

CITY OF WATERVILLE
FIREFIGHTER JOB POSTING

The City of Waterville is seeking to employ 4 Firefighters.

ESSENTIAL FUNCTIONS OF THE JOB: Responds to fire alarms, emergency medical calls, emergency rescue calls including ice and water rescue and recovery, hazardous materials incidents, natural disasters, and other emergency calls or controlled fires and when activated by Emergency Management. Maintains fire apparatus and equipment. Attends regular and assigned training sessions. Performs as driver/operator of fire apparatus. Performs physical and mental demands and work environment requirements for this position. Attendance during regularly scheduled work hours and outside regular hour and outside regular hours as necessary.

Minimum Qualifications: High Scholl Diploma or equivalent.

Due to the need for timely off-duty response to emergencies, Applicants are required to live within an 8-minute drive to the fire station from their principal residence. Consideration will be given to applicants residing within a 9-13 minute drive to the fire station.

Application scan be obtained from the Waterville City Hall at 200 Third Street South or downloaded from www.cityofwaterville.com

Application Deadline: July 15, 2023

Dated: May 31, 2023

City of Waterville, Minnesota
Employment Application Instructions

APPLICATION INSTRUCTIONS

Job Applying For: _____

Print Your Name: _____

To ensure that your application will be accurately processed:

- 1) Complete a separate application form for each position you are applying for.
- 2) Make sure that the application is completed in its entirety. Incomplete applications may lose credit or be removed from further consideration. Attach résumé or additional information for consideration only upon request.
- 3) Applications received after 4:30 p.m. on the closing date cannot be accepted unless otherwise stated in the job announcement.

RETURN COMPLETED APPLICATION TO:

City of Waterville
200 3rd Street
Waterville, MN 56096

Phone: (507) 387-8664 – Fax: (507) 362-8835
e-mail: cityofwaterville@frontiernet.net

City of Waterville, Minnesota
Employment Application

City of Waterville, 200 3rd Street, Waterville, MN 56096
 Phone: (507) 362-8300

PERSONAL INFORMATION

1) Title (of position for which you are applying)		2) Date of Application		3) Date Available for Work	
4) Last Name		First Name		Middle Name	
5) Street Address		City		State	Zip Code
County		6) Home Phone		7) Business Phone	
8) Are you under the age of 18? ___ YES ___ NO If YES, are you at least 15 years old? ___ YES ___ NO		9) Do you have relatives working for the City? ___ YES ___ NO If yes, relationship Department			
10) Employment Condition Desired (check any you would accept) ___ Full-time ___ Part-time ___ Temporary				11) Have you previously been employed by the City? ___ YES ___ NO If yes, position	

WORK EXPERIENCE

List your present or most recent experiences first. (Do not include dates more than 10 years ago.) Attach additional sheet if necessary. Be complete.

12) Employer		Full Address		Phone Number	
Your Position Title		Number and types of positions supervised			
Length of Employment From: To:		Supervisor's Name		Supervisor's Title	
Last Salary	Hours per Week	Reason for Leaving			
Principal Responsibilities					

May we contact this employer? ___ Yes ___ No
 If no, explain:

WORK EXPERIENCE (continued)

13) Employer		Full Address	Phone Number
Your Position Title		Number and type of positions you supervised	
Length of Employment From: To:		Supervisor's Name	Supervisor's Title
Last Salary	Hours per Week	Reason for Leaving	
Principal Responsibilities			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:			

14) Employer		Full Address	Phone Number
Your Position Title		Number and type of positions you supervised	
Length of Employment From: To:		Supervisor's Name	Supervisor's Title
Last Salary	Hours per Week	Reason for Leaving	
Principal Responsibilities			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:			

WORK EXPERIENCE (continued)

15) Employer		Full Address	Phone Number
Your Position Title		Number and type of positions you supervised	
Length of Employment From: To:		Supervisor's Name	Supervisor's Title
Last Salary	Hours per Week	Reason for Leaving	
Principal Responsibilities			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:			

EDUCATION

16) Did you graduate from high school or receive a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, school attended:	How many years of education have you completed (circle one)			
	Grade School: 7 8		High School: 9 10 11 12	
	College: 13 14 15 16		Post Grad: 1 2 MA PHD	
Name, Location of College, University or Tech School	Qtr. or Sem. Hrs	Did you graduate?	Certificate or Degree	Course of Study

MEMBERSHIPS, REGISTRATIONS, AND LISCENSES

17) List current professional memberships, registrations or licenses. Include date issued. (i.e. Water Safety Instructor's Certificate, CPR, First Aid, etc.)

