

Full Time Fire Department Training Officer – Captain Position Announcement

The City of North Liberty is accepting applications for a Full Time Training Officer - Captain position. Applicants must possess a Firefighter II Certification, be a current EMT or higher, possess Fire Instructor I Certification, possess NIMS ICS 100, ICS 200, and IS 700, possess a minimum of two years of college or trade school education, a minimum of three years' experience in an all hazards fire department, have a good driving record, and pass a background investigation. Post-offer physical, agility test, and drug screen are required. The physical agility exam is required of all applicants unless they hold a CPAT card that was issued within the past 12 months. The agility exam is considered a pass/fail timed test. To be successful, an applicant will need to complete this exam within 8 minutes & 30 seconds.

Submit Full Time Training Officer – Captain hiring packet, including application, resume, cover letter, and training development exercise, to: North Liberty Fire Department, 25 W. Cherry Street, P.O. Box 77, North Liberty, IA 52317, by 1 PM, Thursday, October 10, 2020. EOE. Full Time Training Officer – Captain hiring packet can be found at www.northlibertyiowa.org/nlfdfulltime.

A selection committee will determine viable candidates based on the submitted packet. A panel interview will be required of finalists. Interviews will likely be scheduled between November 1 and November 16, 2020. Once interviews are complete, a decision and subsequent offer will be made after December 1, 2020. The expected start date of the new position is targeted for January 11, 2021. The successful candidate must reside within 15 miles of the North Liberty corporate city limits within one year of employment. EOE.

Starting salary range for this position is \$59,155 to \$63,502 annually.



Training Officer – Captain Position Candidates,

Thank you for your interest in our full-time training officer position. We are a busy combination department and are excited to welcome the second full time staff member to our organization. As you contemplate applying for this position, I suspect it may be a difficult decision. I want to take this opportunity to provide you with some insight into the department so that you have solid knowledge to aid in your decision.

The department is currently made up of a full-time fire chief, two ¾ time assistant chiefs, 1 paid per call assistant chief, 8 part time operations firefighters, 34 paid per call officers/firefighters, and a volunteer chaplain. We are a full-service fire department, trained minimally to the EMT and Firefighter I levels. Paid per call members are reimbursed depending on their tenure and certification level. The department is a first responder agency that tiers with the county ambulance service. This position will answer directly to the Assistant Chief in charge of training.

The officers of the department have specific program management responsibilities; however, they pull together in order to accomplish tasks that might be outside their purview. This position will primarily be training centric. The position will coordinate all training and direct a training committee to facilitate internal training classes. A vast majority of the department's training is considered mandatory. Fire and EMS training is conducted monthly, with the majority of EMS training facilitated via the Target Solutions online training platform. Practical EMS training is typically conducted quarterly by the county ambulance service but sometimes does fall on the training officer. This position may assist the fire marshal with basic fire inspections to include liquor licensed establishments, commercial occupancies, and day care facilities. As the department grows, we have found ways to use our personnel as wisely as possible. This position may be tasked with a variety of program area needs and will learn the department very well.

Most importantly, this position will be an emergency responder that holds the rank of Fire Captain. They will answer calls for service when performing their day to day tasks. They will also be expected to respond to any building fires and other high risk, low frequency emergencies outside the bounds of the work day. When these events occur, the work schedule will be flexed in order to ensure appropriate pay period hours.

Over the past few years, the North Liberty Fire Department has worked hard to adjust its response model to deliver a high-quality service. Change is an ongoing element of our department and we continually work to ensure our culture remains healthy. We look to expand our part time program in the future at the same time promoting an environment that attracts the paid per call group to be in the station. Inclusiveness within our membership is very important and we continually look for ways to ensure that "us versus them" does not exist.

Thank you for your interest in our organization. If you have specific questions please don't hesitate to reach out.

