



DECATUR FIRE DEPARTMENT

206 S. 7th St.
DECATUR, INDIANA 46733
www.decaturfire.us

Applicant Letter

Thank you for your interest in applying to fill an opening with the Decatur Fire Department. The Decatur Fire Department is a professional public safety organization dedicated to providing our services to the community in a safe and timely manner. We are team oriented and dedicated to minimizing the loss of life and property through emergency service delivery, public education, and community service activities. We are called to serve with integrity, actively participate in our community, strive to support individual and team development, and instill pride in all of our members. We endeavor to uphold the unique camaraderie and trust that is the fire service and the Decatur Fire Department.

We have openings for Career Firefighter/Engineer and Paid-on-call Firefighter. Please indicate on application what you are applying for. You may apply for both.

All career applicants must be between the ages of 21 years of age and 35 years of age in accordance with the 1977 Fund / Indiana Police and Fire Pension rules (PERF)

All Volunteer (Paid-On-Call) must be at least 21 years of age to apply.

Fill out and return all of the information requested in your packet or downloaded from the web site.

Review all contents of the application packet. Sign all documents requiring a signature; the applicant is responsible to sign all forms when the application packet is returned to the fire station. Returning unsigned documents could be grounds for your application to be dismissed from further consideration in the application process.

Application period opens on **February 1, 2021 at 8:00 AM** and closes on **February 26, 2021 at 5:00 PM** – **No applications will be distributed in advance or accepted after 5:00 PM on February 26th.**

Sign and return all required documents by **Friday, February 26th, 2021 no later than 5:00 PM** – In a **sealed manila envelope**. If mailing packet to Decatur Fire Department it must be **Post marked by February 26th.**

Aptitude Test is scheduled for March 31, 2021 at 6:30 PM – Doors close for testing at 6:30 you will not be allowed to take the test if you are late. The test will be given at the Riverside center, 231 East Monroe St. Decatur, IN.

**ONLY THOSE APPLICANTS PASSING THE APTITUDE TEST WILL BE ALLOWED TO TAKE THE
AGILITY TEST**

Agility Test has been scheduled for April 24th – Applicants need to be at the fire station located at 206 S. 7th St. Decatur, In. for agility orientation starting at 7:30 AM with the agility commencing at 8:00 AM (Weather Permitting). You will not be permitted to participate in agility if you are late.

(260) 724-8909
Emergency 911

Decatur
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DECATUR FIRE DEPARTMENT

Application Check List

- 1 page Notice of Opening (for your information only)
- 8 page Application for Employment (Complete and return to FD)
- 5 page Physical Agility Fitness Test Standards (covers what will be tested, for your information only)
- 1 page Physical Agility Test Information Sheet and Waiver (Complete and return the day of Agility Test; you will be notified of date and location)

PLEASE ATTACH COPIES OF THE FOLLOWING

1. Driver's license
2. High School Diploma / GED
3. Birth Certificate
4. College Diploma / Transcript (if applicable)
5. DD214 (Military Discharge if applicable)

Any application received without the above listed items and completed information (or N/A) will be **CONSIDERED AN INCOMPLETE APPLICATION** and will be discarded.



DECATUR FIRE DEPARTMENT

PLEASE READ EACH OF THE FOLLOWING PARAGRAPH CAREFULLY. INDICATE YOUR UNDERSTANDING OF AND CONSENT TO THE CONTENTS AND CONDITIONS OF EACH PARAGRPH BY PLACING YOUR INITIALS AT THE END OF EACH PARAGRAPH. IF YOU HAVE ANY QUESTIONS REGARDING THESE PARAGRAPHS, CONTACT THE DECATUR FIRE DEPARTMENT PRIOR TO INITIANLING THE PARAGRAPH.

1. I understand and accept that, if I am hired, I may be hired conditional upon passing any medical and/or psychological examinations that the City of Decatur, the Pension Board or the Fire Academy deems to be 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: _____

2. I understand and accept that the City requires a high degree of integrity and confidentiality of its employees. I also understand and accept that the various law enforcement and informational agencies that exchange information and data with the employer require that the employer's employees do not have a past record of unlawful activities. Therefore, I understand and accept that it will be necessary for the City to investigate my background for any criminal or unlawful activity.

