

HOLMEN AREA FIRE ASSOCIATION
710 Main Street South
Holmen, WI 54636

Invites applications for the position of:

FIREFIGHTER

An Equal Opportunity Employer

SALARY: 2017 - \$36,076 2018 - \$37,158 2019 – \$38,273

BENEFITS: State Retirement; 80/20 Health Plan; 100% Dental; Income Continuation Insurance; Paid Vacation; Sick Leave; Holiday Pay; and Uniforms

OPENING DATE: 07/10/17

CLOSING DATE: 08/31/17

PROFILE: The Holmen Area Fire Department is a local agency under the direction of the Holmen Area Fire Association Board, which proudly serves the communities of the Town of Holland, Town of Onalaska, and Village of Holmen. It is a progressive combination department comprised of 4 full-time (Chief, Assistant Chief, Captain, and Lieutenant) employees (FTEs) and 20 part-time employees (PTEs), responsible for 90 square miles and a population of over 20,000. The department averages approximately 1,000 responses a year, of which 75 percent are medical emergencies. It has recently reorganized and has set a new course of direction in fulfilling its 10-year strategic plan, which started in 2016.

GENERAL OVERVIEW OF POSITION:

Work Schedule is a sliding 40-hour work week, Sunday thru Saturday, working normal daytime hours of either 8:00 am to 4:00 pm or 8:00 am to 6:00 pm. On occasions, personnel are required to respond to emergencies after normal duty hours.

This position is represented by Local 127 of the International Association of Firefighters (IAFF) and is covered by a fair share agreement.

This recruitment is open to all qualified applicants meeting the minimum qualifications. This recruitment will establish an eligibility list of qualified applicants that will be considered for any Firefighter vacancies that occur between late 2017 and through 2018 unless the list is replaced or extended by the Holmen Area Fire Association.

Appointed incumbents are on probation for a full calendar year and may be removed without cause and without any right of appeal. Appointed incumbents must obtain a Wisconsin Emergency Medical Technician (EMT) license, if they haven't already done so, within three years of their hire date and maintain such EMT throughout the term of their employment. Failure to maintain the EMT license shall subject the appointed incumbent to termination.

Incumbents hired must comply with all departmental policies and procedures.

Application Instructions: Applications must be complete, thorough, and received no later than 4:30 pm Central Standard Time (CST) the date of the job closing. Applicants submitting incomplete or failing to attach or submit the requested documents, will be rejected and will not be permitted to further participate in the process.

Copies of college transcripts, medical licenses (EMT and/or EMR), Firefighter I and II certifications, and successful completion of the Candidate Physical Ability Test (CPAT) must be attached and submitted with your application. You may attach other documents, however, please do not attach your driver's license, social security card, birth certificate, or photos. If you attach a document that contains any personal information please be sure to block out the personal information.

If you require an update to your application during the application acceptance period, you may submit the updated documents.

Recruitment Process: The recruitment process consists of an application acceptance period, an application review period, panel interviews, and establishment of an eligibility list.

Please note that almost all communication throughout the recruitment process will be by email, so be sure to provide the correct email address and please check your email on an ongoing basis. Failure to respond to any notice/email may eliminate you from the recruitment process. Be sure to check your Spam/Junk folder.

If you are selected for an interview, you will be informed via email with reasonable advance notice. The email may include date and time options for you to choose from. If you are late for an interview, or you fail to schedule/appear for an interview, you may be eliminated from the recruitment process.

Position Summary: Under general supervision, is responsible for extinguishing fires, rescuing persons and property from danger, and performing overhaul and related follow-up work. Incumbents are also required to perform life-saving rescue techniques as part of a rescue operation or as part of other emergency operations. In addition, considerable time is allocated in training, inspecting and maintenance of equipment, apparatus, and facilities. Incumbents must be capable of functioning as an integral part of a work unit in order to ensure the safe and efficient performance of duties. Work is performed in accordance with direct instructions and well-defined routines and under the immediate supervision of a line officer. Performance is reviewed through observation for adherence to established policies and procedures. Incumbents will be expected to perform other work as requested or assigned.

