



Administration Department

Human Resources

300 N. Pine Street, Burlington, WI 53105
 (262) 342-1176 direct | (262) 342-1196 fax

www.burlington-wi.gov

POSITION DESCRIPTION	
Position Title:	Advanced Emergency Medical Technician (A-EMT) (Part Time Associate Member of Burlington Rescue Squad)
Class:	Non-exempt, temporary part time without benefits
Pay Grade:	A1
Department:	Fire Department Location: Burlington Fire Station
Reports To:	Fire Chief 165 W Washington St, Burlington, WI

Position Summary

The primary duty of the A-EMT is to protect life by providing emergency response and/or medical treatment. This individual will respond to all emergency medical calls as well as provide medical transport. In addition, this position will also maintain emergency medical equipment, apparatus, and facilities.

Essential Duties and Responsibilities

- Being honest and forthright.
- Work effectively in, and is supportive of, the team environment.
- Maintain positive working relationship with the public, staff, and City Administration.
- Respond to emergency calls as dispatched within the City of Burlington, and on mutual aid assignments.
- Provide BLS and first aid treatment in accordance with Wisconsin laws, local protocols, and hospital directions.
- Perform activities including driving emergency apparatus.
- Write reports accurately and in a timely manner, documenting incident data, patient assessment and patient treatment.
- Operate radios and other communication equipment.
- Perform general maintenance work in the upkeep of emergency medical equipment, apparatus and facilities.
- Present programs to the public on safety topics.
- Complete the Department's minimum required training hours annually.
- Maintain required certifications in emergency medicine.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of emergency medical and rescue techniques and their applications
- Knowledge of computers and basic software programs, i.e. Microsoft Word, Excel
- Ability to apply standard emergency medical techniques
- Ability to follow verbal and written instructions
- Ability to handle the arduous physical requirements of the job under stressful and adverse conditions
- Ability to take effective decisive action under stressful and adverse conditions
- Ability to effectively communicate in both written and verbal format



Minimum Qualifications

- Be eighteen (18) years of age or older;
- High school diploma or GED;
- Current State of Wisconsin Advanced Emergency Medical Technician (A-EMT);
- Must possess a valid Wisconsin Driver License with a satisfactory driving record;
- Be legally eligible to be employed in the United States;
- Meet insurability requirements of the City's insurance carrier;
- Ability to participate in required City of Burlington EMS, Rescue Squad trainings;
- Ability to keep current on mandatory quarterly Aurora EMS packets and Medical Director trainings;
- Possess the ability to perform all required duties of the position;
- Must pass a law enforcement and criminal background check, a pre-employment fitness for duty physical and drug screen;
- Must be able to read, write and speak the English language.

Preferred Qualifications

- Wisconsin State Certified Firefighter
- Wisconsin Driver Operator Certification

Special Requirements

Successful completion of a pre-employment background check which may include, but is not limited to: criminal background check, motor vehicle history review, medical examination and drug screen test.

Normal Work Schedule

- Friday: 1600hrs – 2200hrs
- Saturday: 1000hrs – 2200hrs
- Sunday: 1000hrs – 2200hrs

Physical Demands

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch and crawl. Personnel must be able to frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 200 pounds.

Work Environment

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is often performed in emergency and stressful situations.



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Personnel are exposed to sirens and hazards associated with rendering emergency medical assistance, including infectious substances, smoke, noxious odors, chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration.

The noise level in the work environment is usually moderate, except during certain EMS activities then noise levels may be extreme.

The City of Burlington is an Equal Opportunity Employer.

Application Instructions

Submit via USPS or email:

City of Burlington Human Resources

Attention: Jason Corbin

300 North Pine Street

Burlington, WI 53105

jcorbin@burlington-wi.gov

The duties listed above are intended only as illustrations 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. The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change.