Brian Platz – Fire Chief
bplatz@northlibertyiowa.org



Training Officer - Captain

Department:	Fire
Supervisor:	Assistant Fire Chief of Training
Pay Grade:	Range 19
FLSA Status:	Exempt
Last Revised:	May 2020

Overview

Under the direction of the Assistant Fire Chief and/or Fire Chief, this position is primarily focused on the coordination and delivery of fire & EMS training. Additionally, a much smaller segment of this position will be minor code enforcement inspections as directed by the Fire Marshal. The Training Officer participates as part of the department command team. The Training Officer has authority and responsibility to oversee and direct fire companies when performing emergency incident activities. The Training Officer performs duties of department personnel including but not limited to firefighting, emergency medical calls, hazardous materials response, technical rescue and other supervisory and support duties as required.

Essential Functions & Duties

- Reads, understands, implements and enforces State, City, and fire department policies, procedures, laws, codes, and regulations.
- Directs, assigns and manages personnel and physical resources under their supervision.
- Prepares required incident related reports and various other fire department reports.
- Operate a computer utilizing various software packages and electronic mail.
- Coordinates with the Assistant Chiefs and Fire Chief on necessary projects.
- Responds to various types of emergency and non-emergency incidents and makes decisions as to firefighting/rescue methods to be employed.
- Supervises return to the station and the cleaning and inspection of equipment after a fire or emergency call.
- Supervises the lieutenants that are assigned to the training division.
- Meets with and makes appearances before various public and private groups as necessary.
- Manages the training program of the department.
- Develops classes as needed.
- Maintains the departments training library.
- Enforce all applicable fire prevention laws, regulations, codes and ordinances relating to the protection of life and property.
- Conduct code enforcement inspections in schools, daycares, and liquor license establishments.

- Investigate complaints relating to fire hazards and fire code violations.
- Attends officer meetings, department meetings, and committee meetings as required.
- Attend or ensure attendance at all Johnson County Mutual Aid Association Meetings.
- Turns in all necessary records to include training records, truck/facility duty sheets, public education and other participation sheets, on time and with thorough attention to detail.
- Builds and maintains a positive work environment that promotes teamwork, trust, safety, and purpose while being mission oriented.
- Meets minimum physical fitness requirements to work in fire suppression.
- Assists with carrying out short range and long-range planning in area of program management.
- Assists with forecasting and preparing departmental budgets.
- Conducts performance evaluations of Lieutenants assigned to training.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Performs other related duties as assigned.

Qualifications

Position requires the following which would provide the necessary knowledge, skills and abilities needed to perform the duties of this position. Must possess or have the ability to attain the following certifications within the timeline provided or based on availability:

- Minimum of two years of college or trade school education. Emphasis on an associate of applied science degree preferred. Emphasis in fire science preferred.
- Minimum of three years experience in firefighting, EMS, rescue, and hazardous materials response.
- Iowa EMT-Basic or Higher.
- Firefighter II.
- Fire Instructor I.
- NIMS ICS 100, ICS 200 and IS 700.
- Class D chauffeurs license, within 6 months of hire.
- NIMS ICS 300 and ICS 400, within 12 months of hire.
- Fire Officer I, within 12 months of hire.

The Training Officer Must:

- Possess skills and experience in fire service management and in working with a combination (predominantly volunteer) fire department.
- Value diversity, respect differing views and opinions, understand the process of consensus-building and have the ability to provide professional recommendations at all times.
- Be goal oriented and have the ability to anticipate problems and barriers and devise ways to work around or through them.

