



LAKE COUNTRY FIRE & RESCUE

115 Main Street, Delafield, WI 53018

Job Posting – Intern

2023 Wages: \$7.47/Hour when on shift
Up to \$2300 per semester tuition reimbursement

Posting Date: March 7th, 2023

Application Forms: Online- <https://www.lakecountryfire.com/employment>

Application Delivery: Via E-mail only - hiring@lakecountryfire.com
NO IN-PERSON APPLICATIONS WILL BE ACCEPTED

Applications Due: April 7th, 2023

All applications and required documents must be received via email by the date and time listed. Late submissions may not be accepted, and confirmation of receipt will be made by e-mail for your records.

Application Requirements:

Copies of the following MUST be submitted with your application. You are encouraged to use this checklist as failure to submit any of these documents may result in a candidate's removal from the hiring process.

- Application
- Cover letter
- Resume
- WI State Firefighter I Certification (or current placement in class)
Firefighter I Certification required at time of hire, not at time of application.
- WI State EMT License (or current placement in class)
EMT License required at time of hire, not at time of application.
- 18 years old at time of hire, not at time of application.
- Supporting documents/certificates/diplomas for all Certifications and Education listed on resume/application

Process Overview and Timeline

April 7th, 2023

Completed applications and related documents due

Week of April 10th, 2023

Review of eligible applications by hiring panel

Week of April 17th and 24th, 2023

Oral Panel interview

Week of May 1st, 2023

Conditional Job Offers

(Must pass background, physical and psychological pre-employment evaluations)

Required Education, Licenses, and Certifications:

- High School Diploma or recognized equivalent
- Valid WI Driver's License (or able to obtain from other state)
- WI Firefighter I Certification (or IFSAC/ProBoard Equivalent from another state)
- WI EMT License

Position Expectations

- Candidates must be of good moral character and integrity.
- Candidates who are extended conditional offers of employment must:
 - Agree to an in-depth criminal & caregiver background investigation which may reveal criminal conviction records, emotional problems, and/or illegal drug usage.
 - Pass a medical physical and psychological test.

Lake Country Fire Rescue

Job Description

Intern

Position Description

Under direct supervision of the command staff, the Intern/ Inspector provides many services and acts as a representative of the City of Delafield, Villages of Chenequa, Nashotah, Oconomowoc Lake & Wales as well as the Town of Delafield and Genesee.

Reports To

The Intern primarily reports to the Intern Program Coordinator but while on shift also reports to LCFR's Lieutenants, Captains, Deputy Chiefs, Assistant Chiefs, and the Fire Chief.

Nature of Work

This job description is intended as an illustration of the various types of work performed at this rank. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, a logical assignment of the position, or of an imminent nature.

The Intern is expected to realize success in their didactic and technical education at all times while in the program. This will be measured by GPA as well as reports from their chosen educational institution with regards to behavior, professionalism, and conduct. The Intern is also expected to meet the job description requirements and perform all the duties of subordinate classifications within the fire department under the mentorship of their supervisor.

Essential Functions- Job Summary

The Intern performs a wide variety of firefighting and related duties, including but not limited to, preparation of required reports and records, ensuring compliance with apparatus and equipment maintenance policies, & performing firefighting and rescue operations.

Essential Functions- Major Duties and Responsibilities

- Responds to fire and emergency alarms, advise driver/operators about routes to emergency scenes, evaluate emergencies and establish incident command and direct initial operations unless a superior officer is present.
- Assume the role of incident commander when necessary for efficient and safe emergency scene operations.
- Conduct fire prevention inspections within the response area per the Department of Commerce Rules and Regulations.
- Maintain all inspection records and databases pertaining to fire prevention inspections and their respectable occupancies.
- Participate in fire and EMS public education activities and programs.
- Inspect apparatus, equipment, grounds, and station to ensure proper order and condition.
- Prepare records and reports of company responses to fire and other emergencies, personnel actions, and other such information as may be required.
- Maintain discipline and adherence to the policies and procedures of the Standard Operating Guidelines of the department.
- Participate in incident critiques after significant emergencies for purpose of improving crew and department proficiency.

