

**GREENSBURG FIRE DEPARTMENT
528 N. IRELAND ST.
GREENSBURG, IN 47240
812.663.8671 812.663.4964 FAX
www.greensburgfire.com**

APPLICATION FOR EMPLOYMENT

Requirements at date of employment:

1. Must be a United States citizen.
2. Must be a high school graduate or equivalent.
3. Must possess a valid driver's license.
4. Must not have a felony conviction.
5. Applicant will also be required to have State of Indiana Fire Inspector I & II within time period specified by Greensburg Fire Department.

NO EXPERIENCE NECESSARY TO APPLY

Qualified applicants are considered for all positions without regards to race, color, religion, sex, national origin, marital status, veteran status or the presence of a non-job-related medical condition or handicap.

THIS APPLICATION MUST HAVE THE FOLLOWING ITEMS ATTACHED AT THE TIME OF SUBMISSION.

1. A copy of your birth certificate.
2. A copy of your high school diploma/GED
3. A copy of your driver's license
4. If prior military service, a copy of your DD214.
5. If prior fire service, a copy of any state certification.

APPLICATION CAN BE MAILED TO GREENSBURG FIRE DEPT. (Attention Chief Garrett) or EMAILED TO sgarrett@greensburg.in.gov or RETURNED IN PERSON BETWEEN THE HOURS OF 6:00 AM AND 6:00 PM. ALL APPLICATIONS MUST BE RETURNED AND RECEIVED NO LATER THAN FEBRUARY 20, 2019, 6:00 PM.

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

POSITION: Fire Inspector
DEPARTMENT: Fire
WORK SCHEDULE: 8:00 AM – 4:00 PM, M-F
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: April 2018
DATE REVISED: January 2019

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Fire Inspector for the City of Greensburg Fire Department, responsible for inspecting structures for compliance with state and local fire prevention codes in the City of Greensburg and Washington Township.

Duties:

Enforce state and local fire prevention codes, including reviewing new and non-residential construction and remodeling plans, inspecting new non-residential structures (and residential structures as requested), inspecting existing non-residential structures annually, researching and interpreting codes, and maintaining related records. Meets and/or communicates with property owners regarding compliance problems, periodically initiating appropriate legal action for non-compliance.

Responds to emergencies as needed, including inspecting for the fire code violations and taking photographs.

Maintains current, accurate fire plans.

Conducts inspections of buildings for potential hazards and/or proper fire extinguishing equipment, notifies appropriate individuals of corrective action to be taken, and maintains all records and documents pertaining to inspections.

Performs a variety of public education programs, including giving speeches and presentations on fire prevention and safety, conducting tours, and making radio appearances.

Performs various administrative duties, including answering telephone, typing/preparing correspondence, inspection and other reports, and entering data on computer.

Maintains, current knowledge of local, state and federal fire codes by reading professional publications and periodically attending seminars, as required or needed.

Occasionally testifies in legal proceedings/court as necessary.

Inspects special events for Fire Code compliance, such as county fair, after prom party, school plays, etc.

Periodically performs duties as Safety Officer as needed.

Attends meeting and works closely with City/County planning departments.

May be required to respond to emergencies on an occasional basis.

Periodically prepares/makes speaking presentations to various groups.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED, minimum certification by State of Indiana as Inspector I & II within time period specified by department, and ability to complete other training programs as required.

Ability to meet all department hiring and retention guidelines, including passage of medical and psychological examinations, a written test and a drug screen. Must not pose a threat to health and safety of other individuals in the work place.

Thorough knowledge of and the ability to research and enforce local, state, and federal fire prevention codes, including Uniform Fire Code and National Fire Protection Association (NFPA) codes.

Working knowledge of local building codes and materials, and fire prevention methods, and ability to recognize existing and potential fire hazards in a wide variety of structures and related installations.

Working knowledge of geographical areas, street names and landmarks within designated fire district, and ability to read and interpret related maps.

Working knowledge of radio frequencies, codes, procedures and limitations, and ability to speak clearly and distinctly, and hear and be heard and understood in person, by radio and by telephone.

Working knowledge of fire semi hydraulics relative to sprinklers and stand pipe systems.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written reports within departmental deadlines and prepare and conduct public presentations as requested.

Ability to effectively communicate orally and in writing with department superiors and co-workers, other City/County departments, law enforcement agencies, property owners, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain, and carry out verbal or written instructions.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to utilize universal health precautions to prevent infection from blood borne pathogens.

