

# CITY OF MARSHFIELD

## FIREFIGHTER/PARAMEDIC

Applications are being accepted to fill vacant Firefighter/Paramedic positions and to establish a Firefighter/Paramedic eligibility list. This is an ongoing application process. Applications will remain valid for one year.

### Purpose of the Position

The purpose of this position is to respond to emergencies and perform fire suppression activities, rescue work, hazardous materials response, and basic or advanced life-support emergency medical service.

### Essential Duties

- Respond to fire calls and perform fire suppression, rescue, exposure protection, ventilation, salvage, and overhaul operations.
- Maintains a state of readiness of facilities, vehicles, apparatus, and equipment by inspections, cleaning, testing, and maintenance.
- Respond to emergency medical calls and provide service within the constraints of the department's protocols. Service includes basic and advanced life support.
- Function within an assigned role in an incident management system.
- Participate in drills and attend training exercises in firefighting, fire equipment, hazardous materials, rescue, and emergency medical skills; successfully complete training programs in all phases of duties and responsibilities.
- Respond to emergencies involving hazardous materials and technical rescue and work within the level of training in operations or technician positions.
- Interact with the public performing essential non-emergency duties such as fire prevention inspections, public fire education, and injury prevention education.
- Respond to non-emergency calls for assistance and safely perform assigned functions required.
- Perform routine maintenance and janitorial duties on buildings and grounds of the fire department.
- Perform related work as required.



# City of Marshfield Fire and Rescue Department



## Community Background

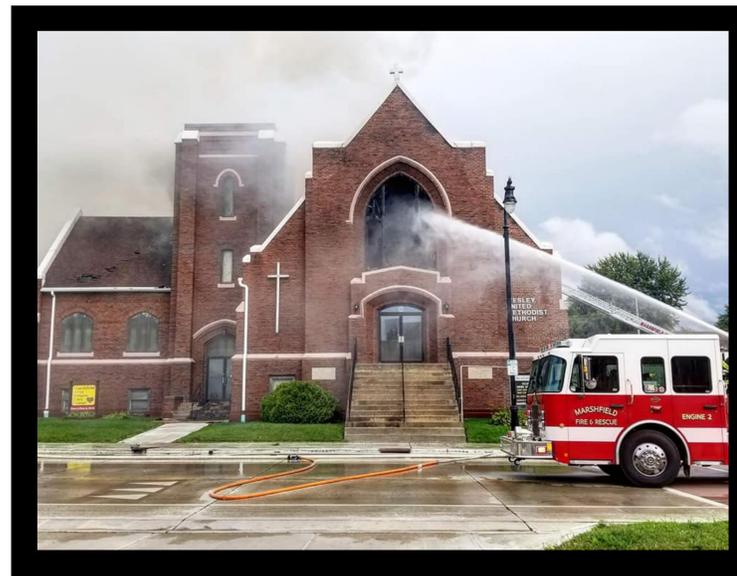


The City of Marshfield is located in both Wood and Marathon County. As of October 10, 2019, Marshfield's population was 19,316. The City encompasses 13.692 square miles. The City is governed by a Full-Time City Administrator, part-time Mayor, and ten Alderpersons. The Marshfield Fire and Rescue Department is governed by a five member Fire and Police Commission.

## Marshfield Fire/Rescue

The Marshfield Fire and Rescue Department provides efficient and effective EMS and Fire services to the City of Marshfield and provides EMS to 13 Townships and Villages in Wood, Clark, and Marathon Counties. Service is provided from one fire station which opened in 2010.

- Daytime staff consists of the Fire Chief, Deputy Chief of Fire Prevention, Deputy Chief of EMS, and our Administrative Associate.
- The Department runs 3 shifts (California Schedule) and each shift has 11 assigned total members and is led by a Deputy Chief who provides the day to day operational guidance.
- Each shift has a Fire Lieutenant who is second in command of the shift, working closely with the Shift Deputy Chief. The Lieutenant is largely responsible for completing day-to-day fire inspections/code enforcement.
- Each shift has two Relief-Lieutenants who step into these roles when an officer vacancy arises on the shift due to sickness, vacation, etc. The remainder of the shift personnel are Firefighter/EMT (Basic, Paramedic, or Critical Care Paramedic).
- Marshfield Firefighters are provided a generous compensation including: vacation time, sick time, paid holidays, uniform allowance, longevity, educational reimbursement, health insurance, and Wisconsin Retirement System.



