

# CITY OF POLK CITY

## Employment Application



PO Box 34  
309 W Van Dorn St  
Polk City, IA 50226  
[khogrefe@polkcityia.gov](mailto:khogrefe@polkcityia.gov)

<b>Position Applying for:</b>					
<b>APPLICANT INFORMATION</b>					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Have you ever been convicted of a misdemeanor or felony? YES <input type="checkbox"/> NO <input type="checkbox"/>					
If yes, explain					
<b>EDUCATION</b>					
High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
Other/Professional		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
List any skills, specialized training, apprenticeship, and applicable extra-curricular activities:					
List special job related skills or qualifications, and professional license or certificates:					
List any additional information you feel may be helpful when considering your application:					
<b>PREVIOUS EMPLOYMENT</b>					
Company			Phone		
Address			Supervisor		
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Company			Phone ( )		
Address			Supervisor		
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					

Company		Phone (      )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

### MILITARY SERVICE

Have you ever served in the U.S. Military?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Branch	From	To
Rank at Discharge	Type of Discharge	
Special Honors:		

### Position Information

What hours are you willing to work?	Would you be able to work weekends?	YES <input type="checkbox"/>	No <input type="checkbox"/>	
When would you be able to start?	Are you willing to travel if needed?	YES <input type="checkbox"/>	No <input type="checkbox"/>	
Special Skills: (Computer, Languages, other)		Desired Salary?		

### REFERENCES

*Please list three professional references.*

Full Name	Relationship
Address	Phone (      )
Full Name	Relationship
Address	Phone (      )
Full Name	Relationship
Address	Phone (      )

### DISCLAIMER AND SIGNATURE

I certify that answers given herein are true and complete to the best of my knowledge. I acknowledge that all statements submitted on this application are subject to investigation and verification.

I hereby acknowledge that, if hired, my employment is "at will", which means that either the City or I can terminate my employment for any reason not prohibited by State or Federal Law.

Signature

Date

It is the policy of the City of Polk City to provide equal treatment to all City employees and applicants for the City of Polk City employment without regard to race, color, religion, political affiliation, creed, sex, sexual orientation, national origin or ancestry, age, mental or physical disability, marital status, except as bona fide occupational qualifications may require otherwise. This policy applies to all human resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer and termination of employment.

*Individuals in need of special accommodations are asked to notify our office in advance.*



## City of Polk City

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**Title:** Lieutenant  
**Department:** Fire Department  
**Status:** Full-Time  
**Reports to:** Fire Chief  
**Supervises:** Paid-On Call Members, Part Time Members, Full-Time Members  
**Pay Grade:** N07

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### POSITION FUNCTION:

Under the direction of the Fire Chief, the Lieutenant provides leadership in daily fire department operations, supervises personnel, coordinates training, ensures adherence to Polk City Fire Department policies and procedures, and responds to emergency incidents as needed.

### EQUIPMENT:

Emergency response vehicles, fire apparatus, medical equipment as authorized, fire suppression and rescue equipment and tools as authorized, photographic equipment, computers, office equipment, and communication equipment.

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### DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs and supervises direct fire suppression and emergency rescue operations in compliance with established departmental standards.
2. Assist in the development, training, and evaluation of personnel and ensure discipline with the command structure.
3. Provide administrative support to the Fire Chief in the development, implementation and compliance of departmental policies and procedures; prepare and review forms, reports, schedules, and other administrative records and documents. Maintain accurate records, using the appropriate software.
4. Coordinate with other Polk City departments, regional fire agencies, and mutual aid partners to ensure seamless operations.
5. Supervise the maintenance, minor repair, cleaning and safe use of departmental facilities, apparatus, and equipment.
6. Comprehensive knowledge of modern emergency incident mitigation, including fire suppression, emergency medical, and hazardous materials incidents.

7. Considerable knowledge of modern Incident Command practices and procedures.
8. Knowledge of OSHA, National Incident Management Systems (NIMS), and National Registry Emergency Medical Technician (NREMT) standards of care.
9. Attend and assist with departmental meetings and training sessions; participate in public information and relation events as necessary.
10. Assure that the services provided by the Fire Department meet the City's standards for customer service, accuracy, quality, and efficiency.
11. Assure that the City and Department's mission, goals, and objectives are fully supported.
12. Ensure discipline within the command structure through the development, implementation and monitoring of policies directed at the structure of the Fire Department and City policies.

### **Any duties assigned by the Fire Chief**

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by the Fire Chief.

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## **MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

### **Education:**

- High school diploma or GED equivalent certification; associate's degree preferred.
- A minimum of five (5) years of firefighting experience.
- Current EMT or Paramedic certification issued by the Iowa Department of Public Health.
- Must be enrolled in a Paramedic program within six (6) months of hire date and must obtain Paramedic certification within one (1) year of the program start date.
- Current BLS and/or ACLS/PALS certifications.
- Firefighter I, Firefighter II, and Hazardous Materials Operations certifications.
- Instructor I certification or shall obtain within six (6) months of hire date.
- Officer I certification or shall obtain within one (1) year of hire date.
- Fire Inspector I certification within two (2) years of hire date.
- FEMA Incident Command Systems ICS300 & ICS400 within two (2) years of hire date.
- Must possess previous officer experience within a staffed fire department.
- Must possess and maintain a valid State of Iowa Driver's License and good driving record.
- Ongoing participation in continuing education, leadership, and officer development courses required to maintain proficiency and meet department standards.

### **Skills and Competencies**

- Strong communication abilities with both supervisory and subordinate personnel.
- Ability to deal with personnel issues in a constructive manner.
- Proficiency in written and verbal English.
- Demonstrated knowledge of Polk City geography and surrounding jurisdictions.
- Proficiency with software for scheduling, training, and reporting.
- Knowledge of laws, rules, and regulations relating to fire control, prevention, and emergency medical services.

- Comprehensive knowledge of the principles, practices, liabilities, and methods of modern fire/rescue administration, organization, and operation.
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## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. All members must be cleared by a physician utilizing the department's physical form. The employee may routinely have to perform at any time any of the following listed activities. They are not to be considered all-inclusive or exclusive.

1. Intermittent periods of standing, walking, sitting, carrying, pushing, pulling, climbing, stooping, bending, kneeling, crawling, and reaching; each activity dependent on response type.
2. Hours could be long and unpredictable.
3. Ability to lift, carry, push and pull up to 150 pounds
4. Frequent balancing, kneeling, crouching, reaching, handling, feeling, talking, hearing, near and far sight acuity, depth perception, color vision, field of vision, concentration, judgment and writing ability.
5. Exposure to extreme weather conditions including cold, heat, wet and/or humid conditions, noise intensity levels, vibration, darkness/poor lighting, moving mechanical parts/hazards, high places, toxic/caustic chemicals, dirt/dust, odors, and other environmental conditions
6. Moderate use of protective equipment, including eye wear, footwear, respiratory aid, hard hat, gloves and protective clothing.
7. Ability to meet all physical standards for the job as specified in NFPA 1582. Must complete pre-employment physical and maintain physical per PCFD policies.
8. Ability to perform physical functions of the job while wearing personal protective equipment.

## **OTHER NECESSARY REQUIREMENTS:**

1. Pre-employment drug testing and NFPA physical.
2. City council approval and a criminal background check.