



ST. CLAIR FIRE PROTECTION DISTRICT

**FIREFIGHTER INFORMATIONAL
BOOKLET**

Table of Contents

Requirements for the position.....	2
Minimum Qualifications and Informational Summary.....	3
Policy on Drug Use.....	4
Duties and Work Responsibilities.....	5
Job Requirements.....	5
Salary and Benefits.....	5
Application Process.....	6
Change of Address or Phone Number.....	7
Vision Standards.....	7
Hearing Standards.....	8
Essential Firefighting Functions.....	9

The provisions contained in this informational booklet do not create or constitute any contractual rights between or among the St. Clair Protection District and any Applicant or employee. The provisions of this informational booklet may be modified, rescinded, or revised, in writing, only by the St. Clair Fire Protection District, which reserves the right to unilaterally modify, rescind or revise the provisions of this informational booklet.

It is the Applicant's responsibility to read the information contained in this booklet. This booklet provides with important facts and requirements for employment with the St. Clair Fire Protection District.

Requirements For Firefighter Position:

- Missouri State Firefighter I & II
- Current CPR Card
- Valid Missouri Driver's License
- High School Diploma or GED (General Equivalency Diploma)
- Missouri Criminal Record background check
- Missouri EMT (preferred)
- Review application booklet for all other requirements

MINIMAL QUALIFICATIONS AND INFORMATION SUMMARY

The St. Clair Fire Protection District is an Equal Opportunity Employer. If an applicant requires reasonable accommodation (under the Americans with Disabilities Act or applicable Missouri Law) in order to participate in any phase noted herein, the applicant must, in advance, advise the District in writing and provide supporting medical documentation. Each request will be reviewed on a case-by-case basis.

MINIMUM QUALIFICATIONS

Applicants must meet all of the following minimum qualifications. Any variances or violations of these standards will result in your immediate disqualification. If you have already scheduled an appointment and do not meet the minimum qualifications, please contact the St. Clair Fire Protection District at 636-629-2727.

AGE:

Applicants must be at least eighteen (18) years of age on or before the date of application. Acceptable proof of age will be required. Acceptable substitutes for a birth certificate include naturalization papers and/or a valid passport.

EDUCATION:

Applicants must have a high school diploma or a General Equivalency Diploma (GED) on or before the date of application. Acceptable proof of a high school diploma or GED certificate must be submitted with application. Acceptable substitutes for a high school diploma or GED certificate include an original letter from the school on the school's letterhead, which verifies the graduation.

CITIZENSHIP:

United States citizenship is required on or before the date of application and acceptable proof of such must be presented if selected to proceed. Acceptable proof of United States citizenship shall include a birth certificate from within the United States, naturalization papers, a United States passport, or a Certificate of Live Birth Abroad of a United States Citizen.

LEGAL:

To be eligible for appointment, an individual shall not have any legal impediments to their ability to perform the essential job functions for the position of firefighter.

FELONY CONVICTION:

An individual who has been convicted of and/or received a deferred judgment for a felony will be disqualified.

MISDEMEANOR CONVICTION:

An individual who has been convicted of and/or received deferred judgments for four (4) or more misdemeanors within the 36 months prior to the date of application, and up to and including the day of appointment will be disqualified.

DOMESTIC VIOLENCE:

Individuals who have been convicted of and/or received a deferred judgment for a misdemeanor involving domestic violence will be disqualified.

SEXUAL ASSAULT:

Individuals who have been convicted of and/or received a deferred judgment for a misdemeanor involving sexual assault will be disqualified.

CHILD ABUSE:

Individuals who have been convicted of and/or received a deferred judgment for a misdemeanor involving child abuse will be disqualified.

HARASSMENT:

Individuals who have been convicted of and/or received a deferred judgment for a misdemeanor involving intimidation or harassment of a person or group, because of that person's or group's race, color, ancestry, religion, national race, national origin, age, sexual orientation, or physical or mental disability will be disqualified.

DUI/DWI:

Individuals who have one or more convictions or deferred judgments for a DUI or DWI offense within the 36 months prior to the date of application, and up to and including the day of appointment will be disqualified.

ILLEGAL DRUG ACTIVITY:

Individuals, who have illegally sold, delivered, distributed, or manufactured illegal drugs will be disqualified.

SOFT DRUG USE:

Individuals who have illegally used soft drugs at least one time within the 36 months prior to the date of application, and up to and including the day of appointment will be disqualified.

