

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.



City of Polk City

Title:	Firefighter/EMT
Department:	Fire Department
Status:	Paid On-Call/Part-Time/Non-exempt
Reports to:	Lieutenant, Captain, Deputy Chief, Assistant Chief, Fire Chief
Supervises:	Depending on responsibilities
Pay Grade:	N/A

POSITION FUNCTION:

Responds to emergencies and performs fire suppression activities, rescue, damage control and property preservation. Provides pre-hospital care to patients. Performs with limited supervision through Department Standard Operating Guidelines and established protocols and directives. Maintains a state of readiness of facilities and equipment by scheduled inspections, cleaning, testing and maintenance. Promotes health and safety of the department and community through education. Performs related work as required.

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.

DUTIES AND RESPONSIBILITIES:

1. Responds to fire and rescue calls and performs patient care, fire suppression, rescue, and ventilation in compliance with the department's SOG's and directives on a scheduled and unscheduled basis.
2. Provides emergency medical care to patients under current protocols as authorized by the department Medical Director up to the individual level of certification.
3. Assesses and coordinates the resources and personnel to facilitate safety and quality care for all patients.
4. Safely operates ambulances and first response units within the guidelines set forth by the department.
5. Promotes departmental policies, procedures, objectives, safety, infection control and quality assurance programs.
6. Follows written Standard Operating Guidelines and verbal directives as applicable to emergency medical services for the department.
7. Shall complete, or assure completion, and properly file required forms of the department.
8. Participates in a quality assurance program through critiques and debriefings.

9. Initiates and assists in developing and implementing improvements identified by a quality assurance program.
10. Achieves Continuous Quality Improvement benchmarks as established by the Medical Director.
11. Performs scheduled inspections and minor maintenance of equipment and facilities.
12. Cleans and/or decontaminates apparatus and equipment as outlined in the departments Exposure Control Plan and applicable Standard Operating Guidelines.
13. Interacts effectively, professionally, and tactfully with the general public and all participating agencies; dispatch, law enforcement.
14. Conducts educational and public relations activities in health and fire safety.

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:

1. Ability to understand and carry out written and verbal instructions.
 2. Ability to establish and maintain an effective working relationship with co-workers and function as a team member.
 3. Must be able to perform the duties and responsibilities of a Firefighter/EMT.
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EDUCATION, TRAINING AND EXPERIENCE:

Education:

- High school diploma, equivalent, or over 18 years of age AND enrolled in High School.

Training Required:

Paid-On-Call

- Must reside within six (6) minutes of the Fire Station.
- Shall possess and maintain basic life support certification within three (3) months of hire.
- Shall possess and maintain a Hazardous Materials-Operations Level certification within six (6) months of hire.
- Shall possess and maintain an Iowa Fire Fighter I certification within six (6) months of hire.
- Shall possess and maintain the State of Iowa Emergency Medical Technician (EMT) within twelve (12) months of hire.
- Obtaining both EMT and Firefighter I shall not exceed twelve (12) months.
- Shall possess Firefighter II within twenty-four (24) months of hire.

Part-Time

- Shall possess and maintain a Hazardous Materials-Operations Level certification.
 - Shall possess and maintain a minimum of Iowa Fire Fighter I certification.
 - Shall possess and maintain the State of Iowa Emergency Medical Technician.
 - Shall possess and maintain basic life support certification within three (3) months of hire.
 - Shall possess Firefighter II within twenty-four (24) months of hire.
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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:

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