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Waukesha County  
*Town of Brookfield*  
Fire Department



## **FIREFIGHTER / EMT**

**Specific Duties and Responsibilities:** See Job Description for Firefighter / EMT enclosed in this packet.

**Application Requirements:** Applicant is to submit an application for the position, include a State of Wisconsin Firefighter 1 Certificate and a State of Wisconsin EMT-B License. EMT-Paramedic preferred. All candidates must provide copies of the above qualifications as well as forms enclosed in the application packet when submitting their completed packet. The Medical Physical Medical Certification **DOES NOT** need to be included when returning application. A testing process will be conducted when a desired amount of applications have been received.

**Examination Process:** All successful applicants will be considered for advancement in the hiring process and will be invited to take part in the written exam. After successfully passing the written exam, the applicant must take or provide a certification of completion of the CPAT. Interviews will be conducted by members of the BIT Committee and the Fire and Police Commission. All successful candidates will then be placed on an eligibility list and sent to the Fire and Police Commission for approval. After successful approval by the commission, all candidates will be required to complete a background investigation packet prior to appointment. All candidates must submit a medical release, signed by a personal physician, prior to the start of the recruit training. Upon successful completion of all phases of the examination process, the candidates will be eligible for appointment. The number of candidates hired will be based on the needs of the department. Qualifying candidates will be notified of the examination specifics as needed to fill open positions.

**Recruit Training:** Once appointed as a T.B.F.D recruit, he/she must attend recruit training. This is a training period where the recruit will be taught the working operations of the Town of Brookfield Fire Department. The training consists of classroom and practical skills as well as the physical discipline required for the job of firefighting and emergency medical services. The recruit will be put in situations that a firefighter could face on any given day or time. During the training process, the recruit will receive on the job training during ride-a-longs. This prepares the recruit even more of the day-to-day operations of the fire service. It also gives the recruit the opportunity to work closely with his/her officer's and senior firefighters in a relaxed as well as stressful environment. Once the recruit completes recruit training, he/she will be released to work as a probationary member of the department. During this probationary period, the probationer will have frequent progress evaluations and examinations, to assure his/her quality of work. The Town of Brookfield Fire Department requires a probationary period of one (1) year from the date of hire.

**Staffing and Scheduling:** The T.B.F.D. is a paid, part-time organization in which the department is staffed with a minimum of five (5) personnel. Included in this staffing are a Shift Commander, a Heavy Equipment Operator (HEO), one (1) Firefighter/EMT, and two (2) Firefighter/Paramedics. All positions are scheduled by order of seniority. Work shifts include Monday through Sunday 8:00 a.m. until 6:00 p.m. and on the evenings of Monday through Sunday from 6:00 p.m. until 8:00 a.m.