City of Oconto
FIRE RESCUE DEPARTMENT
1210 Main Street
Oconto, WI 54135
Fire Chief Josh J. Bostedt
920-834-7775
firechief@citvofoconto.com

• **DUTY** • **HONOR** • **INTEGRITY** •

JOB DESCRIPTION

POSITION TITLE: Firefighter/AEMT **REPORTS TO:** Ranking Officer

DEPARTMENT: Oconto Fire Rescue Department **CLASSIFICATION:** Full-Time

PAY TYPE: $68,000 PLUS BENEFITS

****

POSITION SUMMARY

Firefighter/AEMT position requires skills and abilities in combating and extinguishing fires, performing rescues, providing emergency medical services, conducting fire safety inspections and education, apparatus driving and operational actions, participation in station training and programs, and vehicle and equipment maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be summaries of what the job involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Responds to emergency and non-emergency service requests meeting all requirements according to Department Standard Operating Guidelines.
- Attends department or outside training programs and drills.
- Conducts fire prevention visits and/or inspections as assigned in accordance with applicable local, State and other regulations and guidelines.
- Provides cleaning and general maintenance of department apparatus, equipment and property.
- Performs duties in a safe manner and reports unsafe activity and conditions to supervisors.
- Acquires and retains a thorough knowledge of the City, including streets, buildings, water supply, unusual hazards and related items.
- Adheres to on-call responsibilities.
- Completes all assigned duties as directed and within a timely manner to meet or exceed required deadlines.
- Performs duties at the Advanced Emergency Medical Technician (AEMT) level
- Performs pre-shift equipment inspection.
- Builds relations though community public education.
- Works with other city departments during emergency incidents and in preparedness planning for incidents.
- Provides written and/or verbal reports on assigned projects.

- Attends department wide employee meetings.
- Performs record keeping in Elite Software Program and other records management systems.
- Assists in assuring department compliance with State, Federal and local laws including regulations for safety.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern firefighting and EMS methods, principles, equipment and applicable operations.
- Ability to establish and maintain effective working relationships.
- Ability to learn a wide variety of firefighting duties and skills.
- Ability to work under extremely stressful conditions, day and night.
- Ability to recognize signs of unsafe building or site conditions.
- Ability to plan and organize multiple work duties.
- Ability to operate fire apparatus, fire pumps and EMS equipment.
- Basic computer skills
- Ability to communicate well orally and in writing forms.
- Ability to quickly learn and put to use new skills and knowledge.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

Duties may require an employee to work under extreme weather conditions and in environmental conditions of work site and may be exposed to hazardous work environments and personal danger. Exposures may include, but are not limited to, extreme heat or cold, rain, snow, ice, pollutants, odors and fluids. Work may also be performed in an office setting. Position requires the individual to work under various physically demanding conditions and requires the individual to maintain adequate physical conditioning and abilities. Therefore, the following physical abilities are deemed essential:

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise;
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.
- Ability to meet medical and physical requirements specified under Federal law and set by the Department in order to perform full duties without restrictions.

City of Oconto
FIRE RESCUE DEPARTMENT
1210 Main Street
Oconto, WI 54135
Fire Chief Josh J. Bostedt
920-834-7775
firechief@citvofoconto.com

REQUIRED EDUCATION, TRAINING AND EXPERIENCE

The following is preferred at time of hire for this position unless noted.

- Obtain residency within a 15 mile radius of the station (within the first year)
- High School diploma or equivalent
- Valid unrestricted WI driver's license
- Incident Command System (ICS) 100/200/700
- Entry Level Firefighter & State Certified Firefighter I with HazMat Operations
- State Licensed Emergency Medical Technician (EMT)
- State Certified Driver/Operator-Pumper (within the first year)
- State Certified Driver/Operator-Aerial (within two years)
- State Certified Firefighter II (within three years)

  Desired Education, Training and Experience:
  - State licensed Advanced Emergency Medical Technician (AEMT) (within the first year of hire)
  - Incident Command System (ICS) 300/400/800
  - Fire Officer I (Certificate of Completion)
  - State Certified Fire Inspector I
  - Emergency Services Instructor I (Certificate of Completion)
  - State Certified Emergency Services Instructor I
  - Juvenile Fire Safety Presenter

Please submit letter of Intent, Job Resume, Application, and Permission for Background Check by October 27, 2026 at 4:00 P.M.

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

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

All paperwork can be dropped off or mailed to:
Oconto Fire Rescue Department
Attn: Fire Chief
1210 Main St.
Oconto, WI 54153

Or Email to: Firechief@cityofocontowi.gov