www.scfpd.org

St. Clair Fire Protection District

Dedicated to preserve life and property



Stephanie Butenhoff

Leroy D. Nunn

Ti ffany Bunon

Applicant,

Please submit the following items with your completed application for employment:

1. Resume

1. Copy of High School Diploma or Equivalent
2. Copy of your valid MO Driver's license
3. Copy of y our Firefighter I & 2 certification s through the Missouri Division of Fire Safety if available or at time of

employment.

1. Copy of your MO. Emergency Medical Technician License if available or at time of employment
2. Certified criminal background and driving record \*\*

All Full Time Paid personnel of the St. Clair Fire Prot. District must reside within one hours' time of the District ' s Headquarters.

The process will consist of at least three modules. A written test, a physical agility test and at least one oral interview will be conducted. You will be notified by email of testing dates and with any other pertinent information.

If you have any questions, please contact Chief Sullivan at St. Clair FPD Station l.

\*\* NOTE: criminal background and driving records must be certified, one resource for records check Is [www.machs.mo.gov](http://www.machs.mo.gov/)

Thank you for your interest and participation in this process.

Tim Wideman Fire Chief

President Treasurer Secretary

470 E. North St. St. Clair, MO 63077 636-629-2727 Fax 636-629-0844

ST. CLAIR FIRE PROTECTION DISTRICT EMPLOYMENT APPLICATION

The St. Clair Fire Protection District is an Equal Opportunity Employer. Race, color. religion. age , sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment , promotion, compensation or working conditions.

# Complete Application in Blue Ink

**Please Print Applicant Information Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: State: Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_

Telephone:

## Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell # *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Social Security # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_\_\_\_\_ State/License # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently a volunteer member of The St. Clair Fire Protection District ?-------

State briefly why you would like to work for The St. Clair Fire Protection District in a full time

## position:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education and Training (include on-the-job training)

School/Location/Sponsor

Course of Study Dates Attended

High School \_ Community College \_ Trade School \_ College/University \_ Seminars/Other \_

Special Skills

Do you have any experience, training, qualifications, or skills which you feel make you especially Suited for work at The St. Clair Fire Protection District? If so, explain below.

Professional Society Memberships:

Licenses (list states): \_ Use the space below to summarize other relevant experience, skills and background:

**Employment History:**

List all previous employers starting with your present or most recent position (last 10 years is sufficient). Attach additional sheet if necessary.

Employer:

Name of Supervisor:

Addres:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City State Zip Code

Telephone Number:. \_

Position and Duties. \_

Dates of Employment,

Starting Rate of Pay Ending Rate of Pay \_ Reason for Leaving: \_

Employer:

Name of Supervisor: \_

Address: \_\_\_\_\_\_\_\_

Street City State Zip Code

Telephone Number: \_ Position and Duties,

Dates of Employment:

Starting Rate of Pay Ending Rate of Pay \_ Reason for Leaving:

Employer:

Name of Supervisor: \_

Address: \_\_\_\_\_\_\_\_

Street

City

State Zip Code

Telephone Number:

Position and Duties \_ Dates of Employment:

Starting Rate of Pay Ending Rate of Pay \_ Reason for Leaving: \_

Employer: \_ Name of Supervisor: \_

Address:

Street

City State

Zip Code

Telephone Number: \_ Position and Duties

Dates of Employment: \_ Starting Rate of Pay Ending Rate of Pay \_ Reason for Leaving: \_

# ST. CLAIR FIRE PROTECTION DISTRICT

**JOB DESCRIPTION**

**Job Title: Firefighter/EMT Supervisor: Company Officer**

**Status: Full Time Salary: $38,266.97 - $42,899.42**

**Top Pay achieved in 4 years from date of hire.**

**Job Summary:**

This is a shift level position (48 hour on/96 hours off beginning at 0600 hours) primarily concerned with emergency and non-emergency activities inclusive of fire suppression, emergency medical care, fire prevention and the life safety education components of

Fire / Rescue operations. Perform general life safety and property conservation efforts at fires, medical emergencies, physical entrapments inclusive of motor vehicle crashes, and natural and man-made disasters as assigned.

