

2020

GREENSBURG FIRE DEPARTMENT

**528 N. Ireland St.
Greensburg, IN 47240
812.663.8671
812.663.4964 FAX
www.greensburgfire.com**

GREENSBURG FIRE DEPARTMENT APPLICATION PACKET

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528 N. IRELAND ST.
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www.greensburgfire.com**

APPLICATION FOR EMPLOYMENT

- Requirements at date of employment:**
1. Must be a United States citizen.
 2. Must be at least 21 years of age but under 36 years of age on date of employment.
 3. Must be a high school graduate or equivalent.
 4. Must possess a valid driver's license.
 5. Must not have a felony conviction.

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.
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.
6. Photograph, to be front view, head and shoulders, 2 1/2" square and taken within the past six (6) months.

Applicant must also have a current Candidate Physical Ability Test (CPAT) card by May 18th, the date of interviews.

APPLICATION CAN BE MAILED TO GREENSBURG FIRE DEPT. (Attention Brian Wenning) or EMAILED TO brwenning@greensburg.in.gov or RETURNED IN PERSON BETWEEN THE HOURS OF 6:00 AM AND 6:00 PM M-F. ALL APPLICATIONS MUST BE RETURNED AND RECEIVED NO LATER THAN 6:00 PM ON APRIL 6, 2020.

HIRING PROCESS

IMPORTANT DATES AND TIMES

A Written Aptitude test will be administered to all applicants on April 11th, 2020 at 8:00 AM

After successfully passing the Written Aptitude test applicants will perform the Aerial Ladder Climb on April 11th, 2020

AERIAL LADDER CLIMB

- A) Applicant shall climb an aerial ladder while wearing turnout coat, helmet and safety belt.
- B) Applicant shall climb 102' aerial ladder at a 60 degree angle, stepping on each rung as he/she climbs. Applicant shall not stop on any one rung for more than ten seconds or he/she shall be disqualified. When applicant reaches top, he/she shall lock his/her safety belt on rung, pause for approximately ten seconds, then descend ladder stepping on each rung while doing so.
- C) This exercise measures fear of heights and lower body strength.

These tests will be held at: **Greensburg City Hall
314 W. Washington
Greensburg, IN 47240.**

Interview with the Firefighter Review Board on May 18th, 2020. Applicant will be notified of their interview time one week prior. **Applicant must have current CPAT card prior to interview.**

These interviews will be held at: **Greensburg Fire Department
528 N. Ireland
Greensburg, IN 47240**

As you have applied for the position of probationary firefighter with the Greensburg Fire Department, we have enclosed the following information about our hiring procedures. First you must fill out an application in ink, please print or type, and return to the Greensburg Fire Station via email, mail or in person on or before **April 6, 2020 @ 6:00 PM.**

The Greensburg Fire Department has five (5) phases you must participate in before becoming a probationary firefighter on the department.

PHASE 1. Aptitude Test. Applicant must score 70% to pass. (**April 11, 2020**)

PHASE 2. Oral Interview with FF Review Board. (**May 18, 2020**)

PHASE 3. Ride along program with the Greensburg Fire Department. Dates and times to be determined

PHASE 4. Interview with Mayor and Board of Works.

**You will have approximately one week notice before interviews.
These times and places are subject to change, you will be notified if they do.**

Only those applicants passing all four (4) phases will be eligible for a conditional offer of employment. This offer is contingent upon applicant passing the INPRS physical, phase five (5).

PHASE 5. Complete INPRS (Indiana Public Retirement System) Physical.

- A. X-rays.
- B. Blood and Lab work.
- C. Drug Testing.
- D. Pulmonary Exam
- E. EKG.
- F. Hearing Test
- G. Eye Exam.
- H. Psychological Exam

If you pass all five (5) phases and are accepted by INPRS, you will become a probationary member of the Greensburg Fire Department

**JOB POSTING
CITY OF GREENSBURG
GREENSBURG FIRE DEPARTMENT**

POSITION: Firefighter/EMT
WORK SCHEDULE: 24-hour shift of 6:00 a.m. – 6:00 a.m. next day, one day on, two days off, on assigned shift schedule
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: January 1997 **STATUS:** Full-time
DATE REVISED: January 2008 **FLSA STATUS:** Non-exempt

The following essential job functions comprise a summary of job duties, requirements and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for the incumbent job performance and evaluation. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

Responds to various alarms, rides and/or drives vehicle, carries/sets up appropriate equipment; Maintains radio communications with emergency personnel on site; Suppresses fires, including climbing ladders, crawling/walking on roofs/floors, operating equipment to open ventilation holes, applying water and/or chemicals on fires, and moving into fire areas; Salvages and overhauls fire scenes and monitors sites for recurrence of fire; prepares equipment to ensure readiness for service, replenishing supplies, cleaning/washing equipment, returning to proper storage location; Completes/submits reports as required; Searches for/rescues victims from dangerous situations, stabilizes injured individuals by performing basic first aid or CPR; Monitors/performs general maintenance on equipment and vehicles, cleaning/washing, checking fluids and tire pressure, and filling air tanks and checking regulator; Performs various housekeeping duties in/around station on rotating schedule; Periodically responds to reports of hazardous materials, identifying/containing hazardous materials and evacuating persons from hazardous areas as needed; Participates in monthly training/practice sessions as required.