- Be a motivator and a leader and be candid and willing to advise the supervisors in an honest and forthright fashion.
- Present well to a wide range of audiences and be comfortable representing the department and the City to an engaged community.
- Interact well with other governing bodies and act in a positive fashion with local businesses and other local officials.
- Have basic knowledge of the principles and practices of fire department business management, including strategic planning, budgeting, personnel administration and homeland security initiatives.
- Possess the ability to plan, organize and manage fire operational and administrative projects; to plan, develop and evaluate purchasing specifications; to read and interpret blueprints and specifications; to prepare accurate and reliable reports containing findings, conclusions and recommendations; to operate a computer using standard word processing, spreadsheets, database applications and fire service software.
- Be experienced in working and interacting with the general public, self-motivated, organized and outgoing.
- Work to conserve materials and effectively manage personnel and city resources.
- Possess the ability to communicate clearly and concisely both orally and in writing and have the ability to effectively delegate work to subordinates.
- Establish and maintain effective working relationships with superiors, peers and subordinates and representatives from other agencies, vendors, contractors and the general public.
- Have the ability to plan, organize, prioritize and evaluate the work of department staff and the ability to recognize training and educational needs and to develop and implement effective training programs.

Physical and Environmental Conditions

The work day for this position is varied depending upon needs; however, the position requires the ability to be available for all off-hour emergencies. Firefighting is hazardous work involving the risk of injury or death. The Training Captain may be required to work in dangerous settings and situations and must have the ability to remain calm and deliberate at all times. Required physical activities include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, and repetitive motions. The Training Captain is required to participate in the Department's Physical Fitness Program.

Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds. Reaching with hands and arms, and occasionally lifting, pushing, and carrying or pulling moderately heavy objects (30-50 pounds). Occasionally crawling and lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required.

Environmental conditions include work performed inside or outside and includes being exposed to cold, heat, noise, vibration, mechanical hazards, and electrical hazards, atmospheric conditions that

affect the respiratory system, oils, and the use of Self-Contained Breathing Apparatus. The noise level in the work environment is usually moderate.

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.



Training Officer Candidate Training Program Development Exercise

The North Liberty Fire Department is made up of one full time fire chief, two part time assistant chiefs, eight part time operations personnel, 35 paid per call (volunteer) members, and one volunteer chaplain. The part time operations personnel work 6 pm to 6 am from Sunday night to Friday morning. There are two part time personnel assigned per overnight shift. The paid per call (volunteer) members are expected to fulfill 32 hours of “on call” throughout each month in which they indicate their availability. “On call” can be performed at the station or home, so long as the member lives in town.

The organization is a full-service fire department (non-transport) with all members minimally trained to Firefighter I, EMT, & Hazmat Operations. Many members hold higher certifications. The department incorporates monthly training for all members and all trainings are considered mandatory. Should a member fail to attend a training session they are expected to make it up within 90 days. Failure to do so will result in disciplinary action. The department has a subscription to the Target Solutions Training Platform. This is currently used for citywide training, monthly EMS training, and some limited fire training. The department also conducts annual probationary training which trains new volunteers to the FFI level. New candidates are installed annually in January and this training has traditionally been scheduled every Sunday night for their first six months.

Your response to the following exercise will aid in determining top candidates to interview for potential selection. This development exercise, in combination with your application and resume, will guide the selection committee to make further decisions.

Exercise: The candidate shall detail an annual training program for the department. The program should contain training frequency as well as topics for all department audiences. Use the information above to guide you in this process, understanding that you will need to make some assumptions. The candidate will be evaluated on creativity, organization, and practicality, which is why there is limited direction with this exercise.



3 Quail Creek Circle
P.O. Box 77
North Liberty, IA 52317
Phone: (319) 626-5700; Fax: (319) 626-3288

(Please print neatly or type.)

Do you have any friend, relative or acquaintance working for the City of North Liberty? ____yes ____no If yes, please state name and relationship: _____

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EMPLOYMENT HISTORY

Have you previously worked for the City of North Liberty? ☐ YES ☐ NO (check one)

If yes, please provide the following information:

Employment Dates: _____

Position(s) held: _____ Department: _____

Please fill out this section carefully and completely as you are only given credit for jobs you list and the dates you include. Start with your current or most recent job; include at least the last five years of work records. Attach an additional sheet if you need more space. Include periods of self-employment. Give details of supervisory positions you may have had. You may include military experience and describe any major duty assignments.