# Response Overview

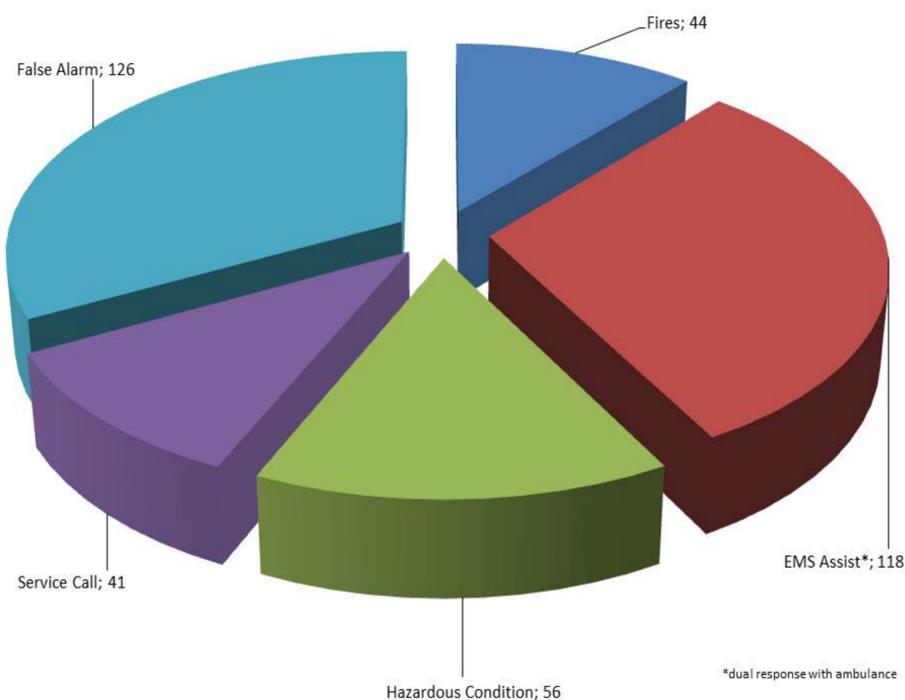


During 2018, the Marshfield Fire and Rescue Department answered 3,742 calls for service with the vast majority being EMS calls (3,475 ).

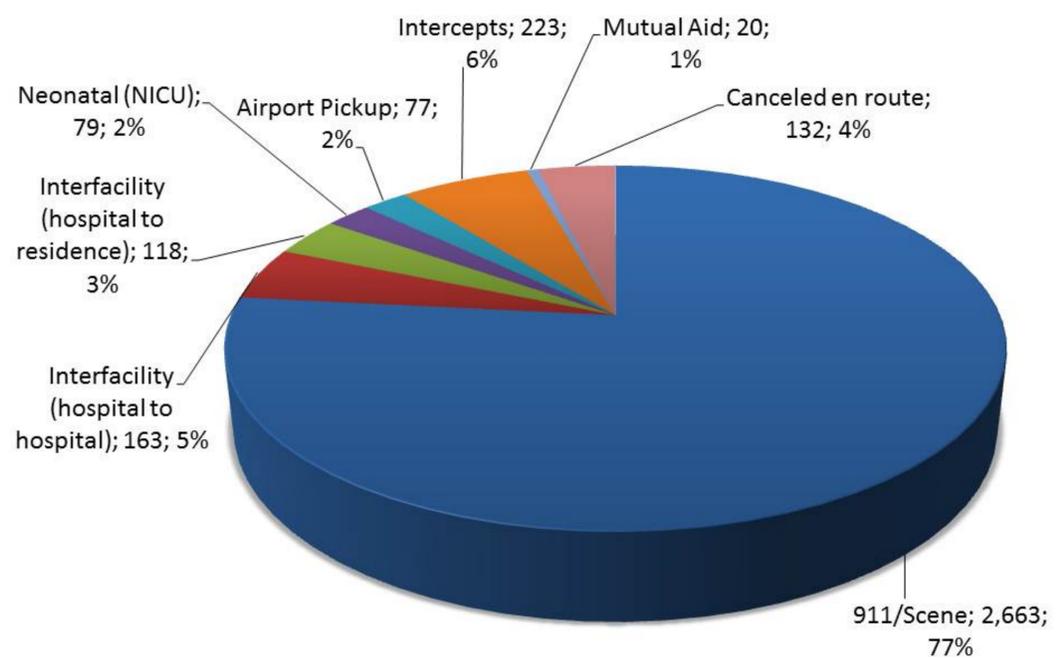
## Services

- Fire suppression for the City of Marshfield (13.692 square miles).
- Paramedic level ambulance service covering the City and 13 Townships and Villages.
- Hazardous materials response for the northern half of Wood County and State of Wisconsin Type III response.
- Fire protection and EMS coverage for special events.
- Co-management of Marshfield emergency management program.
- Special response rescue (confined space, extrication, collapse, etc.).
- Foam suppression units for flammable liquid fires/releases.
- 5-year average of 3,141 fire and EMS responses.