Initials: _____

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

Initials: _____

4. I understand that it may be necessary for the City to obtain my school records, any and all medical, physical and mental records or reports including all information of a confidential or privileged nature and photocopies of same, including a credit bureau report, if requested. This information is to be used to assist the City in determining my qualifications and fitness for the position.

Initials: _____

5. I understand that the City provides a seven day per week and twenty four (24) hour per day service, and therefore, if employed, I may be required to work evening shifts or night shifts, including weekends and holidays.

Initials: _____

6. 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 City, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

I do 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 misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment. I authorize investigation of my background for any criminal or unlawful activity.

By the submission of this document, I hereby agree that I shall execute the City's conditional and post-employment medical examination and drug testing consent forms. 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



DECATUR FIRE DEPARTMENT

PHYSICAL AGILITY TEST INFORMATION

This form must be completed and signed before you will be permitted to participate in the physical agility test to be given by the Decatur Fire Department.

I have read and understand that I will be asked to perform certain physical tasks. Also, I will be given specific instructions in the manner in which these tasks are to be performed. I am aware of the physical effect that this test involves and I am physically capable of participating in this agility test. I further understand and agree that should I fail or be unable to complete the test, I will be ineligible to participate any further in the process of filling the vacancy on the Decatur Fire Department.

In case of an emergency, I authorize you to contact:

Applicant Name: _____

Name: _____

Address: _____

Telephone: _____ or _____

Doctor's Name: _____

Hospital preference: _____

Applicant's Signature (full legal name) Date: _____

PHYSICAL AGILITY TEST WAIVER

I understand that as an applicant to the Decatur Fire Department, I will be required to demonstrate my ability to meet certain standards by performance of certain physical activities. I am fully aware and understand that during the course of this physical agility test there is a possibility I may be injured. I therefore release and discharge the City of Decatur, the Decatur Fire Department, their agents, employees and officers of the City of Decatur from any and all liability connected with these activities and waive any rights I have against the City of Decatur, their agents, employees, and officers in connection therewith.

I also agree to indemnify and forever hold the City of Decatur, the Decatur Fire Department, their employees and officers harmless against and from any cause of action in law or equity which hereafter may be instituted or recovered against the City of Decatur or the Decatur Fire Department by myself or any other person, whomsoever for the purpose of enforcing a claim for damages on account of personal injury, property damage, mental or conscious suffering arising out of my participation in any or all of the physical agility tests as acquired under the Decatur Fire Department's hiring procedures, Indiana laws, or otherwise.

I understand that this test may be strenuous and I agree to partake in if of my own free will.

Applicant's Signature (full legal name)

Witness

RESIDENCES: List all the addresses where you have lived since you were eighteen (18) years old, beginning with your present address. List date by month and year. Attach an extra page is necessary.

From:	To:	Address (Include City & State):

Are you currently employed?

Yes

No

On what date would you be available for work?

Have you ever been convicted of a felony?

Yes

No

(Conviction will not necessarily disqualify an applicant from employment) If yes, please explain:

EXPERIENCE AND EMPLOYMENT: Beginning with your present or most recent job, list all employment held in the past ten (10) years, including part-time, temporary, or seasonal. Attach extra pages if necessary.

From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____ Job Title: _____

Duties: _____

Supervisor: _____ Salary: _____

Reason for Leaving: _____

From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____ Job Title: _____

Duties: _____

Supervisor: _____ Salary: _____

Reason for Leaving: _____

From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____ Job Title: _____

Duties: _____

Supervisor: _____ Salary: _____

Reason for Leaving: _____

From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____ Job Title: _____

Duties: _____

Supervisor: _____ Salary: _____

Reason for Leaving: _____

Military History

Have you served in the US Armed Forces: Yes No

Date of Service: From _____ To _____ Branch of Service: _____

Military Service No: _____

MOS: _____

Unit Designation: _____

Highest Rank Held: _____ Rank Held at Discharge: _____

Type of Discharge: _____

Were you ever disciplined while in the military, including Court-Martial, Captain's Mast, Article 15,

Company Punishment, etc.? Yes No

If yes, give details of charge(s) and disposition(s): _____

If you received a discharge other than Honorable, give complete details: _____

EDUCATIONAL HISTORY:

HIGH SCHOOL ATTENDED (including City & State)	Dates Attended		Graduated?	
	<u>From:</u>	<u>To:</u>	<u>Yes</u>	<u>No</u>

College or University Attended: _____

City & State: _____ Dates Attended: _____

Major/Minor: _____

Credits Hours Attempted: _____ Credit Hour Earned: _____

Degree(s) Earned: _____

College or University Attended: _____

City & State: _____ Dates Attended: _____

Major/Minor: _____

Credits Hours Attempted: _____ Credit Hour Earned: _____

Degree(s) Earned: _____

College or University Attended: _____

City & State: _____ Dates Attended: _____

Major/Minor: _____

Credits Hours Attempted: _____ Credit Hour Earned: _____

Degree(s) Earned: _____

College or University Attended: _____

City & State: _____ Dates Attended: _____

Major/Minor: _____

Credits Hours Attempted: _____ Credit Hour Earned: _____

Degree(s) Earned: _____

List other schools attended (Trade, Vocational, Business, etc.), dated attended and certificates earned: _____

SPECIAL QUALIFICATIONS AND SKILLS:

List any special license or certification you hold. Note the licensing authority, original date of issue, and expiration date: _____

List any special machinery or equipment you can operate: _____

If you are fluent in a foreign language, list your degree of fluency in each area (Excellent, Good, Fair, Poor):

<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Understanding</u>	<u>Writing</u>

LEGAL:

Have you ever been charged, arrested, convicted, detained by the police or summoned into court?

Yes No

If yes, complete the following (include juvenile as well as an adult):

<u>Crime</u>	<u>Date</u>	<u>Police Agency/City & State</u>	<u>Disposition</u>

Have you ever been involved as a party in a civil litigation? Yes No

If yes, give details of all litigation: _____

MOTOR VEHICLE

Has your driver's license ever been revoked or suspended? Yes No

If yes, give dates and a full explanation: _____

List all of the traffic citations you have received. Use a separate page to list citations if necessary.

<u>Month & year</u>	<u>Charge</u>	<u>City & State</u>	<u>Disposition</u>

Have you ever been involved in a traffic accident as driver? Yes No

MARITAL STATUS

Single Married Separated Divorced Widowed

Spouse or Significant Other Information:

Name (Wife's Maiden Name): _____

Address: _____

Phone Number: _____ Date of Birth: _____

Employment: _____ Telephone No.: _____

List all children belonging to you or your spouse: (Natural, stepchildren, adopted, and foster)

<u>Name</u>	<u>Relation</u>	<u>DOB</u>	<u>Address</u>

List other dependents and their relationship:

<u>Name</u>	<u>Address</u>	<u>Relationship</u>

List other relatives in the following order: Father, Mother, Brothers, and Sisters

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Relation</u>

REFERENCES

List five (5) references that know you well enough to provide current information about you.

Name: _____ Address: _____

Home Phone: _____ Business Phone: _____

Business Name and Address: _____

Years Known: _____ Relationship: _____

Name: _____ Address: _____

Home Phone: _____ Business Phone: _____

Business Name and Address: _____

Years Known: _____ Relationship: _____

Name: _____ Address: _____

Home Phone: _____ Business Phone: _____

Business Name and Address: _____

Years Known: _____ Relationship: _____

Name: _____ Address: _____

Home Phone: _____ Business Phone: _____

Business Name and Address: _____

Years Known: _____ Relationship: _____

Name: _____ Address: _____

Home Phone: _____ Business Phone: _____

Business Name and Address: _____

Years Known: _____ Relationship: _____

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am fully aware that any such misrepresentations, omissions, or falsifications will be grounds for immediate rejection of my application for employment.

Applicant's Signature

Date completed



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The Decatur Fire Department's physical agility test, consists of a seven (7) station continuously timed along with ladder climb. This test shall be done while wearing Personal Protective Clothing.

Note: All Applicants are permitted to furnish their own gloves for the agility test. **They must be leather or goat skin** or you have the option to use the gloves provided by the Decatur Fire Department. **All applicnats accept full respnsibilty for their choice of gloves.** The Decatur Fire will provide turnout gear required to preform the agility for those that need it.

