Level Driver Operator course
- Current CPR Certification for health care providers

### **CONDITIONS FOR EMPLOYMENT**

- Candidate Physical Ability Test (CPAT) or approved equivalent must be completed prior to start of position. Must be within the last 12 months.
- There will be a minimum of one year of probation.
- ***Certified State of Wisconsin Fire Inspector I within 12 months of employment***

Additional requirements and recommended qualifications are detailed in the application packet. This process will create an eligible list from which to fill present or possible future vacancies in full-time positions.

The Mount Horeb Area Joint Fire Department is an equal opportunity employer. Starting salary for the open position is **\$40,773 plus potential for overtime**, including full benefits and one week of vacation during the probationary period.

Application packets may be picked up at Mount Horeb Fire Station No. 1, 120 South First Street on or after Monday, November 20, 2017. Application packets may also be printed online at <http://fdmh.org/recruitment/> or requested by email to [admin@fdmh.org](mailto:admin@fdmh.org). Completed applications will be received directly to Deputy Chief Jenny Minter no later than 2:30 pm on Wednesday, December 13, 2017. Please include application, resume, unofficial college transcript and copies of all certifications. Interviews for top candidates will be held towards the end of December, 2017.

# MOUNT HOREB AREA JOINT FIRE DEPARTMENT

## Employment Application



<b>APPLICANT INFORMATION</b>			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date of Birth	Position Applied for		Date Available
Have you ever worked for the district?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a valid WI Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Ever suspended? YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, explain			
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

<b>EDUCATION</b>			
High School		Address	
From	To	Diploma or G.E.D.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

<b>REFERENCES</b>	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	

**PREVIOUS EMPLOYMENT**

*Please list employment history for last 5 years, use additional sheets as needed.*

Company \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference?    YES     NO

Company \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference?    YES     NO

**REQUIRED CERTIFICATIONS AND LICENSES:**

WI State Certified Firefighter Level II    YES     NO     Driver's License # \_\_\_\_\_

WI State Licensed EMT-Basic    YES     NO     WI State Licensed AEMT    YES     NO

**ADDITIONAL TRAINING, SPECIAL COURSES, CERTIFICATIONS OR LICENSES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MILITARY SERVICE**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

If other than honorable, explain \_\_\_\_\_

**DISCLAIMER AND SIGNATURE**

As an applicant for Mount Horeb Area Joint Fire Department, an investigation into your background, character, employment, driving record, arrest and conviction history, etc. will be conducted by the department. Any falsification of information or misrepresentation will be cause for rejection.

I hereby authorize the Mount Horeb Area Joint Fire Department and EMS to contact all references and to conduct any investigations necessary. I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## JOB DESCRIPTION

**JOB TITLE:** Staff Firefighter II/AEMT

**REPORTS TO:** Deputy Chief and Fire Chief

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### JOB SUMMARY

Under general direction, responsible for performing semi-skilled, skilled and administrative tasks for the Mount Horeb Area Joint Fire Department, including data management and reporting, office and clerical support operations, facilities and apparatus maintenance, and fire inspection and prevention activities. Reports directly to the Deputy Chief and Fire Chief, providing support and accomplishing day to day operations.

#### Firefighter Duties

Under the general direction of the Fire Chief, is responsible for answering calls, controlling and extinguishing fires, protecting life and property, operating and maintaining fire equipment, apparatus and quarters. The position for the Mount Horeb Area Joint Fire Department involves extensive training in the operation of apparatus, tools, and equipment and performance of hazardous tasks under emergency conditions.

#### EMT Duties

The *EMT-Advanced* represents advanced level 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 EMT-Advanced has the emergency skills to assess a patient's condition and manage respiratory, cardiac, and traumatic emergencies.

**FIREFIGHTER REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Note – This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)*

- Understand the organization of the fire department and the individual role played.
- Understand and implement 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 the tools and equipment to force entry.
- Be able to identify and use the tools for 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 motorized aerial devices.
- Be capable of providing for the rescue of trapped persons.
- Be capable of providing for the salvage of property.
- Provide emergency medical care to sick and injured persons.

- Understand, provide for, and be able to establish water supplies for the extinguishment of fires.
- Understand the functions and use 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 incidents.
- Provide public education for persons in the community in the regard of fire safety, and other associated fire service topics.
- Understand building construction to develop knowledge of behavior 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 the supervision 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 licensed to operate fire apparatus.
- Be capable of communicating in writing and orally with other fire service personnel by means of the telephone, radios, and any form of writing.
- Be capable of operating the apparatus, tools and equipment necessary for the function of the fire service.