Examples: Illegal use of cough syrup with low dose codeine, Gania, or Marijuana. Note: The following drugs are currently defined as "Soft Drugs." However, the District is proposing that the definitions be revised to move illegal use of these drugs into the "Hard Drugs" category: Amytal, Anabolic Steroids, Codeine (low dose), Darvon, Deca, Ketamine, Librium, Phenobarbital, Rohypnol, Roofies, Seconal, Special K, Talwin, Valium, and Xanax.

HARD DRUG USE:

Individuals who have illegally used hard drugs at least one time within the 60 months prior to the date of application, and up to and including the day of appointment will be disqualified.

Examples: The illegal use of Adam, Angel Dust, Amphetamine, Black Tar, Blue Birds, Buttons, Cocaine, Codeine (high dose), Crack, Crystal, Demerol, Dilaudid, Ecstasy, GHB, Hallucinogens, Hash & Hash Oil, Heroin, Ice, LSD, Mescaline, Methadone, Methamphetamine, MDA, MOMA, Microdot, Morphine, Mushrooms, Opium, Percocet, Percodan, Peyote, PCP, PHP, Psilocybin, Quaalude, Red Birds, Ritalin, Smack, Speed, STP, TCP, Thai Sticks (soaked in hash oil), THC, XTC, Yellow Jackets.

Individuals who have illegally used **soft or hard drugs** while employed as a firefighter or other sworn public safety position will be disqualified from the testing process.

GOOD DRIVING AND EMPLOYMENT RECORD:

Applicants must possess a valid driver license before being placed on the eligible register and have a good driving and employment record.

ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Applicants must be capable of performing the essential job functions of an entry-level firefighter with or without reasonable accommodation. All phases of the examination are designed to measure an applicant's ability to perform the essential functions of the job.

SOLICITATION OF PREFERENTIAL TREATMENT:

Solicitation or attempted solicitation (lobbying) in connection with any application or testing for original appointment, or for placement on an eligible register, may be grounds for disqualification. This includes intervention on behalf of any applicant, outside of references and information provided in the background investigation process, by the respective department or any of its members. Personal references and letters of recommendation are considered during the background investigation only. An applicant may provide information and nature of relationship for references he or she believes should be contacted during the background investigation.

MAINTAINING PHYSICAL CONDITIONING:

Firefighters are required to maintain a specified level of physical stamina and conditioning throughout their career. Annual tests may be conducted to ensure compliance.

DUTIES AND WORK RESPONSIBILITIES

Under supervision, firefighters respond to fire alarms with an assigned company and assist in extinguishing fires in the protection of lives and property; assist in cleaning and caring for apparatus, equipment and quarters; administer first aid treatment; assist in rescue work in various emergencies; and inspect buildings for fire hazards and compliance with fire prevention ordinances. For additional duties and work responsibilities see the Essential Firefighting Functions section on page 10.

SALARY AND BENEFITS

Starting annual salary is: \$42,278.60

Benefits are as follows:

- Paid sick leave and vacation
- Medical, Vision, and Life Insurance
- Uniforms and most equipment furnished
- Educational Opportunities

The St. Clair Fire Protection District retains the final authority to extend an offer of employment or to rescind the conditional offer based on the provisions of the St. Clair Fire Protection District.

SCHEDULING AN APPOINTMENT AND APPLICATION PROCESS

To access an application, contact the St. Clair Fire Protection District at the numbers provided.

CONFIDENTIALITY AGREEMENT

The contents of the St. Clair Fire Protection District tests are considered **highly confidential**. Individuals who apply are required to maintain the integrity of the process and will be required to sign a confidentiality agreement.

PRELIMINARY FILE REVIEW:

At various times during the examination and screening process an applicant's file will be reviewed by the hiring committee to determine qualifications and suitability for hire. An applicant will be subjected to immediate disqualification at any time for failure to meet the minimum qualifications and standards established by the St. Clair Fire Protection District. In addition, any falsification, omission of information, or material misrepresentation of fact by an applicant may also be grounds for disqualification.

BACKGROUND INVESTIGATION:

Applicants shall be investigated as to character, conduct, driving record, employment, criminal history, and references.

BACKGROUND REVIEW:

The results of the background investigation and suitability assessment, along with information contained in the applicant's file related to qualifications and suitability will be reviewed by the St. Clair Fire Protection District. An applicant must meet the minimum standards related to qualification and suitability to the satisfaction of a majority of the Board of the St. Clair Fire Protection District, to be approved for placement on the eligible register.

