

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

- **Vacant**

Work Phone:

2. Class Title (i.e. payroll title):

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3. Working Title (if any):

- **Fire & EMS Pathway Intern**

4. Name & Class of First-Line Supervisor:

- **Deputy Chief—Equity, Recruiting, and Community Engagement**

Work Phone:

5. Department, Division & Section:

- **Fire Department—Equity, Recruiting, and Community Engagement**

6. Work Address:

- **314 W Dayton Street**
- **Fire stations**

7. Hours/Week: **40**

Start time: 8:00 End time: 4:30

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

10. Position Purpose:

The purpose of the Fire & EMS Pathway Intern position is to further diversify the workforce at the MFD, and to increase economic stability in our community. They will spend their time between on-the-job training at MFD, classroom instruction at Madison College, intern work at MFD, and experiential shadowing at the MFD. The end result will be a goal to graduate with an associate degree in paramedicine or fire science and earn a position on the MFD eligibility list for placement in a recruit academy at the conclusion of the two year program.

11. Position Summary:

This position will spend up to 16 hours per week participating in incident response and job shadowing, 12 hours per week participating in community outreach and administrative work, and 12 hours per week of classroom instruction and study. During the internship, participants will rotate through quarterly foci that exposes them to the full breadth of department operations. These include administration, medical direction, fire inspection, fire suppression, EMS, community paramedicine, special operations, hazardous materials, and community education. The participants will be preferentially scheduled with appointed pathway mentors. Matriculants of the pathway will be expected to register for up to 16 credits at Madison College per semester, with the goal of completing an associate degree in Fire Science or Paramedicine within 2 years, with an anticipated academic time commitment of 12 hours per week. Pathway participants will receive protected time for study, school supplies, and mentorship from MFD to maximize the likelihood of success.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 30% A. **Incident response and station training/mentoring**
1. Participate in quarterly rotations focusing on administration, medical direction, fire inspection, fire suppression, EMS, community paramedicine, special operations, hazardous materials, and community education for 12-hours per week.
 2. Meet with MFD leadership and academic partners for employee evaluations that may be used to assess areas for continued instruction but will not be used to gatekeep progression through the pathway
- 30% B. **Internship and administration**
1. Participants will work through all aspects of the department, providing additional capacity and efficiency to the various divisions and stations. 12-hours per week.
 2. Each assignment will provide in-depth opportunities to learn about the intricacies of the department's operations.
- 30% C. **Classroom instruction and associated study**
1. Register for up to 16 credits at Madison College per semester, with the goal of completing an associate degree in Fire Science or Paramedicine within 2 years
 2. Commit at least 12 hours of instruction and associated study to maintain satisfactory academic standing
- 10% D. **Job shadowing**
1. Participants will rotate through 4-hour weekly job shadows in all aspects of the department. This will include administration, leadership, community outreach, community paramedicine, CARES, prevention, EMS training, fire training, PIO, elevator inspections, OIC's office, etc.
 2. Regularly meet and shadow appointed mentors to ensure healthy relationships, personal growth, and confidence
13. Primary knowledge, skills and abilities required:
- High school graduate
 - Interest and commitment to fire science, paramedicine, and public safety
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14. Special requirements:
- Ability to meet the transportation need of the position.
15. Required licenses and/or registration:
- None
16. Physical requirements:
- Should be the same as a firefighter but wondering if HR has a boiler plate stamp that can be used to allow for lifting, bending, moving, etc.
17. Supervision received (level and type):
- Dedicated mentors each quarter and direct supervision from employee that the intern is shadowing
18. Leadership Responsibilities:
- This position: ☐ is responsible for supervisory activities (Supervisory Analysis Form attached).
☒ has no leadership responsibility.
☐ provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

- ☐ I prepared this form and believe that it accurately describes my position.
- ☐ I have been provided with this description of my assignment by my supervisor.
- ☐ Other comments (see attached).

EMPLOYEE

DATE

20. Supervisor Statement:

- ☐ I have prepared this form and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- ☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- ☐ Other comments (see attached).

SUPERVISOR

DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeenet/policies-procedures/position-descriptions.