REQUIREMENTS:

High school diploma or GED, and ability to successfully complete training programs as required; Ability to meet all Department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the work place; Working knowledge of fire service hydraulics and ability to properly operate and maintain Department vehicles and equipment, including protective clothing, axes, ladders, aerial devices and hoses; Working knowledge of radio frequencies, codes, procedures and limitations, and ability to speak clearly and distinctly, hear and be heard and understood in person, by radio and by telephone; Ability to effectively communicate orally and in writing with co-workers, other emergency personnel and victims, including being sensitive to professional ethics, gender, cultural diversities and disabilities;

Ability to utilize universal health precautions to prevent infection from blood-borne pathogens; Ability to physically perform the essential duties of the position, including, but not limited to, exerting continuous physical effort for long periods, standing/walking for long periods, pushing/pulling objects, climbing stairs and ladders, reaching, bending, handling/grasping/fingering objects, and hearing communications, and lifting/carrying objects weighing more than fifty pounds, often up/down flights of stairs or ladders; Ability to understand and follow all oral and written orders as required; Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations from off-duty status, taking appropriate action with injured and/or distraught individuals, and acting safely, despite stress of potential injury to self and/or others; Ability to work irregular and/or extended hours.

LICENSE/CERTIFICATION NEEDED

Certification by State of Indiana as Firefighter I / II within one year of employment.

Certification by State of Indiana as EMT-B within one year of employment.

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

BASIC ESSENTIAL FUNCTIONS FOR FIREFIGHTERS

1. Respond to alarms by reporting to assigned vehicle, riding in or on assigned vehicle to the scene of the emergency.
2. Lift, carry, drag, lay and connect hose lines from hydrants and equipment to scene, carry resuscitators, tools and other equipment from vehicle to scene.
3. Raise and climb ladders, crawl and walk on roofs and floors, open holes and windows with axes, bars or hooks for access or ventilation.
4. Combat fires by holding nozzles and directing streams of fog, chemicals or water and move into fire area, including into confined spaces and up stairs.
5. Communicate by voice or radio with other firefighters and other emergency personnel to relay observations, equipment needs and other relevant information.
6. Move people away from danger, including carrying unconscious people or holding a life net.
7. Provide emergency medical treatment to injured people.
8. Remove objects from buildings, place protective covers over objects and monitor assigned areas for signs of recurrence.
9. Conduct fire drills, critique drill participants on emergency procedure and instruct groups on such procedures.
10. Participate in training on fire fighting, emergency aid, emergency procedures and related subjects.
11. Maintain departmental equipment and structures, which includes cleaning and washing walls and floors, hanging and drying fire hose, cleaning equipment and performing preventative maintenance on motorized equipment.
12. Maintain personal physical fitness.
13. Perform related duties as assigned.

ENVIRONMENTAL FACTORS FOR FIREFIGHTERS

The essential job functions for a firefighter are performed in, and affected by the following environmental factors. A firefighter must:

1. Operate both as a member of a team and independently at incidents of uncertain duration.
2. Spend extensive time outside exposed to the elements.
3. Experience frequent transitions from hot to cold and from humid to dry atmospheres.
4. Tolerate extreme fluctuations in and perform physically demanding work in hot (up to 400 deg. F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body cooling mechanisms.
5. Work in wet, icy, or muddy areas.
6. Perform a variety of tasks on slippery, hazardous surfaces as on roof tops or from ladders.
7. Work in areas where sustaining traumatic or thermal injury is possible.
8. Face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents either through inhalation or skin contact.
9. Face exposure to infectious agents such as hepatitis B or HIV.
10. Perform complex tasks during life-threatening emergencies.
11. Work for long periods of time, requiring sustained physical activity and intense concentration.
12. Face life or death decisions during emergency conditions.
13. Tolerate exposure to grotesque sights and smells associated with major trauma and burn victims.
14. Make rapid transitions from rest to near maximal exertion without warm-up periods.
15. Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
16. Use manual or power tools in the performance of duties.
17. Rely on sense of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in confused, chaotic, and potentially life threatening environments.
18. Wear personal protective equipment that weighs approximately 50 pounds while performing the essential functions of their job.
19. Perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches water column resistance to exhalation at a flow of 40 liters per minute.
20. Be able to communicate with people effectively.

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

AFFIX
PHOTO
HERE
SECURELY

Photograph shall be a 2 1/2" square, head and

shoulders picture of applicant. OTHER

PHOTOGRAPHS WILL NOT BE
ACCEPTABLE

AFFIX COPY OF YOUR
DRIVERS LICENSE
HERE SECURELY

AFFIX A COPY OF
YOUR BIRTH
CERTIFICATE HERE
SECURELY

GREENSBURG FIRE DEPARTMENT

PROBATIONARY FIREFIGHTER BENEFITS for 2020

2020 First year probationary base pay \$45,145.00 (\$900 less than FF salary)

After one year of probation, firefighter will receive full salary as base pay (an additional \$900 to probationary salary), plus any raise given for 2021. Firefighter also receives a longevity raise of 1% of base pay each year up to 20% in addition to their salary and or other raises.

This position also includes full benefits, i.e. pension plan, insurance, vacation, paid time off, personal days, free health clinic, certification bonus, clothing allowance, EMT \$1500.00 cert pay, etc.

