



**TWO  
RIVERS**  
WISCONSIN

## **FIRE DEPARTMENT**

2122 Monroe Street  
Two Rivers, WI 54241  
David Murack, Fire Chief  
Phone (920) 793-5521  
Fax .. (920) 793-5518



### **POSITION DESCRIPTION**

**Class Title:** FF/Paramedic  
**Department:** Fire Department  
**Division:** Fire/EMS  
**Date:** 8/31/2026

**Job Code Number:** 302  
**Full Time**  
**Union:** IAFF AND PFFW  
**Location:** Fire Department

#### **GENERAL PURPOSE:**

Under general supervision, as part of a cohesive work unit or independently, performs responsible public safety work involving the protection of life and property. The Two Rivers Fire Department (TRFD) is a progressive, team-focused department staffed by cross-staffed, full-time Firefighter/Paramedics licensed at the Critical Care level. Responds to emergency calls to provide fire suppression, rescue, and critical care emergency medical services (EMS). Provides community service and public outreach; participates in fire prevention, station maintenance, and training activities; and performs general supervision of shift employees.

Responds to EMS calls, mutual aid calls, paramedic intercepts, and fire/rescue calls, and provides for fire inspections and fire investigation. Assists in the mitigation of hazardous materials incidents. Members may serve on the department's specialized Personal Watercraft Rescue Team and may have the opportunity to try out for the Manitowoc County SWAT Team as a Tactical EMS member. Maintains fire equipment, apparatus, and facilities.

#### **SUPERVISION RECEIVED:**

Works under the direct supervision of the Fire Captain and/or the Assistant Chief.

#### **SUPERVISION EXERCISED:**

May assist to coordinate, instruct, or supervise the work of paid on call fire fighters and/or Paid on Premise Paramedics, new recruits, or other full-time fire fighters as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serve as a representative of the City of Two Rivers, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.





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Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Conduct tours of station facilities and provide basic information on fire department activities to the public. Present programs to the community on safety, medical, and fire prevention topics as part of the Department's public education and community outreach efforts.

Participate in fire drills and attend training courses, reading and studying assigned materials related to firefighting, prevention, emergency medical services, and hazardous materials.

Provide comprehensive critical care emergency and non-emergency medical care pursuant to level of state certification, consistent with departmental protocols, including response to EMS calls, mutual aid calls, and paramedic intercepts.

Prepare and maintain reports and records of activities, incidents, inspections, or other information.

Perform assigned fire inspections, checking fire escapes, building exits, and related structures for compliance with fire prevention ordinances and pre-fire planning.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for the grounds around the station; makes minor repairs; washes and dries hoses; washes, cleans, cleans, polishes, maintains, and tests apparatus and equipment.

Receives and relays fire calls and alarms. Operates radio and other communication equipment.

Drive and operate department apparatus in emergency and non-emergency situations.

Assist in investigation of fire incidents by securing the fire scene, identifying evidence, and providing written and verbal reports of the incident.

Assist in laying hose and making connections to hydrants; direct streams of water or chemicals onto fires; required to wear self-contained breathing apparatus and enter toxic and/or hazardous atmospheres to perform rescue and fire suppression activities; position and climb ladders to gain access to upper levels of buildings; work at heights of 10+ feet; ventilate burning buildings by opening windows and skylights or holes in roofs and floors and use of smoke ejectors.





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Move objects weighing 50 pounds or more, including but not limited to five-inch fire hoses, EMS equipment, smoke ejectors, trauma boxes, people on backboards, and salvage equipment, for distances more than 20 feet.

Perform duties requiring frequent pulling of 40 pounds or more, such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on apparatus.

Perform salvage operations such as throwing a salvage cover(s), sweeping water, and removing debris.

Participate in handling and cleanup of hazardous materials spills and incidents.

Administer to persons who may pose health, blood borne, and airborne pathogenic risks.  
Required to wear bio-hazardous personal protective equipment.

May serve as a member of the Department's Personal Watercraft Rescue Team, responding to water-related rescue incidents.

May try out (if meets requirements) for and serve on the Manitowoc County SWAT Team as a Tactical EMS member, providing tactical emergency medical support.

Required to participate in physical fitness programs, including the Department's Peer Fitness Program, and maintain specified fitness level according to NFPA 1582 and the Department's Wellness/Fitness Program. Required to complete yearly physicals and a METS (metabolic equivalent) test.

Dependable and always meet acceptable attendance requirements. Participates in recall availability as needed.

Follow all applicable safety rules and regulations.

Follows Department Standard Operating Guidelines.

Perform as an in-charge fire fighter as required during occasional absences of superior officers.

### **PERIPHERAL DUTIES:**

Assists in department supervisory and administrative activities as assigned.

Assists in supervising both full time and paid on premise fire fighters/paramedics as required.

Assists in training new employees and intern students, youth apprentice as assigned.

Performs other duties as assigned.





