



The Polk City Fire Department is a combination Fire Department that employs full-time, part-time, and paid-on-call members. The department has transitioned from part-time staffing to full-time staffing the past 3 years. There are 3 full-time Firefighter/Paramedic positions that work 48/96 hour shifts, working with a part-time member. A full-time Fire Chief works normal business hours and responds on calls with the crew. The City of Polk City is growing at a rate of 4% yearly, call volume has increased 20% in the past two years. The Fire and EMS district stretches across 70 square miles of Northern Polk County, which can make for 20-30 minute transport times to the downtown hospitals. Polk City is a recreation destination and brings in over 1 million visitors each year. We are nestled between Saylorville Lake and Big Creek State Park Lake where we provide water rescue and ice rescue services. We completed a station remodel in 2024 with a kitchen, living quarters, bunk rooms, and a gym being added for our staff. We will be receiving a new ambulance and a new fire engine the fall of 2025. A new rescue boat will be purchased in FY27 and a ladder truck in FY28.

Please fill out the attached application and submit all certifications to khogrefe@polkcityia.gov by April 21 @ 11:59 PM.

The Polk City Fire Department is currently hiring for the following positions:

- **Full-Time Firefighter/Paramedic:** This role involves, but is not limited to responding to emergency calls, providing medical care, and engaging in fire suppression activities. The position requires the individual to be a highly motivated self-starter. The full-time member runs his/her shift to make sure the day-to-day things get completed. Strong leadership skills are required for this position and the chance of growth is unlimited.
- **Part-Time Firefighter/EMT:** This position requires individuals to provide emergency medical services and participate in fire-fighting operations as a part-time basis. Training is provided to ensure readiness for various emergency scenarios. You will sign up for shifts and be assigned to work with a full-time Firefighter/Paramedic for 12 or 24 hour shifts.
- **Part-Time Firefighter/Paramedic:** Similar to the full-time role but on a part-time schedule, this position involves delivering emergency medical care and engaging in fire suppression duties. Comprehensive training is available to all team members.

CITY OF POLK CITY

Employment Application



PO Box 34
 309 W Van Dorn St
 Polk City, IA 50226
khogrefe@polkcityia.gov

Position Applying for:

APPLICANT INFORMATION

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					

EDUCATION

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:					

PREVIOUS EMPLOYMENT

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.



Title: Firefighter/Paramedic – Full-Time
Department: Fire Department
Status: Full-Time/Non-exempt
Reports to: Fire Chief
Supervises: Depending on responsibilities
Pay Grade: \$18.75 - 24.27 / hour

POSITION FUNCTION:

Under the general direction of the Fire Chief performs fire suppression, rescue operations, fire prevention activities (e.g. public education, fire inspections, etc.) and patient care in emergent and non-emergent settings. Performs routine vehicle, tool and facility maintenance on a daily basis. Special assignments as assigned by the Fire Chief.

DUTIES AND RESPONSIBILITIES:

1. Responds to emergencies (e.g. fire, medical, rescue, man-made/natural disasters, etc.). May be required to evaluate the situation and assume the appropriate Incident Command Structure when appropriate, directing the response until relieved by Company Officer.
2. Provides emergency advanced medical treatment, including, but not limited to, rapid sequence intubation (RSI), chest decompression, intubation, twelve lead EKG interpretation, electrical cardioversion and intravenous initiation/maintenance, and medication administration. Provides accurate medical documentation of all emergency medical treatment provided. Provides accurate medical documentation of all emergency medical treatment provided.
3. Ensures fire code enforcement by performing fire/life safety facility inspections.
4. Performs routine truck and equipment maintenance, station maintenance and routine facility duties.
5. Performs various public education activities to enhance the reputation of the Fire Department by providing station tours, hosting community/school visits and special events, and conducting public education classes on a variety of life safety and EMS topics.
6. Maintains proper physical fitness through regular exercise.
7. Participates in Fire/EMS related training.
8. May be assigned various duties, which may include inventory and ordering of drugs, inventory and ordering of supplies, inventory and ordering of first aid supplies for City Departments, updating and maintaining Standard Operating Procedures and Protocols; maintenance of radios and vehicles.
9. If responsible for driving of emergency vehicles: Adheres to all department policies and procedures governing the safe operation of fire apparatus and complies with all applicable local, state, and federal traffic laws, and regulations.
10. Assures the City and Department's mission, goals and objectives are fully supported and initiated.
11. Performs other duties and responsibilities as assigned.

12. Performs vehicle/squad checks and completes inventory.
13. Performs annual equipment testing.
14. May provide oversight and direction to paid-on-call (POC) Fire Fighters in the absence of an officer

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.

SKILLS AND ABILITIES:

Knowledge of the principles and practices associated with administration including budgeting, personnel management, purchasing, general management and public relations. Must speak and write English in a clear and distinct manner which can be understood by a wide variety of citizens. Must apply common sense understanding to the work environment, procedures, programs, and services offered by the Fire Department and follow and carry out general written and/or verbal instructions effectively.

1. Ability to perform invasive advanced medical procedures in stressful situations
 2. Ability to handle confidential information in a sensitive manner
 3. Ability to take the initiative
 4. Effective oral and written communication skills
 5. Effective problem solving, decision making and sound judgment skills
 6. Accurate mathematical skills
 7. Ability to concentrate in a diverse work setting
 8. Ability to work twenty-four hour shift-based schedule varying days of the week, including regular weekend and holiday work. Schedule is subject to change based on needs, but will be a full-time position.
 9. Excellent interpersonal skills and ability to live and work effectively with co-workers during shifts.
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EDUCATION, TRAINING AND EXPERIENCE:

Education:

1. High School Diploma or equivalent with 2-3 years of post-secondary education preferred
2. Successful completion of Department orientation within three months of employment.

Training Required:

1. Iowa Fire Fighter I certification or equivalent
2. Iowa Fire Fighter II certification within 12 months of employment
3. Iowa EMT-Paramedic, prefer National Registry certification, within 3 months after hire.
4. Valid Iowa Drivers' License
5. Pediatric Advanced Life Support or equivalent

6. Advanced Cardiac Life Support
7. Advanced Medical Life Support preferred
8. Basic Life Support Certification
9. Emergency Vehicle Operator

Experience Required:

- One to three (1-3) years of Fire Fighting and Emergency Medical Services experience.

Required Special Qualifications:

- Shall generally be available for off-hour emergencies.
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PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

1. Intermittent periods of standing, walking and sitting
 2. Ability to lift, carry, push and pull up to 150 pounds
 3. 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.
 4. Intermittent climbing, stooping, crawling and smelling
 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.
 8. Ability to perform physical functions of the job while wearing personal protective equipment
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OTHER NECESSARY REQUIREMENTS:

1. Valid Iowa driver's license
2. Pre-employment drug testing, NFPA 1582 physical examination and criminal background history check.