ORAL INTERVIEW:

Applicants who are called on for further consideration are subject to be interviewed by a panel selected by the St. Clair Fire Protection District.

MEDICAL EVALUATION AND DRUG SCREEN:

Applicants shall be required to successfully undergo a medical evaluation at the St. Clair Fire Protection District's expense. The medical evaluation includes, but is not limited to, a vision and hearing test, as well as a drug screen. Each applicant, in order to be hired, shall have an acceptable medical profile as determined by a medical evaluation conducted by the approved medical examiner consistent with The Americans with Disabilities Act. Individual consideration shall be provided in the assessment of any physical or mental limitations and the District's ability to provide reasonable accommodations for any limitations.

As part of the drug screen, drug use will be evaluated and may be grounds for disqualification. If the drug screen (hair follicle testing and/or urine testing) shows the use of a controlled substance, that fact may be cause for disqualification. Where use of a prescription drug is detected, applicants may be required to offer proof that the drug has been prescribed by a physician for the applicant. If the applicant is unable to provide such proof, employment may be denied.

Employment may also be denied where future or continued use of a prescribed drug poses a

potential safety risk or would impair job performance. The question of future or continued use of a prescribed drug shall be referred to the medical examiner for an evaluation and recommendation.

Applicants, who successfully pass all above mentioned test phases, will then be made a final job offer by the St. Clair Fire Protection District based on available openings.

ADDITIONAL INFORMATION

CHANGE OF ADDRESS, EMAIL ADDRESS OR TELEPHONE NUMBERS:

Applicants are responsible for notifying the St. Clair Fire Protection District in writing of any change of address, email address, or telephone number. The inability of the Post Office to deliver mail because of an unknown or incorrect mailing or forwarding address may be grounds for disqualification. Failure to keep any scheduled appointment because of neglect of this responsibility may be cause for disqualification from further testing. The District may provide notices regarding application phases by any of these methods.

VISION STANDARDS

Near Correct Acuity: A minimum binocular requirement of 20/30 is recommended. This requirement may be met with or without correction (spectacles or contact lenses).

Near Uncorrected Acuity: No uncorrected near visual acuity requirement is recommended. Near vision tasks are not typically performed in an uncorrected state.

Far Corrected Acuity: A minimum binocular requirement of 20/30 is recommended. This requirement may be met with or without correction (spectacles or contact lenses).

Far Uncorrected Acuity: A minimum requirement of 20/100 is recommended for applicants who wear spectacles; gas permeable or hard contact lenses. Successful long-term soft contact lens wearers are subject to no uncorrected requirement on three conditions. 1.) "Successful" long-term wearers have worn their lenses six months or more, 2.) will replace their lenses every six months to one year or more frequently if the lens becomes uncomfortable or difficult to wear, and 3.) will clean the lenses on a regular basis as recommended by the manufacturer. Continuation of successful on the job soft contact lenses wear should be considered as a condition of employment.

The St. Clair Fire Protection District requires a six-month (6) waiting period for applications who have been dispensed soft contact lenses or who have had corrective surgery to ensure the success of the procedure and/or stabilization.

It is highly recommended that applicants take an active approach to correct vision problems to meet the standards for employment.

HEARING STANDARDS

All hearing-impaired individuals applying for firefighter positions with critical hearing demands will be carefully evaluated on an individual basis.

Applicants must meet pure tone thresholds in the unaided worst ear not worse than 25dB loss in three of the four frequencies (500 Hz, 1000Hz, 2000Hz, and 3000Hz) or no greater than 30dB at any one of the first three frequencies with an average loss of less than 30 dB for all four frequencies. Testing with a hearing aid is not permitted.