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### **ENTRY LEVEL MINIMUM QUALIFICATIONS:**

#### **Education and experience:**

1. High school diploma or GED equivalent.
2. State of Wisconsin Firefighter I Certification.
3. State of Wisconsin EMT Paramedic Certification or currently enrolled in a Wisconsin Paramedic Program.
4. NIMS Incident Command System (ICS) 700 or 800 and 100.
5. The ability to meet the special requirements below.

### **ENTRY LEVEL SPECIAL REQUIREMENTS:**

6. Must be 18 years or older at the time of employment.
7. Must possess a valid Wisconsin Driver's License and must maintain a current Wisconsin Driver's License throughout employment.
8. Must be a U.S. citizen.
9. Must be able to read, write, and speak the English language.
10. Must be of good moral character and temperate and industrious habits.
11. Must be able to meet all current hiring requirements.
12. Must have or maintain a State of Wisconsin Paramedic License and progress to State of Wisconsin Critical Care Paramedic Certification at the earliest practical date, depending on availability of training. (Failure to earn and/or maintain this certification will be deemed cause for termination of employment.)
13. Must attain the Motor Pump Operator/Acting Classification according to Department policies. (Failure to earn and maintain these certifications will be deemed cause for termination of employment.)
14. Must attain State of Wisconsin Aerial Operator and Pump Operator Certification.
15. Must have a current CPAT (Candidate Physical Ability Test) at time of hire.
16. Must participate in the Department's Peer Fitness Program and complete yearly physicals and a METS test.

### **DESIRABLE SELECTION CRITERIA:**

Associate degree in Fire Science, EMS, or closely related field.

Previous Fire/EMS experience with a career/combination/volunteer department.

Critical Care Paramedic, TEMS, Community Paramedic, EMS/AHA Instructor Certified.

State of Wisconsin: Fire Officer I Certification, MPO, Aerial Operator, Fire Inspector.





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### **SELECTION GUIDELINES MAY INCLUDE:**

#### **Entry Level:**

Formal application; written examination; physical agility test; oral/skills assessment examinations; background verification and check; medical examination; final selection.

### **KNOWLEDGE, SKILLS, ABILITIES:**

#### **Knowledge of:**

- Safety standards, procedures, and precautions utilized in firefighting and EMS activities.
- Operation, maintenance, and uses of modern firefighting apparatus and equipment.
- The Incident Command System (ICS) functions and procedures.
- Operational characteristics, services, and activities of comprehensive fire suppression and prevention programs and critical care emergency medical services.
- Technical aspects of fire suppression, fire prevention, and emergency medical services. Safe work practices and procedures.
- Pertinent Federal, state, and local laws, codes, regulations, and standards.
- State of Wisconsin Fire Prevention Code.
- The geography of the city and surrounding area.
- Specialized communication equipment.
- Building construction techniques and the consequence of each type on fire suppression and prevention practices.
- English usage, spelling, grammar, and punctuation.
- Business letter writing and report preparation.
- CDC Guidelines.

#### **Skills to:**

- Communicate orally and in written form.
- Assemble and prepare data for report presentations.

#### **Ability to:**

- Apply principles and techniques of modern firefighting prevention, suppression, investigation, and all other aspects of firefighting.
- Maintain composure under adverse conditions such as smoke, critical injuries, and death.
- Use self-contained breathing apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases.
- Engage in moderate to strenuous physical activity which may require long working hours under emotional stress.
- Exercise a high degree of self-discipline.
- Tolerate extreme fluctuations in temperature while performing job duties.





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- Participate in physical fitness programs, including the Peer Fitness Program, and comply with department medical and fitness requirements, including yearly physical and METS testing.
- Elect and apply appropriate emergency treatment and use specialized equipment apparatus when required.
- Understand and follow oral and written directions promptly and accurately.
- Establish and maintain effective working relationships.
- Achieving and maintain adequate level of physical fitness to perform the essential functions of the job.

### **TOOLS AND EQUIPMENT USED:**

Specialized firefighting and lifesaving equipment and tools including trucks, pumpers/engines, ambulances, aerial ladders, generators, ventilation fans, breathing apparatus, hose lines and nozzles, axe, irons, crowbar, saw, power tools, and radios; computers and other office equipment; ambulance stretchers, monitors/defibrillators, personal watercraft and related rescue equipment, and all related EMS equipment.

### **PHYSICAL DEMANDS:**

Participate in physical fitness programs, including the Peer Fitness Program, and comply with department medical and fitness requirements appropriate to the performance of assigned duties and responsibilities, including yearly physical and METS testing.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to stand; walk; use hands and fingers, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 140 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, including on and around water in connection with Personal Watercraft Rescue Team





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duties. The employee occasionally works near mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or air borne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during firefighting, EMS, or other activities when noise levels may be loud.

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The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/classification and do not necessarily convey the qualifications on incumbents within the position/class.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Approval:** \_\_\_\_\_  
Supervisor

**Approval:** \_\_\_\_\_  
Appointing Authority

Effective Date: 7/2017

Revision: 11/14/2020; Revised 2024; Revised 2026

History: