

City of Oconto Fire-Rescue Department  
1210 Main Street  
Oconto, WI 54153  
Fire Chief Josh Bostedt  
920-834-7775  
920-834-7710 Fax  
firechief@cityofocontowi.gov



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**CITY OF Oconto  
JOB DESCRIPTION**

**I. IDENTIFICATION:**

**Position Title:** Paid On Premise Firefighter  
**Dept. / Division:** Fire/EMT  
**Reports To:** Senior Officer of that day  
**FLSA Status:** Non-exempt  
**Supervises:** None  
**Job Summary:** Primary function of a City Firefighter/EMT is to protect the community from disaster situations, including house and building fires, and promote an environment of public safety within our Fire Department's response area. Participate in fire prevention and inspection activities, equipment, and station maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency operation.  
**PAY TYPE:** \$16.13/hour with additional pay for certifications beyond Firefighter 1 / EMT Basic

**II. ESSENTIAL FUNCTIONS:**

Respond to fire alarms and extinguish fire, calls for Emergency Medical Services (EMS), and render first aid. Perform salvage operations such as throwing salvage covers, sweeping water, and removing debris. Respond to and render assistance in emergency cases.

Perform rescue operations, removing persons from danger, including injured or unconscious persons, and as qualified, administer emergency medical aid.

Drive equipment to fires and operate pumps and auxiliary equipment, connect, drag, and carry heavy hoses over all types of terrain, including up ladders, stairs, and through and over debris. Maneuver heavy nozzles and direct fog or water streams. Raise and climb ladders. Carry and operate all fire suppression related equipment, including fire extinguishers, bars, hooks, and lines.

Clean and inspect equipment and apparatus after returning from a fire scene and notify supervisor of any defects. Make minor repairs to equipment and apparatus. Perform routine preventative maintenance tasks and keep records of such action.

Ventilate burning buildings by opening windows, doors, skylights, and/or by chopping holes in roofs and floors.

Keep fire station, equipment and grounds in a clean and orderly condition.

Participate in training activities and instruction sessions including fire suppression, fire prevention, Emergency Medical Services (EMS), and rescue.

Acquire and retain a thorough knowledge of the City, including streets, buildings, water supply, unusual hazards and related items. Perform various public information or education tasks.

Enter inspection, training, and fire and Emergency Medical Service (EMS) calls into the records management systems.

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Work in a safe manner and report unsafe activity and conditions.

May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues.

May respond to non-emergency calls and fire prevention demos.

Work with social service related areas of emergency response by assisting victims and relatives of victims of traumatic events.

Conduct tours of department facilities and teach classes on first aid and CPR.

Perform inspections of public buildings.

Perform other duties as assigned.

### **III. KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the geography of the City of Oconto, (or the ability to quickly learn this information), including the street system, hydrant locations, the layout and location of public utilities and potentially hazardous materials or substances. Knowledge of specialized firefighting vehicles and equipment. Knowledge of current strategies for all types of fire such as wild-land, commercial, residential, airport, flammable and combustible liquids, and vehicle. Knowledge of Uniform Fire Code for inspection purposes. Knowledge of emergency response records systems, communications equipment and use, fire computer applications, and incident reporting procedures.

Skill in operating all apparatus and equipment necessary for performance of position, including the rescue boat. Skill to communicate with colleagues, other emergency responders, and victims at the scene of an accident. Skill in the operation of equipment needed to effectively perform the duties and responsibilities of the position, including modern office equipment.

Ability to make determinations as to the best course of action for fighting fires or responding to other related emergency situations. Ability to work under extremely stressful situations, day and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property. Ability to work within a command structure requiring strict adherence to the following of orders. Ability to work in a team environment under extremely stressful situations. Physical ability to work in extreme conditions, including heights, super-heated and smoke-filled buildings, toxic atmospheres, cramped and difficult to enter spaces, areas of low visibility, and weather conditions, while wearing heavy protective clothing and using heavy equipment. Ability to use an N95 respirator and a self-contained breathing apparatus (SCBA). Ability to communicate effectively both orally and in writing with business representatives, elected officials, department heads, the general public, and other City employees with courtesy and tact. Ability to utilize a computer and required software.

### **IV. MINIMUM EDUCATION AND EXPERIENCE REQUIRED:**

1. High School Diploma or equivalent.
2. Completion of Fire Fighter I or equivalent (IFSAC or Pro Board).
3. Current Wisconsin Emergency Medical Technician – Basic (minimum) and CPR certification
4. Valid Wisconsin driver's license and good driving record.

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**V. PHYSICAL REQUIREMENTS:**

Ability to perform the following activities:

Climbing four (4) flights of stairs while wearing fire protective ensemble weighting at least 50 pounds or more and carrying equipment/tools weighing an additional 20 – 40 pounds.

Wearing personal protective ensemble and SCBA, searching, finding and rescue-dragging or carrying victims ranging from newborn to adults weighing over 200 pounds.

Must be able to hear and have correctable vision.

Ability to run, grapple to help physically control another person, climb, reach, apply leverage from unusual positions, enter cramped and difficult to enter spaces, low visibility and unknown dangers.

Ability to maneuver and direct heavy nozzles and fire streams, raise and climb ladders while wearing heavy protective clothing and breathing apparatus.

Ability to work in extreme environmental conditions including height, super-heated smoke and fire filled buildings, cold and noise.

Frequent standing, walking, sitting.

Ability to focus for long periods of time on projects.

Ability to reach.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. This position description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the position change.

Link to printable application: <https://cityofoconto.com/wp-content/uploads/2022/04/FIRE-DEPT-Oconto-Application-pdf-2022.pdf>

Link to background check permission form: <https://cityofoconto.com/wp-content/uploads/2023/01/FD-Records-Release.pdf>

Please submit letter of Intent, Job Resume, Application, and Permission for Background Check to -  
Oconto Fire Rescue Department  
Attn: Fire Chief  
1210 Main St. Oconto, WI 54153

Or Email to: [Firechief@cityofoconto.com](mailto:Firechief@cityofoconto.com)