ESSENTIAL FIREFIGHTING FUNCTIONS

Physical Task Statements

- Put on and wear protective equipment
- Open hydrant to charge the hose
- Use 1-3/4-inch hose as an attach line
- Use equipment (e.g., ax, sledgehammer, etc.) to make forcible entries
- Hoist equipment to upper levels by a rope
- Extend the booster line to a fire
- Screw the hose connection to the hydrant
- Drag charged 1-3/4-inch hose upstairs and around furniture when fighting a fire
- Carry victims with the help of another firefighter
- Use a hose clamp to clamp a charged/uncharged hose
- Wrap a hose around a hydrant to stretch it out and ensure it reaches the plug
- Climb stairs wearing full equipment while responding to a call for service
- Carry heavy equipment (hose pack, medical box, air bottles) upstairs while wearing full equipment
- Support a ladder, and raise the halyard to extend to the desired length, then lower into objective
- Climb an aerial ladder wearing full equipment
- Hold a charged 1-3/4-inch hose unassisted and open the nozzle
- Drag a victim out of a building unassisted while wearing full turnout gear
- Drag accordion folded or flat load, uncharged 2 ½ or 3-inch hose until it is fully extended
- Drag charged 1-3/4-inch hose unassisted
- Reloaded hose and put it back onto the engine/quint
- Remove heavy equipment (i.e., ejector, positive pressure fan, fan, medical box) from the truck; transport and place it in

operation unassisted

- Use a pike pole to pull down a ceiling
- Enter smoke filled buildings/rooms with a hose in hand while wearing full protective clothing
- Crawl on a floor and if you cannot see, feel for the heat of the fire source
- Systematically search for trapped persons
- Drag victims with the help of another firefighter
- Carry a victim out of a building unassisted while wearing full turnout gear
- Carry people unassisted down ladders wearing full turnout gear
- Carry a section of rolled hose unassisted
- Lower ladders and re-bed them into the truck/quint
- Remove an extension ladder from the apparatus unassisted and carry it to its destination
- Operate a charge line from confined spaces
- Operate foam equipment
- Operate a line from heights (e.g., rooftops)
- While on a ladder, direct water at fire
- Operate the ladder pipe from an aerial

Mechanical Tasks

- Make and unmake coupling connections
- Operate power tools (e.g., chain saw, circular saw, etc.) during the course of firefighting activities
- Remove the hydrant cap with a wrench
- Safely shut off utility services to buildings in emergency situations
- Operate heavy equipment (e.g., "jaws-of-life", etc.) in response to an emergency
- Operate electrical/gas shut-off valves
- For aerial ladders, set up truck jacks, place chocks, and then position and raise ladder
- Make openings for ventilation

using equipment (e.g., saws, axes, etc.)

- Drive firefighting/emergency equipment to and from a scene
- Respond to hazards related to electrical emergencies
- Operate a fire extinguisher
- Inspect a pumper during operation and check gauges

Rescue & Fire Suppression

- Be aware of electrical lines when setting up ladders and directing water streams
- Seek the source of a fire and extinguish
- Determine the safest evacuation route
- Evacuate persons from a fire area
- Determine the stability of supporting surfaces
- Assist at a water rescue
- Calculate friction loss in hose to ensure the proper water pressure is provided to successfully put out a fire
- Calculate, achieve, and maintain correct water pressure for hose lines
- Determine when to open roofs, walls, and doors
- Calculate the height of a building in feet from its floors to ensure ladders are elevated to the proper height
- Determine the number of lines to hook up to successfully put out a fire
- Select the proper number of hoses required to reach the fire
- Determine the correct stream to use
- Calculate gallons per minute out of a particular size hose
- Calculate the height of a building in feet from its floors to ensure the proper number of hoses are selected to reach the fire
- Recommend assistance from law enforcement, medical, coroner, or utility personnel as needed

Administrative

- Write descriptions of situations in reports
- Complete incident reports on the

computer

- Write building fire inspection reports

Emergency

- Extricate people from automobiles
- Assess a patient's condition and provide appropriate care
- Properly utilize emergency equipment and supplies
- Safely drive emergency response vehicle to and from a scene
- Use the necessary tools to free trapped persons
- Perform CPR or other appropriate cardiac emergency procedures
- Rescue victims and apply resuscitation measures as necessary
- Administer oxygen to victims
- Remove persons from entrapments, safely free victims
- Prepare and transfer a patient to an emergency vehicle
- Control the bleeding of a patient
- Treat shock
- Identify and respond to hazards at the scene
- Gather information from a patient or family regarding the patient's medical history
- Provide concise and complete information to paramedics regarding the status of patients
- Assist in childbirth
- Prepare the emergency vehicle for the next response, including decontaminating and disinfecting unit and equipment, restocking supplies, inspecting equipment, and making or arranging for necessary repairs or replacement
- Control the emergency scene to protect yourself, coworkers, and the patient
- Set up and operate the (AED) Automatic External Defibrillator
- Immobilize fractures