Agility Course

Instructions:

Wearing provided turnout gear, helmet, SCBA with darkened mask, and gloves. The candidate will carry a flashlight while proceeding through the entire course in order listed. **The hand light must accompany the candidate throughout the entire course.**

Note: Darkened mask will only be used during Station #1, assistance will be given at the end of the first station to remove the mask then the applicant can finish the other 6 stations.

Time Limit: **6 minutes, 30 seconds**

Scoring Method: **Pass / Fail**

Instructor will demonstrate the entire course

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Station 1 Blind Hose Crawl

Applicant will start on hands and knees behind the starting line. When the applicant has the personal protective clothing and darkened mask on. The timer will tell the applicant when to start. Applicant will follow the 1 3/4" charged hose line through the course. When the applicant reaches the nozzle at the end of station 1, that task is complete and time is stopped. The instructor will then remove the helmet and mask from the applicant. Time will restart when applicant is ready to proceed. Failure to have the hand light with you before starting station 2 will constitute a failure of the task.

Station 2 Hose Couplings

Applicant will have (2) 2 1/2" double male couplings and (2) 2 1/2" double female couplings. Each applicant must attach the 4 couplings together. Failure to attach the 4 couplings will constitute a failure. A 5 second penalty will be assessed to each coupling that is not tight. Failure to have the hand light with you before starting station 3 will constitute a failure of the task.

Station 3 Hose Hoist

Applicants proceed to the hose tower, where there will be a 50' section of 3" hose attached to rope. The applicant will hoist the hose using the rope in a hand over hand method. The instructor will tell the applicant when the hose reaches the top. The applicant will then lower the hose using the hand over hand method. Applicants will raise and lower the hose 3 times. Letting the hose slip 3' or more will constitute a 30 second penalty per incident. Failure to have the hand light with you before starting station 4 will constitute a failure of the task.

Station 4 Hose Carry

Applicants proceeding to the hose carry will pick up a 50' section of 3" hose, carry it 25' placing past line on the floor. Applicant will then pick up second section of hose returning it to the starting line setting it back on the floor. Failure to have the hand light with you before starting station 5 will constitute a failure of the task.

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Station 5 Dummy Drag

Applicants will proceed the 165lb. dummy, grasp the harness and drag the dummy 25' **completely across the finish line.** Failure to get the dummy's feet across the finish line will constitute a failure. Failure to have the hand light with you before starting station 6 will constitute a failure of the task.

Station 6 Ladder Raise

Applicants proceed the ladder that is outside on the ground. The applicant will raise the ladder, placing the tip against the building between the marked spots. The tip will be marked with orange tape. Dropping the ladder during the raise will constitute a failure.. Failure to have the hand light with you before starting station 7 will constitute a failure of the task.

Station 7 Hydrant Coupling Sequence

Applicants proceeding to the hydrant will then take 6 couplings and connect them to the hydrant one at a time to the matching color connections. All connections must be hand tight or a 5 second penalty per coupling will be assessed. Tell the instructor to stop when you are finished. The instructor will stop the clock and check connections to see if they are tight. Failure to have the hand light at the end of task 7 will constitute a failure.

