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150 Lawn St. Hartland WI 53029 Ph 262-367-6878



## EMPLOYMENT OPPORTUNITY

### Full Time Firefighter/Paramedic

**Current Wage:** \$55,000 - \$56,500 Annual Salary

Package Includes. (Health, Dental, Vision, Wisconsin Retirement System, and Deferred Comp.)

**Schedule Rotation:** 24/48 with a possible change to 48/96 once staffing is optimal.

**Position Posted:** November 5, 2024

**Application Available:** Online or at the station located at 150 Lawn St. Hartland WI, 53029

**Applications due:** No later than 4 p.m. on November 22<sup>nd</sup>, 2024. Applications may be submitted via email or hand delivered to 150 Lawn St., Hartland WI 53029.

**Copies of the following MUST be submitted with your application. Failure to submit any of these documents may result in a candidate's removal from the hiring process.**

1. Application
2. Cover letter with Resume
3. WI State Firefighter I Certification
4. WI State Paramedic License (Paramedic Temporary License)
5. Supporting documents for all Certifications and Education listed on resume/application.
6. Completed release for background investigation.
7. Color copy of **both** sides of driver's license.

**Minimum Qualifications:**

1. Must be 18 years or older.
2. High School Diploma or equivalent
3. Wisconsin State Firefighter I Certification
4. Wisconsin State EMT-Paramedic License
  - (Open to current Paramedic Certification students with a completion date by December 2025, Wisconsin State EMT certification **required**)
5. Valid Wisconsin State Driver's License

**Additional Preferred Qualifications:**

1. AHA CPR Instructor
2. Wisconsin State Motor Pump Operator Certification (required within 12 months)
3. Wisconsin State Fire Inspector Certification (required within 18 months)
4. Wisconsin State Aerial Operator (required within 24 months)
5. Wisconsin State Firefighter II Certification (preferred)
6. Certified Emergency Services Instructor (preferred)
7. College degree or 60 college credits (preferred)

**Application process:**

1. Applications must be filled out completely and received by November 22<sup>nd</sup>, 4:00 P.M.
2. Review of applications by Administrative Assistant to ensure eligible applicants.
3. Review of eligible applications by panel.
4. Hiring Committee Interview will be on November 27<sup>th</sup>, 2024
5. County Chiefs and Assessment Stations week of December 3<sup>rd</sup>, 2024.
6. Police and Fire Commission interview Tuesday December 10<sup>th</sup>, 2024.
7. Eligibility pool will be established by December 13<sup>th</sup>, 2024.
8. Anticipated start date first week of January 2025.

**Additional 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.
- Candidates who are extended conditional job offers must pass a medical, physical, and psychological test.
- Candidates who are extended conditional job offers must obtain their Fire Inspector Certification, Emergency Services Instructor, CPR Instructor, MPO Certification and Aerial Operator certification by a date determined by the Fire Chief. Failure to complete these certifications may be reason for termination or extension of your probationary time.

**Description of Position:****Position Summary:**

FIRE / EMS personnel are responsible for responding to emergency medical situations, fires, accidents, and other incidents where risks are posed to life and property. EMS personnel respond to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility. EMS and FIRE personnel must observe traffic ordinances and regulations concerning emergency vehicle operations. EMS are responsible for knowing, understanding, and using the Waukesha County EMS guidelines and all other department procedures and practices. This position requires a 24-hour on and 48 hours off rotation. However, the hours are subject to change with limited notice.

**Position Duties:**

Each essential job function described below is within the scope of duties with actual assignments and the emphasis on specific functions depending on the work that needs to be done at a given time or location.

**Essential Job Functions EMS:**

1. Provide emergency medical, lifesaving and care services to the public while functioning within the scope of care as defined by state, regional and local regulatory agencies, regulations, and guidelines.
2. Functions in uncommon situations.
3. Maintain a basic understanding of stress response and methods to ensure personal wellbeing.
4. Maintain an understanding of and perform body substance isolation.
5. Understand and adhere to basic medical-legal principles.
6. Comply with regulations on the handling of the deceased, notifies authorities and arranges for protection of property and evidence at the scene.
7. Ensure ambulances are in operating condition and properly supplied.
8. Ensure department policies and procedures are carried out.
9. Coordinate EMS transportation and care with local medical facilities.
10. Interact with victims, families, and the public at EMS scenes.
11. Perform public outreach and education.
12. Maintain Paramedic level licensure through regular training and recertification.
13. Maintain a valid Wisconsin Driver's license and to be able to operate and drive emergency vehicles.