JOB RELEVANT VOLUNTEER AND UNPAID WORK EXPERIENCE

18) Kind of Volunteer Activity (Do not specify organization)	Major Responsibilities	Percent of Time per Responsibility	No. Hrs. per month	Years	
				From	To

19) Describe any additional experience or training that qualifies you for this job.

OFFICE EQUIPMENT, WORD PROCESSING AND COMPUTER EXPERIENCE

20) Computer Hardware Experience *(be specific)*

21) Computer Software Experience *(be specific)*

22) Other Typing Speed *(words per minute)*

23) **Driver's Information** *(include if position involves driving)*

Driver's License Number State Class

REFERENCES

24)	Name	Present Address	Telephone	Position and Relation to Your Work

LEGAL TO WORK

25) Do you legally have the right to work in the United States? Yes No

In accordance with the Immigration Reform and Control Act of 1986, the City of Waterville hires only U.S. Citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien programs.

The City of Waterville is an Equal Opportunity Employer. The City of Waterville does not discriminate in employment on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation or age. Managers and supervisors are required to make all employment decisions on the basis of individual ability and merit, without discrimination or favor.

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, the City of Waterville is required to inform you of your rights as they relate to the private information collected from you. Private data is information that is available to you, but not the public. Minnesota Statutes 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment with the City of Waterville. All data collected is considered private except for the following:

- (1) Your veteran's status.
- (2) Relevant test scores.
- (3) Your rank on our eligibility list.
- (4) Your job history.
- (5) Your education and training.
- (6) Your work availability.

Your name is considered private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules, and regulations of the City of Waterville. Furnishing social security numbers, date of birth (unless a minimum age is required), sex, age group, and disability data is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered.

Private data is available only to you, appropriate City employees, and others as provided by state and federal law who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment that is not designated in this notice as private data.

Except for race, sex, age, and disability data, the information you give us about yourself is needed to identify you and to assist the Waterville City Administrator's Office in determining your suitability for the position for which you are applying. Race, sex, age, and disability data are used in summary form by the City of Waterville to monitor protected class employment and to meet federal, state, and local reporting requirements.

I declare that I have read and understand the information given above regarding the Minnesota Data Practices Act.

Applicant's Printed Name: _____

Applicant's Signature: _____ Date _____

CLAIM FOR VETERAN'S PREFERENCE

VETERAN'S PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veteran preference points you must:

1. be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty of 181 consecutive days or by reason of disability incurred while serving on active duty and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

YOU MUST SUPPLY A COPY OF YOUR DD214. DISABLED VETERANS MUST ALSO SUPPLY FORM FL-802 OR AN EQUIVALENT LETTER FROM A SERVICE RETIREMENT BOARD. SPOUSES APPLYING FOR PREFERENCE POINTS MUST SUPPLY THEIR MARRIAGE CERTIFICATE, THE VETERAN'S DD214 AND FL-802 OR DEATH CERTIFICATE.

VETERAN'S PREFERENCE POINTS APPLICATION	
Branch of Service:	Period of Active Duty: From: _____ To: _____
Rank at Discharge:	Type of Discharge:
Date of Final Discharge:	Service Number:
Are you receiving or eligible for a military pension? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a compensable service-related disability? <input type="checkbox"/> Yes <input type="checkbox"/> No
Preference Requested: <input type="checkbox"/> Veteran	<input type="checkbox"/> Spouse of Disabled Veteran
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Spouse of Deceased Veteran

Veteran (10 Points):

("Member Copy 4" of DD214 or DD215 must be submitted to receive points)
Honorably discharged veteran Yes No

Disabled Veteran (15 Points):

("Member Copy 4" of DD214 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points)
Percent of Disability: _____ %
Have you ever been promoted within the City of Waterville employment? Yes No

Spouse of Disabled Veteran (15 points):

("Member Copy 4" of DD214 or DD215 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points. How does the veteran's disability prevent performance of a stated job "requirement"? Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

Spouse of Deceased Veteran (10 points, or 15 points if the veteran was disabled at time of death):

("Member Copy 4" of DD214 or DD215, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.)
Date of Death: _____ Have you remarried? Yes No

Signature _____ Date _____

For Office Use Only: 10 Points 15 Points
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EMPLOYEE CERTIFICATION

Before signing this application, please read the following waiver carefully.

- (1) I have read and understand the job announcement for the position for which I am applying and certify that the answers given in this application are true and complete to the best of my knowledge.
- (2) I authorize all current and previous employers to release job-related information upon the written request of the City Administrator's Office. However, I understand that if, in the Employment History section, I have answered "No" to the question, "May we contact this employer?," contact with the employer will not be made without my specific authorization.
- (3) I authorize the City Administrator's Office to verify all information on this application to determine whether or not I am qualified for the position for which I am applying.
- (4) I understand that providing false information on this application may result in dismissal from any position gained on the basis of that false information.