2018 Fire Responses/Calls for Service



EMS Responses – 2018



# Equipment Overview

The City of Marshfield through the support of the Fire and Police Commission and the financial commitment of Elected Officials have provided the Marshfield Fire and Rescue Department with excellent apparatus and equipment.

Additionally, we utilize technology to increase member effectiveness and efficiency. Besides outstanding members, some of our assets and equipment include:

- Ambulances with Stryker Power Cots (5)
- Rosenbauer 101' Aerial Platform
- 2 Fire Engines (1 Pierce, 1 Darley)
- 2 Quints (1 Pierce, 1 Smeal)
- Turnout Gear Replacement Program
- Mobile Data Terminals in all front-line apparatus
- Electronic Patient Care Record Reporting program
- Emphasis on member health, wellness
- FireRescue1 Training Academy –web training portal
- Aladtec—staffing program
- I Am Responding



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MarshfieldFire

# CITY OF MARSHFIELD APPLICATION FOR FIREFIGHTER/PARAMEDIC

## AT TIME OF APPLICATION

### Minimum Requirements/Qualifications:

- Have a High School Diploma or equivalent.
- Be at least 18 years old at time of submitting application.
- Be a U.S. Citizen.
- Possess a valid Wisconsin Driver's License
- Have a minimum of 60 college-level credits (Fire Protection, Fire Science, Paramedic, or related field preferred) OR an Associate degree in Fire Protection, Fire Science, or Paramedicine OR Obtain an Associate Degree in Fire Protection, Fire Science, or Paramedicine within five years of employment (at the cost of the candidate).
- Be a State of Wisconsin Licensed EMT-Paramedic or State of WI EMT-Basic and enrolled in Paramedic class/program at the time of application
- Be a Wisconsin Certified Firefighter II (WTCS Board or IFSAC Accredited)
- Possess a CPAT certificate (CPAT is acceptable if dated within one year at time of application).
- Be a non-user of tobacco or tobacco products during your firefighting career.

### Additional qualifications preferred, but not required, including:

- Associate Degree in Fire Protection, Fire Science, Paramedic, or related field
- Critical Care Paramedic
- Hazardous Materials Technician Certification
- Driver/Operator-Pumper Certification
- Driver/Operator-Aerial Certification

## CITY OF MARSHFIELD HIRING PROCESS

Notification of open positions will be made through various sites including, but not limited to the City of Marshfield and fire department Facebook pages, City of Marshfield and fire department website, the National Testing Network (NTN), etc.

Candidates who submit a complete packet through NTN including the City of Marshfield application, cover letter, resume, copies of all pertinent certifications and licensures, and meet the minimum qualifications (including a valid CPAT) for this position may be invited to participate in a **Computerized Test** (date/location to be determined based on hiring needs). Following the test, results will be reviewed and selected candidates will be contacted by e-mail for a panel interview.

For candidates advancing in the recruitment process, the following steps may be involved up to the point of a conditional offer of employment: additional interview, background check, reference check, psychological evaluation, medical examination, and drug/alcohol screening. If you are selected as a finalist, an extensive investigation of your background and reference checks will be conducted. Any false or misleading information provided by you will be cause for rejection or termination.

# CITY OF MARSHFIELD APPLICATION FOR FIREFIGHTER/PARAMEDIC

## INSTRUCTIONS

- Go to the National Testing Network website. Search for Firefighter/Paramedic job with the Marshfield Fire and Rescue Department and apply.
- City of Marshfield Application form must be completed in its entirety (located on City of Marshfield website at <http://ci.marshfield.wi.us/careers/>) and uploaded to the NTN portal.
- Include a current cover letter and resume.
- Copies of any certifications and/or licensures related to the position.
- Copy of valid (within one year) CPAT. Must be received at time of application.
- You may take the computerized exam at any testing site available on the NTN website. If you choose to test locally, please let us know as soon as possible and notification by e-mail of computerized exam date/location will be sent as scheduled.
- If assistance is needed in taking the computerized exam, make sure you follow the instructions on the NTN website, under Candidate FAQs as early as possible.
- Any questions related to the fire department should be directed to the department prior to submission of the application.
- Any questions related to the National Testing Network should be directed to them directly.

