

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 ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐					
Have you ever been convicted of a misdemeanor or felony? YES ☐ NO ☐					
If yes, explain					
EDUCATION					
High School		Address			
From	To	Did you graduate?	YES ☐ NO ☐	Degree	
College		Address			
From	To	Did you graduate?	YES ☐ NO ☐	Degree	
Other/Professional		Address			
From	To	Did you graduate?	YES ☐ NO ☐	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 ☐ NO ☐					
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 ☐ NO ☐					

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 ☐ NO ☐			

MILITARY SERVICE

Have you ever served in the U.S. Military?	Yes ☐	No ☐
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 ☐	No ☐	
When would you be able to start?	Are you willing to travel if needed?	YES ☐	No ☐	
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

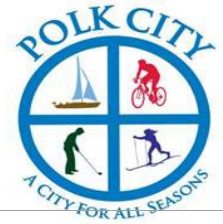
It is the policy of the City of Polk City to provide equal treatment to all City employees and applicants for the City of Polk City employment without regard to race, color, religion, political affiliation, creed, sex, sexual orientation, national origin or ancestry, age, mental or physical disability, 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.

The City of Polk City Fire Department is accepting applications for the position of Full-Time Firefighter/Paramedic. The Firefighter/Paramedic will provide emergency services support to the residents of Polk City and surrounding communities, as well as administrative support to the Fire Chief, Deputy Fire Chief, Captains, and Lieutenants for the Polk City Fire Department. Under the general direction of the Fire Chief, the Firefighter/Paramedic will perform fire suppression, rescue operations, fire prevention activities (e.g. public education, fire inspections, etc.) and patient care in emergent and non-emergent settings. The position will also be responsible for performing routine vehicle, tool, and facility maintenance daily, and any special assignments as assigned by the Fire Chief.

The salary range for the position is \$63,282.17-\$94,923.26, with an expected starting wage between \$63,282.17-\$77,263.12, depending on qualifications. The position includes excellent benefits, paid time off, and is an IPERS covered position. Please submit an application, resume, cover letter, and 3 references to Karla Hogrefe, Fire Chief at khogrefe@polkcityia.gov. Electronic submissions are required. Email or telephone inquiries for the position may be directed to Chief Hogrefe at 515-984-6304 or khogrefe@polkcityia.gov. The first review of applications will take place on September 29, 2025. Position will remain open until filled. A copy of the job description can be found below.

City of Polk City



Title: Firefighter/Paramedic – Full-Time
Department: Fire Department
Status: Full-Time/Non-exempt
Reports to: Lieutenants, Captains, Deputy Fire Chief, Fire Chief
Supervises: Depending on responsibilities
Pay Grade: N4

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 daily. 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 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. Ensure fire code enforcement by performing fire/life safety facility inspections.
4. Perform 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 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 forty-eight-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 twelve (12) months of employment
3. Iowa EMT-Paramedic, prefers National Registry certification, within twelve (12) months after hire.
4. Valid Iowa Drivers' License
5. Pediatric Advanced Life Support or equivalent
6. Advanced Cardiac Life Support

7. Basic Life Support Certification
8. 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.

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

OTHER NECESSARY REQUIREMENTS:

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