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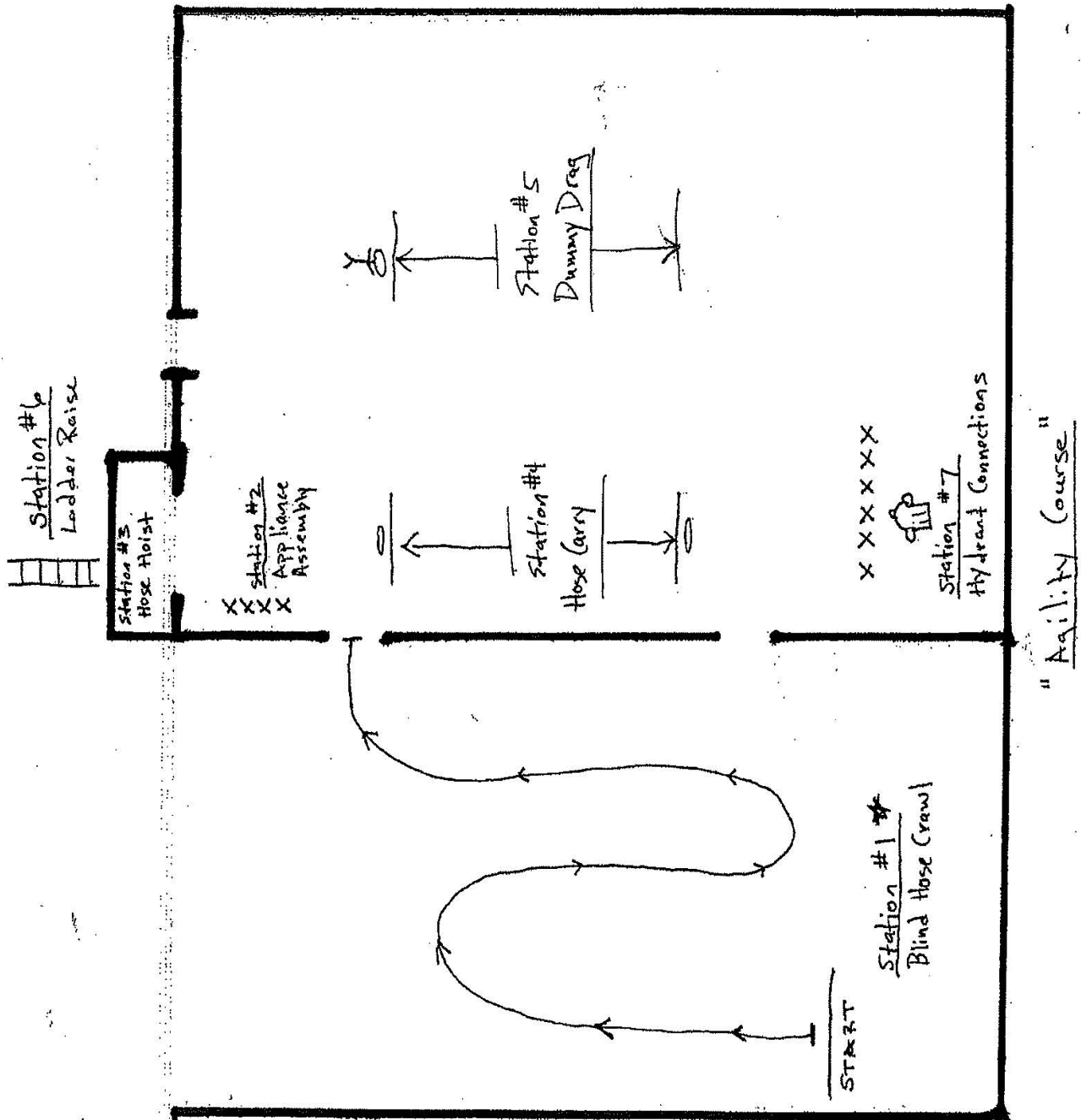


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Aerial Ladder Task

Instructions

Applicant proceeds to aerial wearing turnout coat, gloves, helmet, safety belt, and breathing apparatus (no face piece). Applicant will climb the ladder to 75' mark (with colored tape) and return to base of the ladder. Applicant will have safety line attached at all times. **At any time during the climb the applicant does not wish to continue, he / she will STOP tell safety personnel that they do not want to continue.** Fire personnel will assist applicant down.

Note: Always use rungs when climbing or descending.

Time Limit: 2 minutes

Scoring Method: Pass / Fail

**Ladder setup: 70 degree angle
75' will be marked with tape**

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Job Description

Job Title: Firefighter/Engineer
Department: Fire
Reports To: Fire Chief
FLSA Status: Nonexempt
Last HR Review: July 2017
Last Decatur Fire Department Review: October, 2020