Duties and Responsibilities: All personnel of the Holmen Area Fire department shall perform any and all duties that the Chief or his officers are authorized to direct. These duties may include, but are not limited to the following: hazard prevention; public education; emergency medical; hazardous materials; basic/advance training; fire suppression; operation/maintenance of apparatus, equipment, and facilities; pre-incident planning; public relations, and assistance to line officers when requested to do so.

- Responds to hazardous and medical emergencies with a response company and/or rescue unit.
- Removes, extracts, and rescues persons from danger.
- Recognizes symptoms requiring immediate medical care; administers lifesaving rescue procedures to injured or afflicted persons.
- Performs overhaul operations including removing excess smoke, water, and debris.
- Connects hose to nozzles, other hoses, hydrants and pumps.
- Operates nozzles and has the ability to direct an effective fire stream at the fire.
- Enters hazardous environments with appropriate Personal Protective Equipment.
- Operates fire extinguishers effectively.
- Raises/climb ladders and operates ventilation fans correctly.
- Performs daily inspections of apparatus/equipment and notifies officer of defects.
- Performs cleaning and maintenance tasks in and about the station.
- Aids in the mitigation of other emergencies as directed by an officer.
- Participates in training sessions on firefighting methods; equipment operation; rescue procedures; hazardous materials; and other related subjects.
- Operates specialized detection meters and the thermal imaging camera.
- Operates department's software for incident and response reporting.
- Performs and documents facility inspections.

NOTE: The duties listed above illustrate the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive and the

omission of a particular duty does not mean that the duty is not one of the essential functions of the position.

REQUIREMENTS

Minimum:

- Minimum age of twenty-one (21).
- High School graduate or equivalent
- At least 15 or more semester hours of college credit through an accredited program.
- Emergency Medical Responder license (must be able to obtain a Wisconsin license).
- Firefighter II Certification.
- HAZMAT Operation Level.
- Entry Level Driver Operator (ELDO) Pumping Course
- FEMA's ICS 100, 200, and 700 on-line courses.
- Candidate Physical Agility Test (CPAT) Certificate (must be within 12 months of September 1, 2017).
- Valid driver's license (must be able to obtain a Wisconsin driver's license).
- No criminal convictions substantially related to the duties and responsibilities of the position.
- Must be able to perform the essential duties of the job with or without reasonable accommodations.

Desirables:

- At least 30 semester hours of college credit through an accredited program.
- Emergency Medical Technician license or higher (must be able to obtain a Wisconsin license).
- Certified Driver/Operator – Pumper and Driver/Operator – Aerial.
- Certified Fire Inspector I.
- FEMA's ICS 300 and 400 resident courses.
- Two or more years of experience.
- Commercial Drivers License (Class B)
- Ability to speak and understand Spanish and/or Hmong.

NOTE: IFSAC and Pro-Board are acceptable for certification requirements. Other state's equivalent certifications and course certificates will be reviewed for possible consideration.

Knowledge, Abilities and Skills:

- Knowledge of firefighting and other hazard principles and practices.
- Knowledge of tools, equipment, and apparatus used in emergencies.
- Skill in the use of tools, equipment, and apparatus used in emergencies.

- Ability to learn a wide variety of firefighting, rescue, emergency medical, hazard prevention, and public education duties within a 12-month probationary period.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to interact with others during a crisis.
- Ability to react quickly and calmly in emergencies.
- Ability to problem solve challenging situations.
- Ability to perform basic administrative tasks and make reports.
- Knowledge of computer software and the skill required to employ it.

Physical: Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough and uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pounds) items and occasionally heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both.

Environmental: Task requires that work be performed in adverse environmental conditions.