**Essential Job Functions Firefighter:**

1. Maintain and implement a complete knowledge of firefighting and rescue equipment while extinguishing fires or responding to other emergency situations.
2. Assist in promoting fire safety via tours, fire safety programs and Public Relations events.
3. Perform practice drills.
4. Work with police and ambulance service personnel.
5. Comply with physical and academic training.
6. Maintain a valid Wisconsin Driver's license to be and able to operate and drive emergency vehicles.
7. Check and maintain vehicles, equipment, hydrants, and water supplies as directed.

**Other Duties:**

1. Maintain relationships with other local fire departments for mutual aid and training.
2. Attend required meetings, drills and participate actively in any work group, training, or committee assignments.
3. Required when available to respond to fire department all calls which would include 2<sup>nd</sup> calls for service and large EMS/Fire Events.

4. Maintain knowledge of administrative procedures and timelines and be able to communicate these to other staff and families.
5. Maintain knowledge of software and equipment used to perform duties at the station.
6. Know, understand, and follow applicable safety policies and procedures, including but not limited to proper lifting techniques, use of personal protective equipment, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.
7. Attending local, regional, and state conferences and training opportunities.
8. Any other jobs as directed by management.

Applications must be received in the Administrative Office at Hartland Fire Department or emailed to [hartland\\_fire\\_department@villageofhartland.wi.gov](mailto:hartland_fire_department@villageofhartland.wi.gov) no later than **November 22<sup>nd</sup>, 2024, by 4:00 p.m.**

Confirmation of receipt will be made by email for your records.

**Any late submissions of applications will not be accepted.**



# Application for Employment

(PRE-EMPLOYMENT QUESTIONNAIRE)

## PERSONAL INFORMATION

				DATE	
NAME:		EMAIL:			
LAST	FIRST	MIDDLE			
PRESENT ADDRESS:					
		STREET	CITY	STATE	ZIP
PERMANENT ADDRESS:					
		STREET	CITY	STATE	ZIP
PHONE NUMBER:		ARE YOU 18 YEARS OR OLDER?		YES	NO
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?				YES	NO

LAST

FIRST

## EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?		
EVER APPLIED TO THIS COMPANY BEFORE?		DEPARTMENT?
REFERRED BY:		

MIDDLE

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YRS. ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE OR TECH SCHOOL				

## GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH:

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SPECIAL SKILLS:

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ACTIVITIES (CIVIC, ATHLETIC, ETC.):

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U.S. MILITARY OR NAVAL SERVICES: RANK:

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PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES:

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(CONTINUED ON OTHER SIDE)

**FORMER EMPLOYERS: LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH THE LAST ONE FIRST.**

DATE MONTH/YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

**REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.**

NAME	BUSINESS	EMAIL ADDRESS	PHONE	YEARS KNOWN

IN CASE OF  
EMERGENCY NOTIFY

NAME

ADDRESS

PHONE

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAYBE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE VILLAGE OF HARTLAND'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANYTIME, AT EITHER MY OR THE VILLAGE OF HARTLAND'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANYTIME BY THE VILLAGE OF HARTLAND. I GIVE PERMISSION FOR THE VILLAGE OF HARTLAND TO CONTACT THE ABOVE REFERENCES."

DATE

SIGNATURE

**THE VILLAGE OF HARTLAND IS AN EQUAL OPPORTUNITY EMPLOYER.**

\*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991. This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination.

**OFFICE USE ONLY**

DATE APPLICATION WAS RECEIVED:

RECEIVED BY:

ADDITIONAL INFORMATION:

List all fire & EMS classes that you have completed. Do not include any certificates.

What is the most important attribute of a FF/EMT? Explain why.

Write a short essay on why you would like to work as a firefighter/EMT for Hartland Fire Dept.

**BACKGROUND EXAMINATION AUTHORIZATION FOR  
RELEASE OF INFORMATION, WAIVER OF LIABILITY, RELEASE OF  
CLAIMS, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

TO WHOM IT MAY CONCERN: I am an applicant for a position with the Village of Hartland. I understand and I believe the Village needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the Village. I want the Village to conduct this examination of my background.

I hereby authorize any representative of the Village of Hartland bearing this release to obtain any information from you and from your organizations files pertaining to me as provided herein and I hereby direct you to release such information upon request of the bearer. The intent of this authorization is to give my consent for full, candid, frank, and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Village of Hartland to consider in determining my suitability for employment.