Applicant's Printed Name: _____

Applicant's Signature: _____ Date _____

BEFORE YOU SUBMIT YOUR APPLICATION, HAVE YOU:

- Thoroughly read this entire application with special attention to the Tennessee Warning?
- Signed this application in all the required places? This application will not be accepted without all necessary signatures:
 - Tennessee Warning
 - Claim for Veteran's Preference, if applicable
 - Employee Certification
- Provided sufficient information so that proper credit for training and experience are given?
- Completed the claim for Veteran's Preference if applicable to you? Also, a copy of your Form DD214 must be submitted at the time of application to determine your eligibility for points.
- Have you included copies of all required licensing and / or certificates?

The City of Waterville needs your cooperation in the completion of this form. It will enable the City to report accurate information to both the State and Federal governments.

AFFIRMATIVE ACTION APPLICANT INFORMATION

To All Applicants:

The following information in no way affects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in validation of our selection methods. The information will **not** be maintained in personnel files and it will not be made available to any person involved in decisions affecting an individual's appointment or promotion to a position. Although providing this information is voluntary, it is important that all applicants answer these questions so that we may take steps to prevent discrimination in the recruitment and selection of employees for public service.

Position Applying For: _____

Department: _____

Instructions: Check the choice that answers each of the following questions.

(1) What sex are you? Male Female

(2) Of the following, of what racial/ethnic group do you consider yourself?

- _____ American Indian/Alaskan Native
- _____ African American
- _____ Asian and Pacific Islander
- _____ Spanish or Mexican American
- _____ White
- _____ Other _____

(3) Do you have a disability? No Yes

(4) How did you learn about this job opening?

- _____ City Employee
- _____ City Website
- _____ Family/Friend
- _____ League of Minnesota Cities
- _____ Newspaper Ad
- _____ P.O.S.T./POOL Line
- _____ Posting in City Hall
- _____ School
- _____ Walk-In
- _____ Internet (websites): _____
- _____ Other (be specific): _____

***Note: This page must be maintained separately. Do not double-side it with another page.**

WATERVILLE FIRE DEPARTMENT
FIREFIGHTER APPLICATION

MISSION STATEMENT

Our Commitment is to Public Safety,
Achieved through Developing, Promoting
and Maintaining a Comprehensive Network
of Fire Prevention, Fire Suppression, and
other Special Rescue Services.

Through Education, Training and
Communications We Will Continue to
Provide Quality Services.

THE SELECTION PROCESS

Complete the application and return it to a fire department representative. You will then be scheduled for an Oral Interview and a Physical Ability test. The Oral Interview will be conducted by the members of the department fire board. The interview will assess the applicants' oral communication skills, past and current related job skills, motivation and interest.

The interview board will be scoring your response during the interview on a point system. Interview points will make up 25 of the possible 115 possible point total.

After completion of the Oral Interview, you will be required to participate in the Physical Ability Test. The Physical Ability Test will include specified strength and flexibility tests. This test corresponds to the job demands of firefighting. The test is made up of the following activities:

Kneeling Screen, Crawl, SCBA Walk, Hose Lift, Fan Lift and Carry and Ladder climb.

The board will be timing your physical ability test as this is a pass/fail test. The applicant has 8 minutes to complete tasks 1 – 5 of the ability test. The Ladder climb test has no time restrictions. This part of the process has a 50 point value.

A background check may be done on each applicant considered for employment. The check will be on past performance, police record and their character. A firefighter's integrity must be beyond reproach due to the nature of the work.

After completion of the interview and physical ability test, each applicant's points will be totaled. The applicant must have a combined Minimum score of 70 points to continue on in the selection process. Veteran's Preference points will be added at this time if applicable. Points will determine the applicant's position on the eligibility list. Open positions on the department will be filled with the names from this list. After a position is offered the applicant will be required to undergo a medical examination with the city appointed physician. Based on the results of the examination, the applicant either meets or fails the qualifications.

IS THE FIRE SERVICE FOR YOU?

The fire service can prove to be an interesting, challenging and rewarding career. In this profession, one can experience the rewards of teamwork in fire suppression activities, the challenge of fire prevention, public education and special rescues. It is a choice that should not be taken lightly and should be the result of careful thought and deliberation. While the fire service is easily stereotyped as a “glamorous and exciting” job, you must understand the profession and the inherent risks involved.