Essential Functions- Major Duties and Responsibilities (*continued*)

- Assist in the development and maintenance of target hazard pre-plans.
- Assist in training of subordinates during company drills, using lecture, practical performances and demonstrations.
- Assume and carry out staff responsibilities as assigned by a higher-ranking officer should they not be on scene.
- Act as superior level officer of the department when required.

Physical Demands of the Position

These physical demands are representative of demands that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions.

- Standing, walking, and sitting
- Stooping, kneeling, crouching, and crawling.
- Running, swimming, climbing, balancing, bending, and twisting.
- Reaching, feeling, talking, and hearing.
- Far and near vision as follows: 20/40 in one eye and 20/20 in the other eye, either uncorrected, or 20/20 in one eye and 20/40 in the other eye, both corrected. This applies to new employees.
- Lifting, carrying, pushing, or pulling: 100lbs or more.
- Handling, grasping, and fingering: performing CPR, utilizing patient lifting devices, patient bandaging, etc.

Physical Ability Requirements

Representative physical abilities are required, but not limited to:

- Stamina – vent a roof, pull charged hose line, strip roof w/tools, climb stairs w/equipment, carry hose up multiple flights of stairs.
- Extent flexibility – roll/pull hose, remove ceiling w/pike poles, push ladder to the roof peak, reach out from a ladder, chop with an axe, etc.
- Dynamic flexibility – chop with axe, pick up hose, advance hose, strip roof, and perform CPR.
- Static strength – carry hose, lift and carry victim/patient, move charged hose, lift ladder, move generators.
- Explosive strength – force entry with an axe, raise ladders, run upstairs with equipment, and breach walls.
- Dynamic strength – climb ladders and stairs in full turnout gear while carrying equipment.
- Trunk strength – pull a charged hose line, perform CPR, pick up equipment, hold hose flowing water on a target.
- Speed limb movement – chop with axe, dodge debris, don SCBA, exit burning building, and start/use power tools.
- Gross body coordination – climb/descend ladder with or without a victim; advance charged line while maintaining water flow on a target; walking across roof ridges; start/use power tools
- Gross body equilibrium – walk icy roof peaks at night; carry patient downstairs; swing axe from a ladder.
- Arm-hand steadiness – operates power tools; perform CPR; connect hose couplings.
- Manual dexterity - couple hoses; perform CPR; use tools/extrication equipment; tie knots; use SCBA.
- Near vision – read manuals; pump control panel; write EMS reports.
- Far vision – drive fire department apparatus; visualization of the emergency situation.
- Visual color discrimination – determines fire status; identify labels and placards.
- Hearing – hearing and communicating is necessary for employment in all parts of the job.
- Mobility – advance hose line; climb ladder; search/rescue in a building; move on a roof; get on/off equipment.

Knowledge and Skill Requirements

- Perform duties per job description listed and special duties as assigned.
- Ongoing adherence to all HIPAA, Department, and related guidelines.
- Establish and maintain effective working relationships with other personnel in the department, community officials, and the general public.
- Evaluate fires, recognize danger, and take necessary action for the protection of lives and property.
- Conduct training for department personnel.
- Express ideas clearly, concisely, orally, and in writing to groups and individuals.
- Maintain discipline among subordinates in the department.
- Recognize signs and symptoms of unsafe building conditions under fire conditions and when interior operations should cease.
- Recognize the need and take appropriate action when mutual aid support is needed on the emergency scene.
- Master geography of the response area, the location of the streets, the nature and the location of hazardous locations, principal buildings, fire alarm reporting equipment, hydrants, and other water sources that may be available.
- Master the use of firefighting and EMS apparatus and tools and the ability to demonstrate their uses to others.
- Master the principles and practices of EMS, fire prevention, suppression, and investigation with the ability to apply them.
- Master fire ground strategic priorities and when it is appropriate to use either offensive or defensive modes of attack.
- Master conducting fire prevention inspections, building codes and regulations, and administrative skills for implementation of the inspection program.

--END OF POSTING--