Principal Function: The Firefighter/Engineer is responsible for ensuring fire apparatuses and equipment is in proper working order and responds to emergency and non-emergency calls related to fire protection, special operations, and hazardous materials response.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Responds to an emergency based on dispatch instructions.
2. Performs operations based on level of certification for the following, not limited to rope rescue, water rescue, confined space, hazardous materials, trench rescue, structural collapse, and vehicle/machinery extraction.
3. Drives all department vehicles in compliance with all federal, state, and local laws, and department rules and regulations.
4. Dons and doffs the appropriate personal protective equipment (PPE) for the nature of the call, in accordance with department standard operating guidelines.
5. Reports to the Incident Commander for assignment of duties and maintains the appropriate communications and accountability throughout the incident.
6. Assists with determining the best route in responding to all emergent and non-emergent calls.
7. Ensures proper operational status of all apparatus equipment and personal protective equipment (PPE) before, during, and after an incident.
8. Implements and utilizes the Incident Command System.
9. Maintains familiarization with the response area.
10. Performs scene size-up.
11. Protects evidence of fire cause and origin from further disturbance.
12. Properly uses department communication technologies (radio, phone, and computer).
13. Removes, carries, and places a ladder at an incident scene and may ascend or descend a ladder with or without a victim.
14. Operates all hydraulic and lifting systems of an aerial apparatus, and operates apparatus pumps, appliances, and equipment. May also assign placement of incoming apparatus.
15. Raises a hose pack or other tools from the ground to an above-ground elevation.
16. Establishes a water supply.
17. Establishes and advances an attack line.
18. Locates, contains, and extinguishes interior and exterior fires.
19. Conducts search and rescue activities.
20. Performs ventilation as directed.
21. Searches for fire extension, conserves property, and overhauls a fire scene.
22. Conducts firefighting activities on various types, styles, and slopes of roofs.
23. Climbs multiple flights of stairs while carrying equipment, or a victim.
24. Extinguishes fires using portable fire extinguishers.
25. Extricates victims entrapped in a motor vehicle or machinery.
26. Establishes scene safety zones, isolates and secures energy sources, and conducts atmospheric monitoring of the environment.
27. Creates ingress and egress openings, as directed.

Job Description

28. Performs forcible entry operations.
29. Assesses, triages, and treats victims at an incident scene within the scope of one's certification and/or licensures.
30. Establishes medical, triage, rehabilitation, or other sectors as assigned by the Incident Commander.
31. Communicates with victims, family members, by-standers, and members of the public at the scene of an incident.
32. Cleans, inspects, and maintains all emergency response equipment.
33. Maintains department equipment, apparatus, and facilities and effectively communicates problems or concerns with such to superior officers and/or maintenance personnel.
34. Performs annual service test on fire hose.
35. Participates in the pre-planning of buildings and other structures in fire prevention programs.
36. Participates in all required department training, meetings, and activities.
37. Completes all required written and/or electronic communications.
38. Complies with all department safety guidelines while performing emergency and non-emergency functions.
39. Complies with all department rules and regulations, standard operating guidelines, and City policies, as applicable.
40. Presents programs to the community on safety, medical and fire prevention topics.
41. Wears proper duty uniform and maintains a neat personal appearance in compliance with department rules and regulations.
42. Assists with recordkeeping and maintenance requisition of apparatus.
43. Maintains the department's equipment, apparatus and facilities.
44. Assists in scheduling meetings and training, as required.
45. Orients and assess new personnel in accordance with guidelines established by the Fire Chief.
46. Assumes leadership roles and responsibilities at the request of a superior officer.

Supervisory Responsibilities: Supervises Paid -On Call as they arrive on an incident scene until high level of supervision arrives on scene.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

City-related Competencies: To perform this job successfully, all employees working in the City should demonstrate the following competencies:

- **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Ethics** – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Job Description

- **Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Job-related Competencies – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Oral Communication** -Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Education and/or Experience: High school diploma or general education degree (GED) is required. Firefighter I and II certifications are required by Indiana State Law within one year of the date of hiring for career positions. Previous experience working with firefighting apparatus and equipment in a Fire Department is desired.

Other Skills and Abilities: The following skills and abilities are either required or desired.

- Computer software skills required include, Microsoft Outlook, Word, Excel, PowerPoint, Adobe, Geographic Information Systems (GIS) and Fire House I Web.
- A working knowledge of all Fire Department policies, procedures, rules and regulations is required.
- A comprehensive knowledge of the geography of the City and County is required.
- A working knowledge of the following is required:
 - Fire suppression theories, strategy, tactics, methods and procedures.
 - Fire prevention, inspection, code enforcement and investigation procedures.
 - Public education programs.
 - Pre-plan procedures.
 - How to develop specifications for equipment and facilities.
 - Emergency medical procedures.
 - Communication systems and procedures.
 - Emergency vehicle operations.
 - Response areas.
 - Applicable federal, state, and local laws governing the operation of department vehicles.
 - Safe use, care and maintenance of all firefighting equipment.
 - Current county Emergency Management System (EMS) protocols.

