



# St. Clair Fire Protection District

*Dedicated to preserve life and property*

[www.scfpd.org](http://www.scfpd.org)

Applicant,

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

1. Resume
2. Minimum age 18
3. Copy of high school diploma or equivalent
4. Citizen of the United States of America
5. Copy of valid Missouri driver's license
6. Copy of Firefighter I & II certifications through the Missouri Division of Fire Safety, if available, or at time of employment
7. Copy of Missouri Emergency Medical Technician License (Preferred)
8. **Certified criminal background and driving record \*\***
9. Current CPR card
10. **No Felonies**

All the above items are to be submitted with the application packet.

All full-time paid personnel of the St. Clair Fire Protection District must reside within one hour's time of the District's Headquarters.

The process will consist of at least three (3) modules; a written test, a physical agility test, and at least one (1) 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 Wideman at St. Clair Fire Protection District, Station 1 at 314-565-8300 or 636-629-2727, ext. 1.

**\*\*Note:** criminal background and driving records **must** be certified. One source for records check is:  
[www.machs.mo.gov](http://www.machs.mo.gov)

Stephanie Butenhoff  
President

Andy Branscum  
Treasurer

Tiffany Burton  
Secretary

470 E. North Street, St. Clair, MO 63077 | Phone: 636-629-2727

**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 factor in employment, promotion, compensation, or working conditions.

**Complete Application in Blue Ink**

**Please print**

**Applicant Information**

Date \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_

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:

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**Education and Training (including 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: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Position and Duties: \_\_\_\_\_

Starting Rate of Pay: \_\_\_\_\_ Ending Rate of Pay : \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Position and Duties: \_\_\_\_\_

Starting Rate of Pay: \_\_\_\_\_ Ending Rate of Pay : \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

## Employment History Continued

Employer: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Position and Duties: \_\_\_\_\_

Starting Rate of Pay: \_\_\_\_\_ Ending Rate of Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Position and Duties: \_\_\_\_\_

Starting Rate of Pay: \_\_\_\_\_ Ending Rate of Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

# ST. CLAIR FIRE PROTECTION DISTRICT

## **JOB DESCRIPTION**

Job Title: Firefighter/EMT

Status: Full-Time

Supervisor: Company Officer

Salary: \$42,278.60--- \$47,421.40

Top Pay achieved in 4 years from date of hire

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### **Job Summary:**

This is a shift level position (48 hours 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 vehicles crashes, and natural and man-made disasters as assigned.

### **Main Duties and Responsibilities:**

1. Performs firefighting activities including driving fire apparatus, operating fire pumps and related equipment, laying hose and performing fire combat, containment, and extinguishment tasks.
2. Responds to medical emergency calls, examines patients on an emergency scene and initiates basic life support as required.
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, water 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 replenishment, 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.
10. At all times, represents the District in a professional, courteous, and considerate matter when dealing with fellow employees, and other public or private agencies, the public and supervisors within the District.
11. Perform all District activities in a safety conscious manner and utilizes universal precautions on all medical emergencies.

12. 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.
13. Promote the teamwork environment. Assist co-workers when necessary.
14. 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 pre-plan 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 Junior 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 instruction 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 personal references, work references, education, and other matters related to my suitability for employment, and further authorize my current and former employers to disclose to the company 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 St. Clair Fire Protection District my current and former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, 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 and drug screen and a pre-employment physical upon request. I understand that failure to pass the alcohol and drug screen will result in withdrawal of the employment offer.
- \_\_\_\_\_ If hired, I agree to submit to alcohol or drug testing as a condition of employment. I agree that the St. Clair Fire Protection District may conduct an alcohol or drug screening at its sole discretion with or without notice. I also understand that refusal to submit to an alcohol or 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 I am employed, my employment relationship with 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 foregoing 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 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, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States of America on my first day of employment.
- \_\_\_\_\_ If the position applied for requires driving in the course of work, I understand that I 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 of 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 I am employed, regardless of the time elapsed before discovery.
- \_\_\_\_\_ I understand that if I do not complete two (2) 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 certified that I have read and understand the information contained on all pages of the application packet and agree tot the terms and condition outlined in the document.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date