Ability to physically perform the essential duties of the position.

Ability to analyze, evaluate, and investigate data, make determinations, and present findings in written or oral form.

Ability to work with others in a team environment, often under time pressure and amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout work assignments, and perform arithmetic calculations quickly and accurately.

Ability to testify in legal proceedings/court as necessary.

Ability to work extended, irregular, evening and weekend hours and occasionally travel out of town for training, sometimes overnight.

Ability to respond to emergencies on an occasional basis.

Possession of a valid Indiana driver's license and demonstrate a safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of moderately complex, relatively standardized duties according to standard operating procedures and fire prevention codes, making independent decisions and taking authoritative action in response to situational demands. Incumbent's work is periodically reviewed upon completion of specific duties for appropriate service to the public. Errors in code enforcement decisions may not be immediately apparent through supervisory review and could result in inconvenience to property owners and/or endangerment to others.

III. PERSONAL WORK RELATIONSHIP:

Incumbent maintains frequent communication with department superiors and co-workers, other City/County departments, law enforcement agencies, property owners, and the public for purposes of exchanging information and explaining/interpreting fire prevention codes.

Incumbent reports directly to the Fire Chief or Officer in charge or emergency scene. Supervision follows clearly defined chain of command to Fire Chief.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a fire station office environment, at structures throughout the city, and all emergency scenes, involving standing/walking for long periods, pushing/pulling objects, climbing ladders/stares, reaching, bending, crouching/kneeling, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly and handling/grasping/fingering objects. Incumbent is exposed to hazardous conditions normally associated with inspecting fire scenes, including smoke, toxic chemicals, noxious gas/fumes, heat, heights, varying weather conditions, violent/distraught individuals and communicable diseases. Universal health/safety precautions must be followed at all times to avoid contamination, infection, and/or injury to self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Fire Inspector for the City of Greensburg Fire Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Applicant/Employee Signature

Date

Print Name

APPLICATION FOR EMPLOYMENT

City of Greensburg, Indiana

An Equal Opportunity Employer

The City of Greensburg, Indiana does not discriminate on the basis of race, color, gender, national origin, age, religion or disability, in employment or the provision of services.

Please type or print responses to **all** questions on the application form. ***Any application not completed in its entirety will be disqualified.***

Position sought _____

Last name _____ First name _____

Middle initial _____ Former name(s) _____

Address _____ City/State/Zip _____

Phone _____ Are you at least 18 years of age? Yes: _____ No: _____

Applicants for the Police/Fire Department: Are you at least 21 years of age? Yes: _____ No: _____

Are you interested in: Full-time work? Yes _____ No _____

Part-time work? Yes _____ No _____

Temporary work? Yes _____ No _____

Date available to start work _____

EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience during the previous five years, beginning with your current employer.
Failure to include all past employment may be grounds for disqualification.

If currently unemployed, check here _____ and skip to **previous employer** below.

- Current employer _____
Address _____ City/State/Zip _____
Phone (____) _____ Hire date _____ Job title _____
Beginning salary _____ per _____ Current salary _____ per _____
Supervisor _____
Title _____ Work phone(____) _____

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions: _____

Why do you want to leave? _____

May we contact your employer? Yes: _____ No: _____ If no, please explain why:

- Previous employer _____ Phone(____) _____
Address _____ City/State/Zip _____
Dates employed _____ Job Title _____
Beginning salary _____ per _____ Ending salary _____ per _____
Supervisor _____
Title _____ Work Phone(____) _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operated, promotions: _____

Reason for leaving _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

• Previous employer _____ Phone(____) _____
Address _____ City/State/Zip _____

Dates employed _____ Job Title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____

Title _____ Work Phone(____) _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operated, promotions: _____

Reason for leaving _____

May we contact this employer? Yes: ____ No: ____ If no, please explain why: _____

• Previous employer _____ Phone(____) _____
Address _____ City/State/Zip _____

Dates employed _____ Job Title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____

Title _____ Work Phone(____) _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operated, promotions: _____

Reason for leaving _____

May we contact this employer? Yes: ____ No: ____ If no, please explain why: _____

If you had additional employers within the last five years, attach additional pages as needed.