**Main Duties and Responsibilities:**

* 1. Perform s firefighting activities including driving fire apparat us, operating fire pumps and related equipment, laying hose and performing fire combat, containment, and extinguishment t asks.
  2. Responds to medical emergency calls, examines patients on an emergency scene and initiates basic life support as re quired.
  3. Safely remove persons from danger and administers basic life support to injured persons using standard operating guidelines.
  4. Positions and climbs ladders to gain access to upper levels of buildings .
  5. Performs salvage operations such as throwing covers, w at er evacuation and debris removal.
  6. Frequently climbs onto and off fire apparatus rapidly.
  7. Always operates District vehicles in a safe and lawful manner. Abides by District policy concerning use of emergency vehicles.
  8. Assists in performing scheduled mechanical inspection of all fire, medical and other equipment carried on the units assigned to them. Assists with replensishment , replacement and/or repairs of these items as required. Shall document and notify the appropriate authorities of any mechanical or operational defects found during vehicle or equipment inspections.
  9. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes the office and living areas of the fire station daily, cares for grounds

around the fire station as well as making minor repairs. Washes, hangs, and dries hose; washes, cleans and polishes apparatus and equipment.

* 1. At all times represents the District in a professional, courteous, and considerate manner when dealing with fellow employees, other public or private agencies, the public and superiors within the District.
  2. Performs all District activities in a safety conscious manner and utilizes universal precautions on all medical emergencies.
  3. Assists in the completion of proper documentation of fire and EMS calls, as directed by the Company Officer or supervisor. This documentation shall include, but not limited to, patient medical reports and State fire reports. Such documentation shall be done in a concise, complete, legible, and accurate manner.
  4. Promote the teamwork environment. Assist coworkers when necessary.
  5. Any other duties as assigned by the supervisor.

**Other Duties and Responsibilities:**

1. Provide coverage in absence of other personnel.
2. May operate personal computer, radio, pager and/or telephone
3. Participates in annual hose test, which involves unloading and reloading fire hose back on truck.
4. Participates in fire drills, attend classes in firefighting, emergency medical care, hazardous materials, and related subjects.
5. Participates in the prepIan and inspection of buildings, the inspection of hydrants and other fire suppression systems as required.
6. Assists in the coordination, instruction and/or volunteer firefighters or Jr. firefighters as assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Please Read and initial Each Paragraph Below (if there is any part of this page you do not understand, please ask a Chief Officer about it before signing).**

\_ I hereby authorize The St. Clair Fire Protection District to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and further authorize my current and former employers to disclose to the company any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release The St. Clair Fire Protection District, my current and former employers, and all other persons, corporations, partnerships and associations from any and

all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_ I understand that if offered employment, the offer may be contingent on my passing a pre-employment alcohol and drug screen and a pre-employment physical. By signing this application, I voluntarily agree to submit to a pre-employment alcohol/drug screen and a pre-employment physical upon request. I understand that failure to pass the alcohol/drug screen and/or physical will result in withdrawal of the Employment offer.

\_If hired, I also agree to submit to alcohol or drug testing as a condition of employment. 1 agree that The St. Clair Fire Protection District may conduct alcohol or drug screening at its sole discretion with or without notice. I also understand that refusal to submit to an alcohol/drug screen will be considered a voluntary resignation of employment.

\_I understand that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and

The St. Clair Fire Protection District. in addition, I understand and agree that if 1 am employed, my employment relationship with The St. Clair Fire Protection District is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or The St. Clair Fire Protection District, and that no promises or representations contrary to the forgoing are binding on The St. Clair Fire Protection District unless made in writing and signed jointly by the

Board of Directors, and myself.

\_I understand and agree that any future changes in my title, duties, compensation, working conditions, and/or The St. Clair Fire Protection District benefits, policies and procedures will not alter our at-will and arbitration agreements.

I understand that if offered employment, 1 will, as a condition of employment, be required to submit proof

-of my identity and legal right to work in the United States on my first day of employment.

If the position applied for requires driving in the course of work, 1 understand that 1 will be required to

-possess a current and valid Missouri driver's license and understand that I may be required to provide a copy of my official driving record and proof of insurance. I also understand that any offer of employment is contingent on my ability to be covered by The St. Clair Fire Protection District vehicle insurance, if required for my position.

**\_I** hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this

application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge **if!** am employed, regardless of the time elapsed before discovery.

**\_I** also understand that if! do not complete two full years with the St. Clair Fire Protection District I will be required to reimburse the fire district for any outside cost associated with any department required classes, certifications and physical exam.

**My signature below certifies that I have read and understand the information contained on all pages of the application packet and agree to the terms and conditions outlined in this document.**

Applicant's Signature Date