The Marshfield Fire and Rescue Department has a continuous application period.  
Applications will remain valid for one year.

Upload all required documents into your candidate profile on the NTN website

**NOTE: The OMISSION of any required forms may invalidate your application.**

It is your responsibility to keep the Marshfield Fire and Rescue Department informed of any changes to your name, address, telephone number, or employment that occur after submitting your application. Failure to provide this information may eliminate you from consideration for employment.

### Fire Department Contact Information

Telephone (715) 486-2094; Fax (715) 384-8868; E-mail [mfrd@ci.marshfield.wi.us](mailto:mfrd@ci.marshfield.wi.us)  
MFRD Website: [http://ci.marshfield.wi.us/departments/fire\\_and\\_rescue](http://ci.marshfield.wi.us/departments/fire_and_rescue)

### National Testing Network Contact Information

Telephone (866) 563-3882; Website: <https://www.nationaltestingnetwork.com/publicsafetyjobs/>  
E-mail: [support@nationaltestingnetwork.com](mailto:support@nationaltestingnetwork.com)



# MARSHFIELD FIRE AND RESCUE APPLICATION FOR FIREFIGHTER - AUTHORIZATION AND CERTIFICATION

Please read and initial each of the following statements. If you have a question regarding any of these statements, contact the Fire Department prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by these statements.

**Initial:** \_\_\_\_\_ I understand and agree that the Fire Chief has the authority to require me to become and maintain licensure as a Critical Care Paramedic for the City of Marshfield Fire and Rescue Department, obtain Driver/Operator-Pumper certification, and obtain Driver/Operator-Aerial certification.

**Initial:** \_\_\_\_\_ I authorize any person contacted to provide the City of Marshfield any and all information regarding my employment, education and other information concerning any of the subjects covered by this application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by the City of Marshfield, their officers, agents and employees, and the person(s) providing the information from any liability related to the providing of this information.

**Initial:** \_\_\_\_\_ I consent freely and voluntarily to participate in required drug tests and/or a pre-employment physical exam, as well as a psychological exam, at a location selected by the City of Marshfield, and consent to the release of the test results to the City of Marshfield. I hereby release and hold harmless the City of Marshfield, their officers, agents, and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or pre-employment exams and decisions concerning employment based upon the results of the tests.

**Initial:** \_\_\_\_\_ I authorize the City of Marshfield, its officers, agents, and employees to conduct a background criminal check and a check with the Department of Transportation prior to making a decision regarding employment. I release and hold harmless the City of Marshfield, their officers, agents, and employees and the person(s) providing the information from any liability related to the performance or result of this check. I recognize that this information will be considered by the City of Marshfield only if it substantially relates to the position applied for.

**Initial:** \_\_\_\_\_ If accepted for employment, I agree that my status as an employee depends upon my successful performance. I understand that just as I am free to resign at any time, the City of Marshfield reserves the right to terminate my employment at any time. All employees not covered by a collective bargaining agreement are considered at-will employees. You would be an at-will employee during your probationary period.

**Initial:** \_\_\_\_\_ I agree to use such personal protective equipment and devices as may be required by the City of Marshfield and to comply with safety rules and requirements. In addition, I understand that the City of Marshfield maintains a workplace free from drugs, harassment, and violence.

**Initial:** \_\_\_\_\_ I understand that nothing contained in the application or any employee handbook, the granting of an interview, or an offer/ acceptance of employment constitutes an employment contract. I understand that no representative of the City of Marshfield has the authority to make any assurances to the contrary.

**Initial:** \_\_\_\_\_ I understand that the City of Marshfield has established a condition of employment for all Firefighters which prohibits the use of any tobacco product on or off duty during the entire tenure of employment. By initialing here I accept this policy and understand any violation of this policy in the future is grounds for immediate dismissal.

I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

Notice – Wisconsin Open Records Law: under section 19.36(7) of Wisconsin Statutes, the names of the “Final Candidates” must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a “Final Candidate” they can do so by making a separate request in writing.

The City of Marshfield is committed to the equality of opportunity for all people. It is the policy of the City of Marshfield to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

**Attach this document to your candidate profile on the NTN website.**