Employer: _____ Employed Dates: _____

Job Title: _____ Salary: _____

Supervisor's Name: _____ Telephone Number: _____

Address: _____

Duties: _____

Reason for leaving: _____

Employer: _____ Employed Dates: _____

Job Title: _____ Salary: _____

Supervisor's Name: _____ Telephone Number: _____

Address: _____

Duties: _____

Reason for leaving: _____

Employer: _____ Employed Dates: _____

Job Title: _____ Salary: _____

Supervisor's Name: _____ Telephone Number: _____

Address: _____

Duties: _____

Reason for leaving: _____

If you are currently employed, may we contact your present employer? ☐ YES ☐ NO

Please include additional work experience or a résumé on a separate sheet. Any other employment history may be listed below:

EMPLOYMENT AVAILABILITY

This section is for Seasonal, Recreation, or Aquatic Staff applicants only

Anticipated start date: _____
Days available to work: _____
Times available to work: _____
Number of hours per week desired: _____
Specific times/days not able to work: _____
If seasonal work only: desired end date: _____
List special requests for time off: _____

Please mark the times that you are available to work on the chart below. Leave blank any times that you are not available to work.

<u>Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
5:45-7:00AM							
7:00-8:00AM							
8:00-9:00AM							
9:00-10:00AM							
10:00-11:00AM							
11:00-12(Noon)							
12(Noon)-1 PM							
1:00-2:00PM							
2:00-3:00PM							
3:00-4:00PM							
4:00-5:00PM							
5:00-6:00PM							
6:00-7:00PM							
7:00-8:00PM							
8:00-9:45PM							

On what date would you be available to begin work? _____

Which of the required skills in the job announcement do you possess? _____

What equipment can you operate? _____

Do you have any other experience or qualifications not already listed that relate to the job?

How did you learn about this employment opportunity? (check all that are applicable)

__ Friend __ Newspaper __ Job Net __ Facebook __ City Website __ Other: _____

Have you ever been convicted of a felony? ☐ YES ☐ NO (check one)

If yes, please list all convictions below. A conviction does not automatically mean you cannot be hired. The City reviews all issues regarding criminal convictions on an individual basis. The nature of the conviction, the nature of your position, and when it occurred are important.

NOTE: Any applicant who provided with a contingent job offer from the City must pass a criminal background check and pre-employment drug screen prior to beginning work as an employee of the City of North Liberty. An applicant provided with a contingent job offer from the City must also pass a physical evaluation to determine if the applicant can perform the essential functions of the job with or without a reasonable accommodation. If the applicant anticipates needing a reasonable accommodation the applicant should notify the Human Resources Director immediately.

Those wishing to claim Veteran's preference should answer the questions in this section and must submit Proof of Service Form DD214 at the time of any interview.

Are you a United States Military Veteran? ☐ YES ☐ NO Branch of Service: _____

Dates of Military Service: _____

Any and all conflicts served in _____

Were you honorably discharged? ☐ YES ☐ NO

The City of North Liberty provides equal employment opportunities to all employee and applications for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, gender identity, pregnancy, veteran status, genetic information, or any other class protected by local, state, or federal law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Iowa's open meetings and open records laws (Chapters 21 and 22 of the Iowa Code) may apply to the recruitment process rendering this application and other documents associated with this application public records. However, the City of North Liberty reasonably believes that persons may be discouraged from applying if such records were open to the general public for examination. Based on this belief and Iowa Code Section 22.7(18), the City may keep applications confidential if the applicant so requests. If your application and other documents associated with your application were not kept confidential would you be discouraged from applying with the City of North Liberty? ☐ YES ☐ NO Do you request that the City of North Liberty keep your application and other documents associated with your application confidential? ☐ YES ☐ NO

I attest that all statements on this application are true and correct. I understand that intentionally false statements made on this application will eliminate me from further consideration for employment or will be grounds for dismissal.

Applicant Signature

Date

FOR PERSONNEL DEPARMENT USE ONLY

Reviewed by: _____ Position considered for / Referral to:

