

CITY OF CROOKSTON

124 North Broadway, Crookston, MN 56716
218-281-1232 Fax 218-281-5609

October, 2011

Dear Applicant,

Thank you for your interest in employment with the City of Crookston. Enclosed you will find a copy of the complete ADA Job Description for Fire Fighter I and a City of Crookston Application Form. Please fill out the Application Form and sign it, include a resume and proof of certifications and licenses with the completed application. Applications must be in the City offices by 4:00 p.m. Wednesday, October 26th. Applications can be mailed, faxed, or delivered. Send the required application information to the City of Crookston, Attention Administrator, 124 North Broadway, Crookston, MN 56716. The fax number is 218-281-5609. If you have questions or inquiries, contact Fire Chief Richard Rock at 218-281-4584.

Important dates to mark on your calendar are; Application packets are due Wednesday, October 26, 2011 at 4:00 p.m. Candidates will be invited to take a written test on Tuesday, November 1, 2011 at 9:00 a.m. at City Hall, and an oral interview on Tuesday, November 1, 2011 scheduled between 1:00 and 4:00 p.m. at City Hall. A physical test will take place immediately following your scheduled interview. Changing facilities will be made available at the Crookston Fire Hall.

POSITION IDENTIFICATION:

Title:	FIRE FIGHTER I
Department:	Fire (Crookston Professional Fire Fighters, Local 3394)
Status:	Full Time Non Exempt
Salary Schedule:	Monthly

POSITION SUMMARY:

Works under the general direction of the Fire Chief, Fire Fighter IV and/or Fire Fighter III; however, on occasion may take directions from Fire Fighter II position. This position is responsible, during specified times, for the suppression of fires, administering first aid, maintaining the Fire Hall, and assisting in other types of emergencies and disasters. Helps with fire inspections and housing inspection program. Helps develop and maintain a pre-plan for fire fighting and prevention.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Respond to fire calls or other emergencies. Extinguish or control fires as a member of a team under the supervision of the Fire Chief, a Fire Fighter IV and/or Fire Fighter III, or other designated supervisor. If senior fire fighter on the scene, act as the supervisor, which includes conducting a scene size-up and initiating appropriate actions with safety of personnel in mind.
1. Wear appropriate protective clothing and equipment including Self Contained Breathing Apparatus (SCBA).
 2. Select, carry, lift or drag, hose and nozzle depending on type of fire.
 3. Correctly apply a stream of water or agent onto fire.
 4. Position and climb ladders to gain access to upper levels of buildings or to assist individuals out from burning structures.
 5. Create openings in buildings for access or ventilation using ax, crow bar, power saw, or other power equipment.
 6. Protect property from water and smoke by the use of positive pressure ventilation equipment, smoke ejectors, or placement of water proof salvage covers.
 7. Administer first aid and CPR to injured persons or those overcome by smoke and fire.
- B. Willingness and ability to work safely and practice safety procedures.

II. OTHER DUTIES AND RESPONSIBILITIES

- A. Respond to medical emergencies from time to time. Perform rescue and first aid as needed.
1. Administer first aid and CPR to injured person.
 2. Determine the nature and extent of illness and injury. Establish priority for required emergency care.
 3. Extricate persons trapped using power operating rescue equipment or other appliances (using a prescribed technique to remove the victim safely).
 4. Provide life support by maintaining airway using CPR or other mechanical means.
- B. Maintain fire apparatus, equipment and facilities.
1. Keep operating equipment in an efficient and safe manner.
 2. Perform assigned duties in maintaining apparatus, equipment, building, quarters and grounds.
 3. Test equipment for proper operations as needed for emergency calls.

- C. Attend regular and assigned training sessions to maintain and upgrade fire fighting skills.
 - 1. Actively participate in drills, demonstrations and courses in fire fighting techniques.
 - 2. Participate in proper fire ground techniques and procedures during drills.
- D. Respond as a driver/operator of fire apparatus under proper supervision.
 - 1. Drive and operate fire fighting vehicles and equipment.
 - 2. Operate equipment in an efficient and safe manner.
- E. Provide community relations on fire prevention/education.
 - 1. Work with other fire fighters to help provide public safety information through open houses, tours, displays, demonstrations, and talks to students in schools.
 - 2. Help provide fire safety programs for commercial or industrial employees.
 - 3. Demonstrate safety equipment and techniques.
 - 4. Participate in pre-fire planning of structures.
- F. Inspections.
 - 1. Help prepare pre-fire fighting plans through inspections and the development of a manual and/or computer indexing program which indicates locations of gas, water, sewer mains, electrical boxes, exits, furnaces, and other pertinent information about local structures.
 - 2. Help administer and inspect rental housing as part of the Rental Certification Program, and complete the necessary inspection documents and follow-up inspections to ensure code compliance.
 - 3. Assist the Building Inspector with inspections as needed.
 - 4. Make inspections in order to enforce the junk yard, junk car and weed ordinances and complete the necessary inspection documents and follow-up inspections to ensure code compliance.
 - 5. Conduct building fire safety inspections and complete the necessary inspection documents and follow-up inspections to ensure code compliance.
 - 6. Help conduct necessary inspections to enforce the Fire Code.