I understand and agree as follows for the fullest protection of the Village of Hartland and of you:

**Authorization.** I want and authorize the Village of Hartland to conduct a thorough and detailed investigation of my personal history, including my employment history and education history, and including the employers, businesses, schools, entities and any persons named in my application, in any other documents filed with the Village during the hiring process, or as otherwise learned of or contacted by the Village, to give any information, including records, regarding my education, employment, character, and qualifications. I want and authorize any person contacted to provide the Village any and all information regarding my employment, education and other information about me, which may include, but not be limited to, information about my employment, performance, evaluations, work records (excluding workers compensation information, FMLA, WFMLA, genetic information, and medical information, if any), wage rates, supervisors' comments, results of any and all testing (excluding medical tests and genetic tests), discipline, employment counseling, investigations, and any reports or letters, and complaints or allegations regarding any misconduct.

I agree to execute release authorization forms as required by the Village or my current or former employers to request employment records from my present and/or former employer(s).

I authorize the Village to conduct a background criminal check and a check with the Department of Transportation prior to making a decision regarding my employment. I recognize that information received about my arrest or conviction record will be considered by the Village only if it substantially relates to the employment position.

I understand this authorization is not an authorization for the Village to conduct a credit history check under the Fair Credit Reporting Act. I understand the Village will provide me with a separate conspicuous notice informing me of the Village's decision to perform a credit history check, if it decides to use such a check, and notice of my rights and ability to authorize and grant permission for the credit history check under the Fair Credit Reporting Act.

**Waiver of Confidentiality and Access.** I waive all rights to privilege or confidentiality that may exist

with respect to the release of the above-referenced records and information. I waive my right of access to the records and information received by the Village.

**Release, Hold Harmless and Indemnification.** I release, hold harmless and agree to indemnify the Village, which includes all of its employees, officers, agents, attorneys, representatives, and investigators utilized by the Village, and any employers, businesses, schools, entities and any other persons (collectively, the “Other Parties”) who provide information and records about me, from or for any liability, claims, judgments or damages related to providing any information or records and for the release of or the failure to release any information or records about me. I will indemnify and defend the Village and the Other Parties from and against any and all claims, demands, actions and damages, including payment of their attorneys’ fees and costs, of whatever nature made or asserted by me or any person acting or claiming to act on my behalf against the Village or the Other Parties related to or involving the release or use of these records and information about me, regardless of the outcome of the proceedings.

**Understanding and Agreement.** With knowledge of the circumstances and the rights that I give up, I freely sign this binding Agreement and waive the rights I might otherwise have to bring any claim against the Village and these Other Parties and with full knowledge of my responsibility of indemnification of the Village and these Other Parties. I understand that information provided to the Village by the Other Parties may result in me not being employed by the Village. I understand the Village may no longer consider my application for employment if I did not agree to the terms of this Agreement. I recognize the responsibility the Village has to others through the Village’s hiring practices, and I recognize the Village’s costs of operations may be substantially higher if I did not agree to these terms. I waive my right to negotiate for different terms. If for any reason a court of competent jurisdiction finds any provision of this Agreement to be illegal or unenforceable, I want the offending provision to be deemed amended to the extent necessary to conform to the applicable law and for the fullest protection of the interests of the Village and Other Parties.

I understand my personal information about me, including my gender, my birthdate and driver’s license number, are requested by the Village for purposes of verifying my identity and to avoid mistaken identity and for purposes of conducting an effective and thorough background examination.

I understand the Village will not consider my age or any other protected status for purposes of its hiring decisions.

A photocopy or electronic copy of this form will be as valid as an original thereof. This waiver is valid for a period of two (2) years from the date of my signature. I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form. Should there be any questions as to the validity of this release, you may contact me at the address listed on this form below.

**Exceptions to this Blanket Authorization**

1. Any medical, genetic, FMLA, or worker’s compensation information in the possession of any source named above.
2. Any other exceptions as listed below.


First Name (Print)	Middle Name (Print)	Last Name (Print)
Driver’s License Number / State of Issuance		Date of Birth
Address (Street and Number)		City, State, & Zip
Applicant Signature		
Date Signed		
<b>MUST CONTAIN WITNESS SIGNATURE TO BE CONSIDERED VALID!</b>		
<b>Witness to Applicant’s Signature</b>		<b>Witness to Applicant’s Signature</b>
First Name (Print)	Middle Name (Print)	Last Name (Print)
David	John	Jambretz
<b>Signature of Witness to Applicant’s Signature</b>		
Date Signed		