- Assess the emergency scene and request assistance if necessary
- Accurately take incoming calls or information from the dispatcher regarding requests for emergency medical services
- Control a hysterical patient requiring medical attention
- Bandage wounds
- Calm mentally disturbed patients to ensure they can be cared for successfully
- Assist medical staff with continued care of the patient
- Comfort family, friends and by standards at a fire scene or medical facility

Hazardous Materials (HAZ-MAT)

- Respond to the release of potential release of hazardous material
- Utilize and maintain personal/chemical protective equipment
- Complete required Hazardous Materials training
- Read HAZ-MAT reference materials at a scene to provide the proper response to a hazardous materials spill
- Perform defensive mitigation techniques (e.g., diking, damming, diverting, etc.)
- Apply a foam blanket
- Perform offensive mitigation techniques (e.g., plugging, patching, etc.)
- Spray chemicals on a fire

Fire Prevention /Inspection

- Inspect commercial buildings for fire hazards defined in fire codes and state law (e.g., building interiors/exterior, hazardous materials storage, and inspection of standpipes, smoke detectors, fire extinguisher, fire alarm, and sprinkler systems)
- Determine fire codes violations with the Fire Marshal
- Accurately document fire code

violations

- Inspect residential complexes of three or more families for fire hazards
- Seek compliance with fire codes by building owner
- Note tactical information such as location of exits to assist in future operations
- Investigate complaints of fire hazards, dangers, or violations

Fire Investigations/Post-Fire Duties

- Inspect, service, and perform tests of all SCBA to ensure they are working properly
- Maintain all personal protective equipment
- Keep all tools and equipment in working condition
- Maintain an inventory of tools and equipment
- Replenish supplies when needed
- After a fire is extinguished, check for smoldering fire inside walls and ceilings
- Perform regular service tests on all apparatus
- Search for missing people
- Preserve evidence at fire scene
- Perform overhaul operations
- Inspect, clean, and polish equipment and apparatus by hand
- Fill/pressurize water extinguisher
- Remove all used equipment from trucks after a fire for cleaning
- Secure accident/fire scene
- Remove hoses from drying racks and store them
- Remove burned and charred waste
- Put furniture in one location and protect it with salvage covers

Training/Drills

- Maintain physical fitness standards of the department
- Learn how to successfully attack a fire
- Participate in ongoing training drills to develop and maintain

proficiency

- Learn about extricating victims from vehicles
- Learn about forcible entry into buildings
- Read and comprehend written training materials
- Learn the most direct routes to various addresses in a response area
- Learn about ventilation methods to aid in extinguishing a fire
- Learn about the characteristics of and proper uses of ladders
- Learn fire department rules and regulations
- Learn, practice and perform evolutions
- Learn about various methods of rescue
- Learn the locations of streets, water mains, and hydrants in a response area
- Learn about building construction to determine how a fire might react in that building, and to ensure the safety of those working in and around the building
- Learn about hydraulics and pump operation
- Learn about fire behavior
- Learn about ropes and knots to accomplish rescues
- Learn about appropriate fire streams given factors that can affect the flow of water through the air
- Learn about caring for hoses, hose lays and hose use
- Learn about various causes of fire
- Learn about water supply systems
- Learn about salvage and overhaul
- Learn about fire alarms
- Learn about ropes and knots to stabilize vehicles
- Learn about ropes and knots to successfully haul tools
- Learn about automatic sprinkler systems

Fire Station Duties

- Report for duty on time
- Maintain positive working relationship with people in the fire house
- Present a clean and neat appearance
- Maintain a neat and clean working and living environment at the fire station
- Answer routine phone calls in the station
- Maintain the exterior of the fire station: lawns, walkways, and driveways
- Plan and cook meals
- Store fire equipment and supplies
- Make your own bed and change linens when appropriate

Public Relations

- Use tact and diplomacy in dealing with the public
- Interact and work with citizens
- Provide fire education programs to the public when requested and approved
- Make public education calls
- Refer people to agencies that provide social services

Communication

- Listen to the dispatcher, other fire vehicles, and commanding officers by radio to determine courses of action
- Advise the commanding officer of fire conditions, hazards, and exposures at the scene
- Exchange necessary information with other firefighters at the scene
- Talk with other firefighters at an emergency scene to determine the best courses of action
- Communicate with the superior during a fire
- Clearly and accurately communicate patient information and care to medical staff