III. ENVIRONMENT

- A. **Primary:** While wearing protective gear (weighing approximately 25 lbs.) and Self Contained Breathing Apparatus (weighing approximately 35 lbs.), a fire fighter works both inside where there may be protection from weather conditions, and outside with no protection from weather. A fire fighter may work in extremely cold temperatures or extremely high temperatures; either will cause marked bodily discomfort or reactions. A fire fighter will encounter wet conditions and high humidity to cause bodily discomfort. Fire fighters work in smoke filled environments and are exposed to extreme heat and will encounter a variety of physical hazards such as: damaged structures, moving mechanical equipment, electrical equipment, working on high places, being exposed to burns, radiant energy, and exposure to explosives, toxic chemical and biological agents.
- B. **Secondary:** Frequently encounters noise and/or vibrations exceeding 80 decibels (constant or intermittent) to cause marked distractions or possible hearing loss.

IV. KNOWLEDGE, SKILLS AND ABILITIES

A. Requirements Involved:

- 1. **Equipment Requirements:**
 - a. Must be able to operate equipment such as hand tools, light and heavy equipment, and fire apparatus.
 - b. Must be able to operate a computer.
- 2. **Other Requirements:**
 - a. Must be able to understand the function of equipment and be able to assess their safety.
 - b. Must be familiar with the City's safety rules and Safety Handbook.
 - c. Must be familiar with the City's personnel policies and Personnel Handbook.

3. GED Requirements:

- a. Mathematical Development (GED Level 2): Must be able to multiply, divide, use fractions and read graphs.
- b. Language Development (GED Level 3): Must be capable of reading fire prevention textbooks, write reports with proper grammar and speak correctly in public.
- c. Reasoning Development (GED Level 4): Must be able to interpret instructions and use logic to solve concrete problems.

B. Schedules and Other Conditions:

1. **On Call:** Carry a pager. Respond to emergency calls per standard operating procedures all hours other than normal working hours or vacation.

C. Physical Demands:

1. **Vision:** Normal vision needed with or without correction. Requires both near and far acuity.
2. **Hearing:** Normal hearing needed. Fire fighters must discriminate among sounds in the environment with a great deal of background noise.
3. **Speech:** Must be able to communicate effectively with others.
4. **Lifting Needed:** A fire fighter may be required to lift or drag 100 pounds minimum at waist high and to lift 50 pounds over their heads.
5. **Walking and/or Mobility Needed:** Must be able to walk or crawl while carrying or lifting. Must be able to ascend and descend stairs and ladders. Must be able to balance and have the ability to steady oneself and keep from falling.
6. **Hands and Arms:** Must be capable of reaching (extend the hands or arms in any direction); handling (seizing, holding, grasping, turning, or otherwise working with hands); fingering (picking, pinching, or otherwise working with fingers); and feeling (perceiving attributes of objects such as size, shape, texture, temperature by means of receptors in skin, particularly those of the fingertips). Must be capable of applying a leg lock with either leg upon a ground ladder to provide a safe anchor when operating hose lines or performing rescue work.
7. Must be able to pass the Fire Fighters Physical Test on an annual basis.

V. MINIMUM REQUIREMENTS

- A. High school diploma or GED.
- B. Valid Minnesota Class D Drivers License.
- C. Minnesota Fire Fighters Certification.
- D. CPR and First Responder Certified.
- E. Hazardous Material Awareness Level Certified.
- F. Attended Certified Emergency Vehicle Operations Course.
- G. Knowledge and ability to use a computer.
- H. Incident Command System Training IS 700, IS 100, IS 200.
- I. Minnesota Licensed Fire Fighter

VI. DESIRABLE QUALIFICATIONS

- A. Two years experience as a volunteer or full time fire fighter.
- B. EMT Certified.
- C. Hazardous Material Technician.
- D. Hazardous Material Operational Level Certified.
- E. Fire Related College Courses.

NON-DISCRIMINATION POLICY

The City of Crookston does not discriminate on the basis of handicapped status in the admission or access to, or treatment of, or employment in its programs and activities.