**AEMT REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Note – This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)*

- Ensure personal safety as well as the safety of the other ambulance personnel, patients and general public.
- Respond to ambulance calls when paged.
- Receive, comprehend and act appropriately on information received from dispatch and other sources.
- Communicate with fellow EMTs, other medical personnel, family members, bystanders and the patient (when patient is able) to obtain all necessary information for providing the most appropriate patient care.
- Assess the nature and extent of illness or injury and establish priority for required emergency care. Ability to prioritize changing patient conditions required.
- Render emergency care as appropriate for MHAJFD 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 and rescue vehicle to and from the location of the patient(s), as well as assist in physically conveying patient to the ambulance.
- Understanding of and ability to use sanitizing and disinfecting procedures 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 or other appropriate communications equipment, as soon as possible.
- Knowledge of and/or ability to learn and use computer based applications such as electronic medical record systems and scheduling applications.
- Drive an ambulance or other department vehicle, 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 run on each vehicle used. This maintenance shall include, but not limited to, filling fuel tank(s), checking oil, restocking all medical supplies and other equipment used, cleaning and/or sanitizing the interior of the vehicle as necessary, and washing the exterior of the vehicle as needed.
- Perform all job related tasks with a high degree of skill, good judgment, integrity, and confidentiality.

**REPRESENTATIVE ESSENTIAL STAFF DUTIES AND RESPONSIBILITIES** *(Note – This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)*

- Ensure that work plans reflect areas of concern and issues as defined by department officers, internal and external customers, and elected officials.
- Assess ongoing program performance, develop new programs to meet long term goals, and develop short and long term objectives for area of responsibility.
- Process EMS runs and Fire runs as directed.
- Operate a variety of office equipment including copiers, facsimile machine and computer; input and retrieve data and text; organize and maintain disk storage and filing for confidential and routine files and records.
- Utilize a computer network system to input or retrieve data and prepare reports using appropriate word processing or spreadsheet applications and databases.
- Implement new computer system modules, procedures, and information systems in conjunction with staff and technical specialists.
- Coordinate and/or perform data collection and statistical analysis of data. Ensure data is entered into computer systems in accordance with current standards and requirements. Generate computer reports, and maintain necessary manual and computer records.
- Arrange for or perform maintenance duties on facilities or apparatus. Maintain records, prepare reports and other specialized maintenance records of equipment, facility and apparatus.
- Communications responsibilities include answering department phone calls, emails, and faxes, responding to requests for information appropriately.
- Make public presentations, conduct tours of the station, or assist in presenting training classes for other staff, volunteers, community groups, or fire/EMS personnel from other districts. Maintain calendar of activities, meetings, and various events.
- Perform duties within the fire prevention program including code enforcement inspections, pre-fire planning and Knox Box installation inspections. Be available to perform fire prevention duties as assigned by the Deputy Chief or Fire Chief.
- Drive and operate all department vehicles as qualified and appropriate.
- Participate in training classes to maintain and upgrade knowledge, skills, and certification.
- Perform housekeeping duties including cleaning/maintaining apparatus, quarters, buildings, equipment, grounds and hydrants.
- Work as a member of a team to support and maintain a pleasant work environment. Look for ways to support others in their work, develop and maintain cooperative work relationships. Approach individuals directly regarding suggestions and concerns and provide constructive feedback. Attend and participate in team meetings.
- Perform related duties and responsibilities as assigned.

**SUPERVISORY REQUIREMENTS**

- None

**MINIMUM QUALIFICATIONS**

- Graduation from high school or GED equivalent
- 18 years of age or older
- US Citizenship/Permanent Resident Card
- Valid Wisconsin driver's license with proof of insurability
- Favorable outcome of a criminal background check
- Certified State of Wisconsin Firefighter I and Firefighter II
- Must be State of Wisconsin Fire Inspector I within one year of employment
- Current State of Wisconsin Emergency Medical Technician (EMT) – Advanced
- Completion of Entry Level Driver Operator course

- Current CPR Certification for health care providers
- Candidate Physical Ability Test (CPAT) or approved equivalent must be completed within the last 12 months prior to start of employment
- There will be a minimum of one year of probation

**PHYSICAL DEMANDS AND ABILITIES** *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is required to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions that include extreme heights, intense heat, cold or smoke. The employee is regularly required to use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to walk, sit, stand, climb, balance, stoop, kneel, crouch, crawl, talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. The employee must occasionally run, dodge, jump or maneuver with equipment. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Must be able to fit and wear a respirator.

**WORK ENVIRONMENT** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. A firefighter/AEMT must continue to perform physically demanding work, requiring sound judgment, under adverse working conditions.)*

- The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.
- Fire or EMS responses can be to areas of confined spaces or heights.
- Exposure to extreme cold and hot environments.
- Contact with water or other liquids.
- Exposure to hazardous conditions such as: fire, explosives, chemicals, electrical shock, structural hazards, fast moving vehicles, etc.
- Exposure to fumes, gases, noxious odors, dust and poor ventilation.
- Exposure to blood, serious injuries and death.