

Part-Time Firefighter Position Announcement

The City of North Liberty is currently accepting applications for Part-Time Firefighter positions. Applicants for Part-Time Firefighter must be 18 years of age or older, possess a Firefighter 1 certification, be a current EMT or higher, hold a current driver's license with a good driving record, and pass a background check. Passing a post-offer physical and drug screen is required for part-time employees.

Submit resume and application to: North Liberty Fire Department, 25 W. Cherry Street, P.O. Box 77, North Liberty, IA 52317, by 4 PM, Monday, April 15, 2024, or apply online at www.nlfire.org. Part-Time Firefighter hiring packet can be found at www.northlibertyiowa.org/nlfdparttime.

Following a review of part-time applicant hiring packets, including resume and application, finalists will be selected for furthering the selection process. Candidates must pass a physical agility exam administered by the NLFD, unless they hold a CPAT card that was issued within the past 12 months. The agility exam is considered a pass/fail timed test, and candidates will be given 2 attempts at passing. To be successful, an applicant will need to complete this exam within 8 minutes & 30 seconds. Once the candidate is successful with the agility exam, interviews, background checks, and health screens will be conducted. The physical agility test will be conducted at the North Liberty Fire Station at 25 W. Cherry Street on Saturday, April 27, 2024, at 9 AM.

Starting wage rate for a Part-Time Firefighter / EMT is \$16.50 per hour. EOE.



Part Time Firefighter Position Candidates,

Thank you for your interest in our part-time firefighter position. We are a busy combination department and are excited to create a hiring list as we maintain and expand our part-time program. 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, a full-time training officer, 3 full time shift lieutenants, 12 part time operations firefighters, 23 paid per call officers/firefighters, and a volunteer chaplain. In July of this year, we plan to expand our part time program by adding an additional 7 shifts per week. We currently staff two part-time positions from 6pm to 6am each night. We plan to expand that to include a daytime shift from 6am to 6pm each day. We are going from 14 shifts per week to 21, 12-hour shifts each week.

We are a full-service fire department, trained minimally to the EMT and Firefighter I level. 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.

Currently, our part time firefighters work alongside a full-time lieutenant and paid per call firefighters/officer. Any training that is required outside of assigned shift work is compensated at the hourly rate.

The typical duty shift is spent performing truck checks, training, and equipment/facility cleaning. Shift work following 10 pm is typically looked upon as down time. At times the crew may be assigned a special project or attend public outreach events. Most importantly, the priority of this position is to answer calls for service. Ensuring a quick turnout time during hours of assigned duty is a priority for the department. The station is equipped with a full kitchen, locker room, weight room, study room, day room, and four individual dorm rooms.

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. As we expand our part time program, we also promote 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



Firefighter – Part Time

Department: Fire
Supervisor: Fire Department Officer
Pay Grade: 16.50
FLSA Status:
Last Revised: February 2024

Overview

Under the direction of a department officer, the part time firefighter will function as part of the emergent and non-emergent response mechanism of the North Liberty Fire Department. The part time firefighter will respond to calls for service, deliver public education and community outreach, perform station duties, and participate in training. Calls for service may include but not limited to firefighting, medical incidents, rescue incidents, hazardous materials mitigation, and other support duties as required.

Essential Functions & Duties

- Reads, understands, implements and enforces State, City, and fire department policies, procedures, laws, codes, and regulations.
- Prepares required incident related reports and various other fire department reports.
- Operate a computer utilizing various software packages and electronic mail.
- Coordinates with officers and other firefighters on necessary projects and assists in organizing and achieving squad related assignments and goals.
- Responds to various types of emergency and non-emergency incidents and makes decisions and follows orders related to firefighting/rescue methods to be employed.
- Participates with return to the station and the cleaning and inspection of equipment after a fire or emergency call.
- 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.
- Meets with and makes appearances before various public and private groups as necessary.
- Understand and utilize any computer-based training platform used by the department.
- 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:

- Iowa EMT-Basic or Higher.
- Firefighter I.
- NIMS ICS 100 & 200.
- Valid Iowa Driver's License

The Part Time Firefighter Must:

- 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 candid and willing to advise 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.
- 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.

Physical and Environmental Conditions

The workday for this position will be daytime and overnight shifts; 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 Part Time Firefighter 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.

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.



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

EMPLOYMENT APPLICATION

(Please print neatly or type.)

Date: _____ Position applied for: _____

Name: _____

Last	First	Middle Initial
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Current Address: _____

Street	City	State	Zip
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Home Address: _____

Street	City	State	Zip
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Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Check one: ☐ I am 18 years of age or older
 ☐ I am 16 or 17 years of age
 ☐ I am 14 or 15 years of age

EDUCATION

Highest grade completed: ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12 ☐GED

College: ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7+

High School: _____ Grade Completed/Degree: _____

Location: _____

College: _____ Years Completed/Degree: _____

Location: _____ Course of Study: _____

College: _____ Years Completed/Degree: _____

Location: _____ Course of Study: _____

Certifications: Indicate current (C) or expired (E)

Lifeguard: _____

Water Safety Instructor: _____

Water Safety Aide: _____

CPR: _____

CPR/PR: _____

Coaching Certification: _____

Driver's License: _____

Chauffeur's License: _____

CDL: _____

Please list other education, experience, talents or training you possess which could benefit the City:

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 ☐ Face Book ☐ 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 nature of the conviction and when it occurred are important.

NOTE: Any applicant who is offered a job by the City must pass a criminal background check, pre-employment drug screen and physical evaluation prior to beginning work as an employee of the City of North Liberty.

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: _____

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 DEPARTMENT USE ONLY

Reviewed by: _____ Position considered for / Referral to: _____