Job Description

- Appropriate level of special operations.
- Operations level of Haz-Mat operations.
- The ability to evaluate the effectiveness of the Fire Department operations and to institute improvements is required.
- The ability to operate all Fire Department vehicles is required.
- The ability to use all Fire Department equipment, tools, personal protective equipment (PPE), and apparatus is required.
- The ability to make sound and rational decisions including exercising independent judgment within established protocols and guidelines is required.
- The ability to enforce rules and follow all established protocols and guidelines is required.
- The ability to maintain and cultivate positive relationship with residents, vendors and other City departments is required.
- The ability remain current with all required licenses, certifications and in-service requirements is required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is required.
- The ability to speak, read and write in English is required. Spanish is desired.
- Maintain an EMR (Emergency Medical Responder) certification.
- Maintaining a current EMR is a condition of employment for all Driver/Engineers hired after 01/01/2005.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. PERF required.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; taste or smell; and lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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 duties and responsibilities.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is occasionally exposed to working near moving mechanical parts; risk of electrical shock; exposure to fumes or airborne particles; toxic or caustic chemicals; exposure to humid condition (non-weather); extreme cold (non-weather); extreme heat (non-weather); and may work in high precarious places. The noise level in the work environment is usually moderate to loud.

Job Description

While the offices of the City of Decatur are usually open from 8:00 a.m. to 4:30 p.m., Monday through Friday, this position will require work beyond these hours, weekends, and on holidays. It also requires the ability to drive a City vehicle. Thus, a valid driver's license is required.

Job Description

Job Title: Firefighter/Engineer
Department: Fire
Reports To: Fire Chief
FLSA Status: Nonexempt
Last HR Review: July 2017
Last Decatur Fire Department Review: October, 2020

Principal Function: The Firefighter/Engineer is responsible for ensuring fire apparatuses and equipment is in proper working order and responds to emergency and non-emergency calls related to fire protection, special operations, and hazardous materials response.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Responds to an emergency based on dispatch instructions.
2. Performs operations based on level of certification for the following, not limited to rope rescue, water rescue, confined space, hazardous materials, trench rescue, structural collapse, and vehicle/machinery extraction.
3. Drives all department vehicles in compliance with all federal, state, and local laws, and department rules and regulations.
4. Dons and doffs the appropriate personal protective equipment (PPE) for the nature of the call, in accordance with department standard operating guidelines.
5. Reports to the Incident Commander for assignment of duties and maintains the appropriate communications and accountability throughout the incident.
6. Assists with determining the best route in responding to all emergent and non-emergent calls.
7. Ensures proper operational status of all apparatus equipment and personal protective equipment (PPE) before, during, and after an incident.
8. Implements and utilizes the Incident Command System.
9. Maintains familiarization with the response area.
10. Performs scene size-up.
11. Protects evidence of fire cause and origin from further disturbance.
12. Properly uses department communication technologies (radio, phone, and computer).
13. Removes, carries, and places a ladder at an incident scene and may ascend or descend a ladder with or without a victim.
14. Operates all hydraulic and lifting systems of an aerial apparatus, and operates apparatus pumps, appliances, and equipment. May also assign placement of incoming apparatus.
15. Raises a hose pack or other tools from the ground to an above-ground elevation.
16. Establishes a water supply.
17. Establishes and advances an attack line.
18. Locates, contains, and extinguishes interior and exterior fires.
19. Conducts search and rescue activities.
20. Performs ventilation as directed.
21. Searches for fire extension, conserves property, and overhauls a fire scene.
22. Conducts firefighting activities on various types, styles, and slopes of roofs.
23. Climbs multiple flights of stairs while carrying equipment, or a victim.
24. Extinguishes fires using portable fire extinguishers.
25. Extricates victims entrapped in a motor vehicle or machinery.
26. Establishes scene safety zones, isolates and secures energy sources, and conducts atmospheric monitoring of the environment.
27. Creates ingress and egress openings, as directed.

