

Union Grove – Yorkville Fire Department
Daytime Paid Part-time EMT Position Summary
Created: 04/26/21 Rev.11/28/22

Position Summary

This part-time Emergency Medical Technician (EMT)/firefighter's primary role is to respond to 911 alerts and provide emergency medical care and firefighting within the scope of practice for an EMT and firefighting as outlined by the Department's By-law's, SOP's, current medical protocols and the State of Wisconsin. Additional roles may include participation in public relations events, standby at special events, maintain Department apparatus, equipment and property.

This position is an "at will", part-time, non-exempt, no benefit position.

Compensation range: \$15.00 to \$20.00 per hour, depending on licensure and/or certification.

This is an entry level position. Employees at this level are involved in the direct delivery of services of the Union Grove – Yorkville Fire Department and at the direction of the Fire Chief or his/her designee. Part-time EMT/firefighters shall work under the direct supervision of Fire Chief, Department Officers, day-time duty supervisors and/or senior members of the Department.

This is an ongoing recruitment effort.

Essential duties and Responsibilities

- Respond to emergency and non-emergency 911 alerts including mutual aid assignments.
- Provide appropriate, efficient and immediate patient care and first aid treatment to the critically ill and injured and transport the patient to a medical facility as appropriate and in accordance with Wisconsin laws, Department protocols and hospital directives.
- Operate radios and other communication equipment.
- Draft a detailed, accurate and complete NFIRS and Patient Care Report (PCR) reporting for each call response.
- Maintain interior and exterior of department vehicles. This includes, but is not limited to, restocking and cleaning of the ambulances as well as general cleaning and upkeep ambulances and supply areas as needed.
- Maintain living quarters including dusting, sweeping, cleaning windows, mopping, etc. as needed or as directed.
- Perform general building maintenance including but not limited to dusting, sweeping, cleaning windows, mopping, etc. as needed or as directed.
- Assist and/or present to the public on safety and fire prevention events and/or standby at special events.
- Building inspections and preplanning.
- Answering incoming telephone calls and assist persons stopping at the Department; provide information to callers/persons and refer callers/persons to the proper person when applicable in a courteous, professional manner.
- Compose correspondence, reports and other material as directed by the Fire Chief or his/her designee.
- Employees are highly encouraged to attend meetings, special sessions, trainings, and continuing education programs as may be required by the Department, medical direction and/or the State of Wisconsin in order to maintain licensure/certification.
- All employees shall abide by federal, state and local law, local ordinances and rules, HIPPA privacy and security policies, the Department's By-laws, general orders, policies, guidelines and rules of conduct at all times, under all circumstances. Members shall not be required to obey orders that are illegal or in conflict with the Department's general rules and regulations.
- Perform any other duties as assigned by the Fire Chief or his/her designee.

Education, Licensure and Certification Requirements

- Must be 18 years of age or older.
- High school diploma or GED.
- Valid State of Wisconsin driver's license and have a satisfactory driving record.
- Current Wisconsin Emergency Medical Technician or higher certification required.
- Current American Heart Association Healthcare Provider CPR certification required.
- Firefighter I or higher certification highly recommended but not required.

Knowledge, Skills and Abilities Required

- Be legally eligible to be employed in the United States.
- Reading, writing, comprehension and basic mathematical skills are required.
- Ability to communicate effectively both verbally and in writing.
- Critical thinking skills and ability to solve problems.
- Ability to understand and follow directions.
- Ability to effectively meet and interact with the public in a courteous and professional manner.
- Maintain a current CPR certification.
- Maintain a current EMT licensure.
- Vocational or business skills such as typing, operating business machines such as fax machines or copiers.
- Establish and maintain effective working relationships with co-workers, supervisors, officers, the general public and work effectively as a team leader.
- Must be able to handle stressful situations.

Physical and Mental Demands

- Standing, walking, kneeling, crouching and sitting.
- Reaching, feeling, talking and hearing.
- Lifting objects weighing 50 pounds or more.
- Handling, manipulating objects with hands, holding, grasping or controlling with the hands.
- Performing tasks under emergency conditions may require strenuous exertion.
- Exposure to death, emotional stress and patients with contagious diseases.
- Exposure to physical hazards from equipment, traffic, patients may occur.
- Exposure to health risks may occur.
- Exposure to extreme cold and heat and changing weather.
- Must be able to physically and mentally perform the essential functions of an Emergency Medical Technician.

Work Schedule

- Part time employees will work various duty shifts as voluntarily signed up for by the part-time employee and/or as assigned by the Fire Chief of his/her designee.
- Scheduling preference will be given in the order below:
 - Paramedic/Firefighter
 - Paramedic
 - AEMT/Firefighter
 - AEMT
 - EMT-Basic/Firefighter
 - EMT-Basic
- There may be times when no shifts are available during the initial scheduling period; in this case, the employee would be placed in an on-call status and called in if needed.

- Available shift days and coverage times shall be communicated to employees. Shifts will be scheduled and approved/assigned by the Fire Chief or his designee.
- Employees are expected to arrive and leave at their scheduled time. Conflicts in start/end times need to be approved by the Fire Chief or his/her designee.
- Employees are highly encouraged to enter hours worked following each shift; worked hours must be submitted no later than Sunday at 19:00, according to the Village of Union Grove pay cycle and, in the program/software designated by the Village of Union Grove.
Failure to submit hours according to the Village pay cycle; hours will be paid in the next pay cycle.

SPECIAL REQUIREMENTS

- All employees shall maintain a professional, groomed appearance and appropriate Department attire shall be worn at all times during your shift.
- All duties and responsibilities related to entering and/or editing patient and incident information to insure accurate and reimbursable billings. This includes but is not limited to: entering and/or editing PCR data into a billing/data collection software.
- All duties and responsibilities related to the general maintenance and repair of equipment and/or apparatus. Performing daily and weekly vehicle inspections to include but is not limited to: minor repairs on mechanical and electronic equipment, cleaning and/or repairing equipment used on call including but not limited to long boards, CIDS, KED boards, scoop stretcher, lift assist cots, stair chairs and C-collars, glucose monitors, and defibrillation equipment.
- All duties and responsibilities related to the general stocking and restocking of supplies as needed on all apparatus. Performing daily and weekly vehicle inspections to include required supplies are stocked and available in the event of an emergency alert for patient care.

SELECTION PROCESS

- Completed and accurate completion of employment application, DHFS Background Disclosure and Review of Driving Record Certification of Violations forms must be submit.
Please include copies of certifications and licensures.
- Upon successful completion of a background check (which may include but is not limited to Federal, State and/or local background check and potential social media review) and driving record review, candidates will be contacted for an interview.
Interviews may be conducted virtually to expedite the hiring process.
- Successful candidates will be required to pass a medical examination and drug and alcohol screening.