



OSHTEMO FIRE & RESCUE DEPARTMENT



STANDARD OPERATING GUIDELINE	Document #: 1024.07
	Subject: Rank Description: Paid On-Call (POC) Firefighter and Resident Intern Firefighter.
	Approved: <i>Mark L. Barnes, Fire Chief</i>
	Date: 6/6/2011
	Reference:
	Revision:

Position Title: PAID ON-CALL (POC) FIREFIGHTER & RESIDENT INTERN FIREFIGHTER

General Summary:

Under the general supervision of the Township Fire Chief or the direct supervision of an officer or senior firefighter. This position responds to emergency fire, rescue and medical service requests as part of a firefighting unit. Carries out a variety of tasks with relation to life safety, fire control and property conservation, using defined practices, procedures, standards and regulations. In addition, performs routine maintenance and cleaning of fire equipment and facilities. Must be physically fit to perform the duties of the job, and mentally capable of performing in stressful situations.

In addition to emergency response duties, this person shall perform various administrative functions within the Fire Department such as record keeping.

This is a non-exempt FLSA position.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the fire station, vehicles, and outdoor settings in all weather conditions, including temperature extremes during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office-like settings and loud at an emergency scene.

Requirements:

- Must be 21 years of age or older.
- Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State.
- No felony convictions or disqualifying criminal histories within the past ten (10) years.
- Must be able to read and write the English language.
- Must be of good moral character and of temperate and industrious habits.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this firefighting and rescue job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, climb and hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb stairs, stoop, kneel and crouch. The employee must have the ability to clearly hear and use telephones and other two-way communication devices, and must be able to distinguish between odors.

While performing the duties of this job, the employee will infrequently be required to balance on a 1 ½" beam, climb exterior ladders to a height of 100 feet, drag a weight of up to 145 pounds for a distance of 40 feet horizontally and up and down 23 steps, wear physically constrictive and confining safety gear, maintain respirator certification by a medical professional and crawl into progressively confining spaces.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Ability to work under conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, violence, noise, machinery, electrical current, wetness, disease and/or dust, may cause discomfort and where there is a significant risk of injury.

Note: The degree and frequency of physical demands versus clerical type duties will be dependent upon the specific rank. i.e. A chief officer will have a much lesser chance of engaging in strenuous physical activities associated with hands-on firefighting than that of a Lieutenant or firefighter.

Ref: NFPA 1001 and 1500. Oshtemo Township's Firefighter Entry Level Physical Performance Test.

Typical Responsibilities:

1. Is required to respond to and appropriately perform at all forms of emergencies.
2. Shall clean, maintain and repair all forms of fire department equipment, vehicles and facilities as qualified and as directed to perform.

3. Once trained, will operate all forms of fire and emergency vehicles.
4. Operate fire, EMS and rescue-related equipment.
5. Enter immediately-dangerous-to-life-and-health (IDLH) environments.
6. Document events in reports – handwritten and typed.
7. Accepts the responsibility for a variety of administrative functions.
8. In order to remain current on procedures and practices, employee shall participate in educational seminars, meetings and classes.
9. Works cooperatively with related Township, County and State agencies in relation to Fire and EMS services.
10. Performs a variety of other related duties as required or assigned.

Tools and Equipment Used Include:

- Motor vehicles – large and small
- Two-way radio equipment
- Personal pager
- Personal computer and related equipment
- Calculator
- Telephone
- All types of EMS and fire equipment.

Minimum Employment Qualifications:

RESIDENCY REQUIREMENT (Paid On-Call and Intern position):

- All paid on-call (POC) fire Department personnel must live within one (1) driving mile of the Oshtemo Charter Township border.
Oshtemo Charter Township *Employee Handbook*, Section 2.3 “Residency Requirement.”
- Resident Interns shall occupy residency within the fire station as provided by the Township.

VEHICLE DRIVERS LICENSE REQUIREMENT:

- Must maintain a current Michigan motor vehicle operator’s license without restrictions (other than corrective lenses requirement.).

LICENSING/CERTIFICATION(S):

- Michigan Medical First Responder (MFR).

TELEPHONE SYSTEM:

- Must maintain either a wire line or cellular telephone system and provide that number to the Township.

EDUCATION:

- High School graduate or equivalent.
- Fire Fighter Level II
- Michigan Medical First Responder

Note: Under special circumstances, these minimums may be temporarily waived.

EXPERIENCE:

- This is an entry level position. No previous firefighting experience is required.

Flexibility of Rank:

It is expected that it will be periodically necessary for members to temporarily perform the duties of position(s) higher or lower than their own during absences of that person. This will occur with no change in compensation. An exception to this is reflected in Oshtemo Charter Township *Employee Handbook*, Section 5.4.

Statement of Stipulation

The previous information represents guidelines; alternative qualifications and conditions may be substituted if sufficient to perform the duties required by this position.

This rank description shall not be interpreted as all inclusive. It is intended to identify major responsibilities and requirements of this position. The incumbent will be required to perform job related responsibilities and administrative functions / tasks other than those stated in this description.

This rank description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Oshtemo Township: 04-12-11



EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Oshtemo Township to provide employment, training, compensation, promotion and other conditions of employment without regard to race, color, religion, national origin, sex, age, or status as a qualified individual with a disability or other status protected by law.

