



**TWO
RIVERS**
WISCONSIN

FIRE DEPARTMENT

2122 Monroe Street
Two Rivers, WI 54241



April 30, 2024

Dear Candidate,

Thank you for your interest in a Full-Time or Paid-on-Premise position with the City of Two Rivers Fire Department. The Two Rivers Fire Department will be establishing an eligibility list to fill future open positions.

Please read all information in the attached packet thoroughly. Included is the City of Two Rivers Employment Application, Release, and Position Description.

Return the City of Two Rivers Application for Employment, Release, along with Resume and supporting documentation on your behalf to the City of Two Rivers Fire Department.

Applications need to be returned to the Two Rivers Fire Department or emailed to DavidMur@two-rivers.org by May 30th, 2024 at 5:00 PM Central Time.

If you have any questions concerning this process, please call the City of Two Rivers Fire Department at 920-793-5521.

Sincerely,

David Murack
Fire Chief



www.two-rivers.org/fire



920.793.5521





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2122 Monroe Street
Two Rivers, WI 54241



Release

In consideration of being considered for employment with the City of Two Rivers, Wisconsin, I _____, voluntarily and knowingly execute this release with the express intention of extinguishing obligations as herein set forth.

I expressly release and discharge the City of Two Rivers, Wisconsin, and its agents from all claims and causes of action that I have ever had, now have, or may have in the future, known or unknown, or that any person claiming through me may have or claim to have against the City of Two Rivers, Wisconsin, created by arising out of any job application test, physical test, reference checks, or any other job application requirement.

It is my intention that this release be binding on my spouse, on my heirs, legal representatives, and assigns, and that its coverage extend to the legal representatives and assigns of the City of Two Rivers, Wisconsin.

Dates this ____ day of _____ 2024.

(Applicant's Signature)

Designated City of Two Rivers, Wisconsin

By 
Fire Chief



www.two-rivers.org/fire



920.793.5521





Full-Time Firefighter/Paramedic

City of Two Rivers Fire Department

The City of Two Rivers Fire Department is currently accepting applications to establish an eligibility list for the position of Firefighter/Paramedic. Candidates desired are dedicated and professional individuals who work well as part of a team providing public service in the following areas: fire protection/prevention, rescue services, paramedic/critical care paramedic emergency and non-emergency medical services, tactical EMS, community outreach, and public education.

Minimum Qualifications:

- U.S. Citizen
- At least 18 years of age
- Valid Wisconsin Driver's License
- High school diploma or equivalent.
- Wisconsin Firefighter I Certification.
- Wisconsin Paramedic License or currently enrolled in a Wisconsin Paramedic Program
- A current CPAT certificate at time of hire.

Successful applicants will be required to pass a skills assessment, oral interviews, NFPA 1582 medical/physical exam, and a background examination. Residency is required- all employees must reside within a 15-mile radius of the city boundaries no later than 18 months from start date (2023 labor agreement with I.A.F.F L423).

The City of Two Rivers offers a benefits package including Wisconsin Retirement System, comprehensive health and life insurance. The City of Two Rivers is an equal opportunity employer with a collective bargaining agreement with Two Rivers Fire Fighters I.A.F.F. Local 423.

Application packets may be picked up in person at The City of Two Rivers Fire Station, 2122 Monroe Street, Two Rivers, Wisconsin or City Webpage <https://www.two-rivers.org/jobs>

Please direct all questions pertaining to the application process or position salary/benefits to Chief David Murack. davmur@two-rivers.org or 920-793-5521

The deadline for submitting applications is May 30th, 2024 at 5:00PM Central Time

POSITION DESCRIPTION

Class Title:	Fire Fighter/Paramedic	Job Code Number:	302
Department:	Fire	Grade Number:	
Division:		Union:	IAFF AND PFFW
Date:	Revised 2020	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. Responds to emergency calls to provide fire suppression, rescue and EMS work. Participates in fire prevention, station maintenance and training activities. Performs general supervision of shift employees. Performs public education and responds to and assists in mitigation of hazardous materials incidents. 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.

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

Conduct tours of station facilities and provide basic information of fire departments activities to the public. Present programs to the community on safety, medical, and fire prevention topics.

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

Provide comprehensive emergency and non-emergency medical care pursuant to level of state certification, consistent with departmental protocols.

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 hose; washes, 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.

Move objects weighing 50 pounds or more, including but not limited to, five-inch fire hoses, EMS equipment, smoke ejectors, trauma boxes, persons 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 clean up 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.

Required to participate in physical fitness programs and maintain specified fitness level according to NFPA 1582 and the Department's Wellness/Fitness Program.

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.

Performs as 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 call fire fighters as required.

Assists in training new employees and intern students as assigned.

Performs other duties as assigned.

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.
5. NIMS Incident Command System (ICS) 700 or 800 and 100
6. The ability to meet the special requirements below.

ENTRY LEVEL SPECIAL REQUIREMENTS:

1. Must be 18 years or older at the time of employment.
2. Must possess a valid Wisconsin Driver's License.
3. Must be a U.S. citizen.
4. Must be able to read, write and speak the English language.
5. Must be of good moral character and temperate and industrious habits.
6. Must be able to pass all current hiring requirements.
7. Must attain 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.)

8. 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.)
9. Must attain State of Wisconsin Aerial Operator and Pump Operator Certification.
10. Must have a current CPAT at time of hire.

DESIREABLE 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

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 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

Skill to:

Communicate orally and in written form.

Assembling and preparing 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.

Participate in physical fitness programs and comply with department medical and fitness requirements.

Select 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.

Achieve and maintain adequate level of physical fitness to perform the essential functions of the job.

TOOLS AND EQUIPMENT USED:

Specialized fire fighting and life saving 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 and all related EMS equipment.

PHYSICAL DEMANDS:

Participate in physical fitness programs and comply with department medical and fitness requirements appropriate to the performance of assigned duties and responsibilities.

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 accommodations 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 accommodations 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. 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 fire fighting, EMS or other activities when noise levels may be loud.

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
History:



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WISCONSIN

APPLICATION FOR EMPLOYMENT CITY OF TWO RIVERS

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

POSITION INFORMATION

Position you are applying for:	Firefighter / Paramedic	Date:	
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION

Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City			State		ZIP
Phone			E-mail Address		
Date Available		Desired Salary		Comments	
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"/>
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:		
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:		
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		

EDUCATION

High School		Address	
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, have you passed a high school Equivalency or GED test? YES <input type="checkbox"/> NO <input type="checkbox"/>
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
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

SPECIAL SKILLS OR QUALIFICATIONS

Describe any special skills applicable to this position:

Describe any additional training and experience applicable to this position:

REFERENCES

Please list three professional references.

Full Name	Title
Organization	Phone
Relationship	
Full Name	Title
Organization	Phone
Relationship	
Full Name	Title
Organization	Phone
Relationship	

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)

Employer				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 <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				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 <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				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 <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				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 <input type="checkbox"/>	NO <input type="checkbox"/>	

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

Signature:		Date:	
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OPTIONAL: CONFIDENTIALITY

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____