AA/EOE

PHYSICAL AND ENVIRONMENTAL JOB FACTORS

Physical Factors	Code	Environmental Factors	Code
Standing Stationary	V	Work Alone	O
Moving About	F	Work With Others	F
Sitting	O	Work Around Others	F
Physical Strengths and Demands		Public Contact	C
Lifting-Push and Pull While Stationary:		Shift Work	C
Sedentary - up to 10 lbs.	F	Extended Day	F
Light Work - 11 to 20 lbs.	F	Inside	F
Medium Work - 21 to 50 lbs.	F	Outside	F
Heavy Work - 51 to 100 lbs.	O	Confined Area	O
Very Heavy - over 100 lbs.	V	Extreme Hot	V
Carrying-Push and Pull While Moving About:		Extreme Cold	O
Sedentary - up to 10 lbs.	F	Wet and/or Humid	O
Light Work - 11 to 20 lbs.	F	Noise	F
Medium Work - 21 to 50 lbs.	F	Vibration	O
Heavy Work - 51 to 100 lbs.	O	Mechanical Equipment	F
Very Heavy - over 100 lbs.	V	Electrical Equipment	F
Climbing	O	Pressurized Equipment	O
Balancing	O	Burning Material/Equipment	F
Stooping	F	Explosive Material/Equipment	F
Kneeling	F	Radiant Energy	F
Crouching	F	Moving Objects	F
Crawling	O	High Places	O
Reaching	F	Fumes/Odors	F
Twisting - Sitting	O	Dirt/Dust	F
Twisting - Standing	O	Gases	F
Handling	F	Poor Ventilation	F
Fingering	O	Computer Equipment	F
Feeling	C	Other:	
Talking	C		
Hearing	C		
Seeing - Near Vision	F		
Seeing - Far Vision	F		
Seeing - Depth Perception	F		
Seeing - Accommodation	F		
Seeing - Color Vision	F		
Seeing - Field of Vision	F		
Smelling	F		
Walking	F		
Reading	F		
Driving	F		

CODES: Blank = Not Present
V = Very Infrequent 1 to 2 times a week
O = Occasional Up to 1/3 of time a week
F = Frequent 1/3 to 2/3 of time week
C = Constant More than 2/3 of time

Americans With Disabilities Act

CROOKSTON FIRE DEPARTMENT

Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Home Phone	Cell Phone		

High School Diploma or GED _____ Yes _____ No
Valid Minnesota Class D Driver's License _____ Yes _____ No
Minnesota Fire Fighter Certification _____ Yes _____ No
CPR and First Responder Certified _____ Yes _____ No
Hazardous Material Awareness Level Certified _____ Yes _____ No
Attended Certified Emergency Vehicle Operations Course _____ Yes _____ No
Knowledge and Ability to use a Computer _____ Yes _____ No
Incident Command System Training IS 700, IS 100, IS 200 _____ Yes _____ No
Minnesota Licensed Fire Fighter _____ Yes _____ No

Have you ever been convicted of a crime, (exclude minor traffic violations) which would be considered a misdemeanor or a felony? If so, explain: _____

Are you a Veteran or spouse of a Veteran? _____ Branch of Service? _____ Date of Discharge? _____
M.O.S. _____ (Please include D.D. 214, if you wish to be considered of Veterans preference.)

Have you been previously employed by a Fire Department? _____ Dates & Departments? _____

Are you currently employed? _____ May we contact your employer? _____ Are you currently on "lay-off" status and subject to recall? _____

Education

	Elementary School					High School				Undergraduate College / University				Graduate / Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma / Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States military?
 Yes No

If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying?
 Yes No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

FIREFIGHTER Skills and Qualifications:

Do you have a valid Drivers License? _____ Yes _____ No Class: A B C D (circle)

State _____ License Number _____ Restrictions _____

Other Degrees, Licenses, Certificates, etc.: _____

(attach a photocopy) _____

Do you have experience in the work environment? Explain: _____

Office and Clerical Skills:

Computer Knowledge/Programs: _____

Other: _____

Have you any relatives or acquaintances in our employ? _____ Yes _____ No

If so, please give the name(s) and relationship:

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

_____ Yes _____ No (Proof of citizenship or immigration status may be required upon employment.)

Applicant's Statement

NOTE: Please do not put "see resume" instead of filling in the required information on this application. Your signature at the bottom of this page certifies that the information on the application (not the resume) is correct. Improperly filled out applications are not considered.

I CERTIFY that the information contained in this application is correct and I have not omitted any information. I understand that any falsification or omission of information may result in immediate termination.

I AUTHORIZE the schools, references, and my prior employers I have listed, to provide my record, reasons for leaving, and all other information they have concerning me and I release all parties from any and all liability or claims for damage whatsoever that may result therefrom.

I AGREE to abide by and conform to the Crookston Firefighter's Association rules and regulations. This includes a pre-employment background check and driving record check, as well as a mandatory pre-employment physical and random drug test.

I have lived in Crookston for _____ years. If hired, I can provide proof that I am 18 years or older. I am willing to take a physical exam and drug test.

Signature of Applicant

Date

Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Date _____

Position(s) Applied For _____

Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other _____

Name _____ Phone (____) _____
LAST FIRST MIDDLE Area Code

Address _____
NUMBER STREET CITY STATE ZIP CODE

VOLUNTARY SURVEY

Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Check One Of The Following: (Ethnic Origin)	
<input type="checkbox"/> White	<input type="checkbox"/> Hispanic
<input type="checkbox"/> Black	<input type="checkbox"/> Other
Check If Any Of The Following Are Applicable	
<input type="checkbox"/> Vietnam Era Veteran	<input type="checkbox"/> Disabled Veteran
<input type="checkbox"/> Handicapped Individual	
Birthdate	

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