Sensory: Task requires the following:

- Color perception and discrimination.
- Sound perception and discrimination.
- Odor perception and discrimination.
- Depth perception and discrimination.
- Texture perception and discrimination.
- Visual perception and discrimination.
- Oral communications

METHOD OF SELECTION

The selection procedure will be facilitated in a manner consistent with the established procedures approved by the Holmen Area Fire Association Fire Board and existing professional personnel practices. Special consideration will be given to those who meet the *Minimum* requirements and who also possess some or all of the *Desirable* requirements.

An offer of employment as a probationary firefighter will be contingent upon the applicant passing: (1) back ground investigation; (2) medical examination to include a drug/chemical screen test; and (3) psychological evaluation.

All probationary appointments are subject to the final approval of the Fire Board.

FIREFIGHTER SUPPLEMENTAL QUESTIONNAIRE

1. The following supplemental questions may be used as a scored evaluation of your knowledge, skills and experience. Be certain that the choices you make correspond to the information you have provided on your application. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work example or during the hiring interview. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the Fire Board. Any misstatements or falsifications of information may eliminate you from consideration or may result in dismissal.

- Yes I understand and agree
- No I disagree

2. I understand that I must attach a copy of my college transcripts, medical licenses (EMT and/or EMR), Firefighter I and II certifications, and successful completion of CPAT. I understand that I may attach other documents to accompany my application, however, I should not attach my driver's license, social security card, birth certificate, photos. I understand that I should block out my personal information when attaching a document that contains personal information.

- Yes I understand and agree
- No I disagree

3. Are you twenty-one (21) years or older at the time of application?

- Yes
- No

4. Do you speak, read, write and understand the English language?

- Yes
- No

5. Do you possess a valid driver's license?

- Yes
- No

6. What is your highest level of education? Also, be sure to list your college degrees and/or certificates in the *Formal Education* section of the application.

- High School diploma or equivalent
- Some College
- Associate Degree
- Bachelor Degree
- Masters Degree

7. If you indicated that you have a degree, is the degree in Fire Science, Fire Technology, Emergency Management, Emergency Medical or a other related field of study? Be sure to attach a copy of your transcripts to your application.

- Yes
- No
- I do not have a college degree

8. Are you actively nationally registered or State of Wisconsin licensed as an Emergency Medical Technician or Emergency Medical Responder? Make sure that you list the specific medical license you have in the *Emergency Medical Experience/Training/ Current Licenses* section of the application.

- Yes
- No

9. Please check all certifications or certificates that apply and attach copies with your application. Make sure that you list the certifications or certificates in the *Firefighting Experience/Training/Current Certifications* section of the application.

- Wisconsin, IFSAC, Pro-Board, or other state equivalents for certified Firefighter I
- Wisconsin, IFSAC, Pro-Board, or other state equivalents for certified Firefighter II
- Wisconsin, IFSAC, Pro-Board, or other state equivalents for certified Instructor I
- Wisconsin, IFSAC, Pro-Board, or other state equivalents for certified Fire Inspector I
- Wisconsin, IFSAC, Pro-Board, or other state equivalents for certified Fire Officer I
- Wisconsin, IFSAC, Pro-Board, or other state equivalents for certified Driver/Operator-Pumper
- Wisconsin, IFSAC, Pro-Board, or other state equivalents for certified Driver/Operator-Aerial
- NIMS ICS 100, 200, and 700
- NIMS ICS 300 and 400

10. Did you successfully complete or are you scheduled to complete the Candidate Physical Ability Test (CPAT) between September 1, 2016 and August 31, 2017? If you have already successfully completed CPAT, please submit a copy with your application.

- Yes -- I have submitted a copy with my application
- Yes – I plan to have it completed by August 31, 2017 and then will submit a copy
- No – I do not plan to complete CPAT

11. Do you speak and understand Spanish and/or Hmong? If you check yes, please make sure that the *Comments* section of the application reflects such additional languages.

- Yes
- No