List and explain periods of unemployment in the past five years:

From _____ To _____ Reason _____

From _____ To _____ Reason _____

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High School attended *Attach additional pages as needed*

Name _____

Address _____ City/State/Zip _____

Diploma? Yes ___ No ___ GED? Yes ___ No ___

Activities, awards (*You may exclude any which indicate race, color, religion, gender, age, national origin, or disability*)

College(s) or Trade School(s) attended *Attach additional pages as needed*

- Name _____ Dates attended _____ to _____

Address _____ City/State/Zip _____

Degree(s) _____

Major/minor course(s) of study _____

- Name _____ Dates attended _____ to _____

Address _____ City/State/Zip _____

Degree(s) _____

Major/minor course(s) of study _____

- Activities, awards (*You may exclude any which indicate race, color, religion, gender, age, national origin, or disability*). _____

- Seminars/workshops, special awards, articles you have published, other information that may be relevant to the position you are seeking: _____

MILITARY HISTORY AND STATUS

If you have never served in the military on active duty, check here ___ and skip to the next section.

Military Branch Dates of Service Highest Rank Attained Rank at Separation

PROFESSIONAL OR SPECIALIZED TRAINING

Specialized training _____

Professional/special license(s) or certificate(s):

State Issued By Date Issued Expiration Type License #

Have you had any license suspended, revoked or terminated? Yes ___ No ___ If yes, explain:

PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

Organization Name Address Phone
Offices/Positions

- Use the following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating you application. (You may exclude any which indicate race, color, religion, gender, age, national origin or disability.)

PERSONAL INFORMATION

Do you have any commitments which might interfere with or adversely affect your employment with us, such as a second job or school? Yes ___ No ___ If yes, please explain:

- Have you ever been convicted of a felony? Yes ___ No ___ If yes, please explain:

- List three references who are not related to you and are not former employers or supervisors:

1. Name _____ Phone # _____

Address _____ City/State/Zip _____

Number of years known _____

2. Name _____ Phone # _____

Address _____ City/State/Zip _____

Number of years known _____

3. Name _____ Phone # _____

Address _____ City/State/Zip _____

Number of years known _____

APPLICATION CERTIFICATION

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer *before* initialing.

- I understand and accept that, if I am hired conditional on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials: _____

- I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials: _____

- I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

- I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentation or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant's signature _____ Date _____

The following sections to be completed by Police and Fire Department applicants only:

- I understand that the employer provides police and fire service on a seven day per week and twenty-four hour per day service, and therefore, if employed by either Department, I may be required to work evening shifts or night shifts, including weekends. Initials: _____
- I understand that if I am hired as a sworn officer on the Police Department or as a firefighter on the Fire Department, that I must successfully complete required training and courses specified and be certified by either the State of Indiana Police Academy or City Fire Department rules and regulations.

Initials: _____

VOLUNTARY AFFIRMATIVE ACTION SURVEY

TO BE COMPLETED BY APPLICANT – TO BE FILED SEPERATELY FROM APPLICATIONS

City of Greensburg, Indiana

an Equal Opportunity Employer

The City of Greensburg does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability in employment or the provision of services.

>COMPLETION OF INFORMATION BELOW IS VOLUNTARY<

Please be advised that your survey is considered confidential information and it is not a part of your official application for employment. Inclusion or exclusion of any data will not affect any employment decision.

In an effort to comply with government requirements regarding recordkeeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Thank you for your cooperation.

• PERSONAL INFORMATION

Date _____/_____/_____

Applicant last name _____ First _____ Middle _____

Address _____ City/State/Zip _____

Position(s) applied for _____

• REFERRAL SOURCE

___ Advertisement ___ Employee ___ Relative ___ Walk-in ___ School

___ Government employment agency ___ Private employment agency

___ Other _____

• GOVERNMENT REQUESTED INFORMATION

Check One: ___ Male ___ Female

Check one of the following race/ethnic groups:

___ Black ___ White ___ Native American/Alaskan Native ___ Asian/Pacific Islander

___ Hispanic (Mexican-American, Puerto Rican & other Spanish origin)

Check the following that are applicable:

___ Veteran ___ Vietnam Era Veteran ___ Disabled Veteran ___ Disabled individual

FIRE INSPECTOR

BENEFITS

Salary range \$43,000 - \$45,000

Hours M-F 8:00-4:00

Fire Inspector will receive insurance benefits, vacation, sick time and personal days.