Job Description

28. Performs forcible entry operations.
29. Assesses, triages, and treats victims at an incident scene within the scope of one's certification and/or licensures.
30. Establishes medical, triage, rehabilitation, or other sectors as assigned by the Incident Commander.
31. Communicates with victims, family members, by-standers, and members of the public at the scene of an incident.
32. Cleans, inspects, and maintains all emergency response equipment.
33. Maintains department equipment, apparatus, and facilities and effectively communicates problems or concerns with such to superior officers and/or maintenance personnel.
34. Performs annual service test on fire hose.
35. Participates in the pre-planning of buildings and other structures in fire prevention programs.
36. Participates in all required department training, meetings, and activities.
37. Completes all required written and/or electronic communications.
38. Complies with all department safety guidelines while performing emergency and non-emergency functions.
39. Complies with all department rules and regulations, standard operating guidelines, and City policies, as applicable.
40. Presents programs to the community on safety, medical and fire prevention topics.
41. Wears proper duty uniform and maintains a neat personal appearance in compliance with department rules and regulations.
42. Assists with recordkeeping and maintenance requisition of apparatus.
43. Maintains the department's equipment, apparatus and facilities.
44. Assists in scheduling meetings and training, as required.
45. Orients and assess new personnel in accordance with guidelines established by the Fire Chief.
46. Assumes leadership roles and responsibilities at the request of a superior officer.

Supervisory Responsibilities: Supervises Paid -On Call as they arrive on an incident scene until high level of supervision arrives on scene.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

City-related Competencies: To perform this job successfully, all employees working in the City should demonstrate the following competencies:

- **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Ethics** – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Job Description

- **Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Job-related Competencies – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Oral Communication** -Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Education and/or Experience: High school diploma or general education degree (GED) is required. Firefighter I and II certifications are required by Indiana State Law within one year of the date of hiring for career positions. Previous experience working with firefighting apparatus and equipment in a Fire Department is desired.

Other Skills and Abilities: The following skills and abilities are either required or desired.

- Computer software skills required include, Microsoft Outlook, Word, Excel, PowerPoint, Adobe, Geographic Information Systems (GIS) and Fire House I Web.
- A working knowledge of all Fire Department policies, procedures, rules and regulations is required.
- A comprehensive knowledge of the geography of the City and County is required.
- A working knowledge of the following is required:
 - Fire suppression theories, strategy, tactics, methods and procedures.
 - Fire prevention, inspection, code enforcement and investigation procedures.
 - Public education programs.
 - Pre-plan procedures.
 - How to develop specifications for equipment and facilities.
 - Emergency medical procedures.
 - Communication systems and procedures.
 - Emergency vehicle operations.
 - Response areas.
 - Applicable federal, state, and local laws governing the operation of department vehicles.
 - Safe use, care and maintenance of all firefighting equipment.
 - Current county Emergency Management System (EMS) protocols.

Job Description

- Appropriate level of special operations.
- Operations level of Haz-Mat operations.
- The ability to evaluate the effectiveness of the Fire Department operations and to institute improvements is required.
- The ability to operate all Fire Department vehicles is required.
- The ability to use all Fire Department equipment, tools, personal protective equipment (PPE), and apparatus is required.
- The ability to make sound and rational decisions including exercising independent judgment within established protocols and guidelines is required.
- The ability to enforce rules and follow all established protocols and guidelines is required.
- The ability to maintain and cultivate positive relationship with residents, vendors and other City departments is required.
- The ability remain current with all required licenses, certifications and in-service requirements is required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is required.
- The ability to speak, read and write in English is required. Spanish is desired.
- Maintain an EMR (Emergency Medical Responder) certification.
- Maintaining a current EMR is a condition of employment for all Driver/Engineers hired after 01/01/2005.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. PERF required.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; taste or smell; and lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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 duties and responsibilities.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is occasionally exposed to working near moving mechanical parts; risk of electrical shock; exposure to fumes or airborne particles; toxic or caustic chemicals; exposure to humid condition (non-weather); extreme cold (non-weather); extreme heat (non-weather); and may work in high precarious places. The noise level in the work environment is usually moderate to loud.



Job Description

While the offices of the City of Decatur are usually open from 8:00 a.m. to 4:30 p.m., Monday through Friday, this position will require work beyond these hours, weekends, and on holidays. It also requires the ability to drive a City vehicle. Thus, a valid driver's license is required.

SIGNATURES:

Incumbent's Signature

Incumbent's Printed Name

Date

Fire Chief's Signature

Fire Chief's Printed Name

Date