THE NATURE OF THE FIREFIGHTER

The firefighter has evolved over the years to become a true “emergency professional”. No longer is the job simply a matter of putting out fires. Today’s firefighters are team players who are concerned with fire prevention and public education. They are highly skilled in dealing with fire suppression, hazardous materials, emergency medical care and search and rescue.

DUTIES OF TODAY'S FIREFIGHTERS

Below are listed some of the duties you can expect to be involved with as a Waterville Firefighter.

Emergency Response Duties:

- Perform physically demanding tasks involved in search and rescue, fire suppression and overhaul.

- Responsibly and accurately carry out the orders of the superior officers.

Other duties:

- Fire investigation, public education on fire safety and prevention, station and equipment tours.

Responsibilities:

- Apparatus and station maintenance and cleaning.

- Fire suppression training.

- Special rescue training.

- First responder training

- Continual education.

When you begin your career with the Waterville Fire Department, you will be on a probationary period for one (1) year. The probationary period will be reviewed by the Fire Board after one year. The board will review the required training, attendance at meetings and calls, Initial Firefighter Classes and First Responder class. General attitude to the department and the public will also be considered. During the probationary period a new firefighter may be dismissed if it proves to be in the best interest of the department.

After successful completion of the probation period, the firefighter will be granted active status. They will have to follow the attendance percentages and other rules that are listed in the department policy manual.

A career in the fire service today offers an individual challenges, diversity and opportunity to help in the community. The Waterville Fire Department is a service that strives to provide a rewarding work environment and to assist the individual in his/her career development.

WATERVILLE FIRE DEPARTMENT

NEW FIREFIGHTER TRAINING REQUIREMENTS

1. Attend monthly fire dept meetings. (3rd Monday)
2. Attend monthly in-house training. (3rd Monday)
3. Attend Initial First Responder training. 40 Hrs
4. Attend 1001 Basic Firefighter Course. 140 Hrs
5. Attend outside training when eligible.

Effective Date:

CITY OF WATERVILLE POSITION DESCRIPTION		
FIREFIGHTER		
DEPARTMENT FIRE	SUPERVISOR FIRE CHIEF	SUBORDINATES NONE

DEFINITION:

Under direct supervision of the Fire Chief, the Firefighter is responsible to for implementing fire prevention, suppression, and preventing or minimizing the loss of life and property by fire and other emergency situations and other related functions as assigned or apparent.

ESSENTIAL FUNCTIONS OF THE JOB:

- Responds to fire alarms, emergency medical calls, emergency rescue calls including ice and water rescue and recovery, hazardous materials incidents, natural disasters, and other emergency calls or controlled fires and when activated by Emergency Management.
- Assists with fire prevention inspections and pre-fire planning of commercial buildings.
- Maintains fire apparatus and equipment.
- Attends regular and assigned training sessions to maintain and upgrade fire fighting skills.
- Performs as driver/operator of fire apparatus.
- Performs physical and mental demands and work environment requirements for this position.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.
- Attendance during regularly scheduled work hours and outside regular hours as necessary.

ADDITIONAL FUNCTIONS OF THE JOB:

- Participates in Professional Staff Development. Participates in training and education opportunities to maintain and improve proficiency. Attends and participates in professional organizations. Associates with agents and departments from other cities and states to learn about and maintain professionalism.
- Performs other related functions as assigned or apparent.

EQUIPMENT USED:

Firefighting equipment including, high pressure water, hydraulic and air equipment, SCBA, ladders and various hand tools.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of applicable Federal and State laws, City ordinances, City and departmental policies and procedures, and relevant reference materials.
- Knowledge of City and City contracted service areas geography, business and residential areas.
- Knowledge of modern fire fighting methods and techniques.
- Knowledge of operating principles and practices.
- Ability to maintain appropriate level of discretion with confidential information.
- Ability to complete work in a timely manner including during stressful situations and under deadlines.
- Ability to work independently without supervision.
- Ability to remain calm when dealing with difficult people/situations and exemplify an enthusiastic, resourceful and effective service attitude.
- Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- Ability to establish and maintain effective working relationships with community groups, commissions, elected officials, employees, and the general public.
- Ability to listen, comprehend, and effectively communicate information both written and orally.
- Ability to work under pressure and with frequent interruptions.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Minnesota Driver's License or the ability to obtain one within thirty (30) days of employment.
- Must satisfactorily pass a criminal background, physical examinations, drug screen and physically ability testing.
- Must comply with organizational and departmental policies.
- Requirement to carry and maintain in good working order department pagers.

Due to the need for a timely off-duty response to emergencies, this position is required to live (maintain a principle residence) within a 8-minute drive to the fire station Waterville as a condition of employment. The driving time is defined as driving under normal driving conditions