PERSONAL

Position desired _____ Date _____

Name _____

Address _____ Phone _____

_____ Email _____

Are you age 18 or above? Yes ___ No ___

Are you legally eligible for employment in the U.S.? Yes ___ No ___

Have you applied at Oshtemo Township previously? Yes ___ No ___

If yes, when _____ Location _____

What times are you available to work? (check all that apply)

Full time ___ Part time ___ Shifts ___ Days ___ Nights ___ Weekends ___

Date available _____ Acceptable Starting Salary _____

Have you ever been convicted of a crime other than a misdemeanor traffic violation? Yes ___ No ___

If yes, please identify the offense, date and explain the circumstances: _____

Have you ever served in the Armed Forces? Yes ___ No ___

If yes, describe your service identifying branch, length of service, promotions, rank at discharge and special skills or training:

Did you receive a dishonorable or undesirable discharge? Yes ___ No ___

If yes, please explain:

If applicable, are you capable of performing the functions listed in any attachment to this application with or without an accommodation? Yes ___ No ___

If currently employed, is there any reason we should not contact your current employer? Yes ___ No ___

EMPLOYMENT

Company Name		Describe your duties	Employee Information	
Name			Starting date	
Address			Ending Date	
Phone			Starting Salary	
Business Type			Ending Salary	
			Reason for leaving	

Company Name		Describe your duties	Employee Information	
Name			Starting date	
Address			Ending Date	
Phone			Starting Salary	
Business Type			Ending Salary	
			Reason for leaving	

Company Name		Describe your duties	Employee Information	
Name			Starting date	
Address			Ending Date	
Phone			Starting Salary	
Business Type			Ending Salary	
			Reason for leaving	

Schools Attended	Location	Years Completed	Graduated	Diploma
High School				
College				
Other				

Upon employment, if hired, the applicant understands and agrees that his or her employment will be "at-will" and therefore terminable with or without cause and with or without notice.

REFERENCES

List 3 people, other than relatives, you have known 5 years or more:

Name & Phone	Address	Employer / Occupation
1.		
2.		
3.		

Summarize your pertinent skills and qualifications. _____

I declare the foregoing to be a truthful and complete statement of facts. I realize any untruthful statement or misrepresentation of any factual information I have submitted may result in immediate discharge or rejection of my application. Similarly, I acknowledge that failure to complete this application fully may result in rejection of my application.

I hereby authorize Oshtemo Township and its agents to investigate or to cause an investigation to be made of my education and employment experience and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment. I authorize Oshtemo Township to seek and obtain references from my prior employees to disclose to Oshtemo Township information concerning my employment, my performance and reasons for termination. I also agree to release Oshtemo Township and its agents, as well as any person to whom such inquiry is directed, including any prior or current employer, from any liability arising directly or indirectly from any such investigation or disclosure.

Oshtemo Township believes that a working environment unaffected by alcohol and drugs fosters safety, quality, service and productivity. I understand that my employment with Oshtemo Township may be contingent upon my passing a drug and/or alcohol screen. Failure or refusal to take the drug screen or to sign the authorization form to consent to the drug screen will result in the rejection of my application or withdrawal of any employment offer.

Signature of Applicant _____ Date _____

THANK YOU FOR YOUR TIME AND EFFORT AND YOUR INTEREST IN OSHEMO TOWNSHIP

Your application will be kept active for a limited time, not to exceed 6 months.

If you wish to be considered for employment after that time, you must reapply in writing.



Fire Department

7275 West Main Street, Kalamazoo MI 49009
269-375-0487 Fax 269-544-2085

.Dear applicant:

In addition to the completion of this application you will be required to provide the following:

- **Criminal Record** – This can be obtained through www.michigan.gov/msp. From the home page chose on-line services and then through ICHAT you can enter your information and print out the document. A \$10.00 fee will be charged for this information.
- **Driving Record** – This can be obtained through www.michigan.gov/sos. Once you are on the home page, in the “How do I...” select “Get a Driving or Vehicle Record.” The fee for the record request is \$7.00.

Both pieces of information are important to the application process. Please be sure to return your completed application with these attachments. Please contact us if you have any difficulties navigating through either website.

Thank you for your interest in the Oshtemo Township Fire Department

Charter Township of Oshtemo
7275 West Main Street
Kalamazoo MI 49009

AUTHORIZATION TO RELEASE INFORMATION

(For official use only, not to be released to unauthorized persons)

Print Name: _____ Date of Birth: _____
(First Name, Middle, Last)

Address: _____

Social Security Number

Driver's License Number

State of Issue

I hereby authorize the Township Supervisor of the Charter Township of Oshtemo, 7275 West Main Street, Kalamazoo MI 49009, or other authorized representative bearing this release to, within two years of its date, obtain information and records pertaining to me from any and all of the following sources:

1. Municipal, State or Federal law enforcement agencies – criminal history
2. Municipal, State or Federal Courts
3. Selective Service System
4. Credit check/report
5. Any place of business (for purposes of obtaining employment data)
6. Any previous, current or past employer
7. Any school, college, university or other educational institution
8. Social Media website activity

I understand that Oshtemo Township may obtain and review information contained in credit reports, including my criminal history, employment or educational records to evaluate my qualification for employment and, if I am hired, for promotion or continued employment.

I authorize Oshtemo Township to obtain my credit report, criminal history, employment or educational records for use in considering my application for employment and, if I am hired, for promotions or continued employment.

I hereby release any Municipal, State or Federal law enforcement agency, individual or institution, including its officers, employees, or related personnel, both individually and collectively, from any and all liability damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

Exceptions to this blanket authorization:

1. _____
2. _____

Sign & Notarize 

Applicant's Signature (in presence of Notary)

Subscribed and sworn to before me this
_____ day of _____, 20____

Notary Public, _____ County
State of _____
My Commission Expires: _____

A copy of this authorization shall be as valid as the original.
A Notary Public is often available at the Township Office to assist in completing this document.