POSITION DESCRIPTION

Position Title: Firefighter/Paramedic
Position Number: 013
Department/Division: Operations
Exemption Status: Non-exempt (Bargaining Unit)
Immediate Supervisor: Lieutenant
Normal Work Schedule: 24/48 (56-hour work week)

Position Summary:

Under general supervision, perform responsible public safety work involving protecting life and property. Respond to alarms and prevent and extinguish fires; respond to rescue calls; respond to medical incidents and render emergency and non-emergency care; engage in fire codes enforcement, public education, station, apparatus, and equipment maintenance activities; and perform related work as required. Respond and assist in the mitigation of technical rescue and hazardous materials incidents. Maintain a constant state of readiness and preparedness for any emergency within the Englewood Area Fire Control District. Duties involve an element of personal danger. This position operates under the supervision of a Company Officer, Division or Group Supervisor, or Incident Commander.

Core Expectations:

- Do Your Job.
- Treat people right.
- Have an “All In” attitude.
- Give an “All Out” effort.

Minimum Qualifications:

- Must be 18 years of age or older.
- High school graduate or possess a GED Equivalency Certificate.
- Must be able to read, write, and speak English.
- Valid Florida Class E or Commercial Driver's License.
- Must have a safe driving record.
- Valid State of Florida Firefighter II Certificate of Compliance.
- Valid Paramedic certification issued by the State of Florida.
- Valid CPR-Basic Life Support (BLS) for Health Care Provider or equivalent.
- Valid Advanced Cardiac Life Support (ACLS) - Paramedics
- NIMS Incident Command Position Certifications: I-100, I-200, I-700, and I-800.
- Must be tobacco-free for at least one year prior to employment.
- Must remain tobacco-free during employment.

Preferred Qualifications:

- Associate degree or higher in the Fire Protection discipline or related field.

Special requirements:

- Must be able to wear proper safety equipment.

Essential Job Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by people in this position.)

1. Ensures the response readiness and operational reliability of all assigned firefighting, communication, and personal protective equipment.
2. Respond to emergency and non-emergency incidents; provide appropriate services as required, including emergency rescue and fire suppression; perform search and rescue of trapped or injured persons; perform emergency medical and first aid services; prepare reports regarding emergency incidents as assigned.
3. Drives, operates, positions, and spots vehicles and apparatus safely, proficiently, and professionally in emergency and non-emergency situations.
4. Performs firefighting activities, including laying hose and performing fire combat, containment, and extinguishment tasks.
5. Operate numerous types of rescue, emergency, and fire suppression equipment and apparatus as necessary; operate, inspect, repair, and perform other technical tasks related to maintaining apparatus, equipment, and facilities.
6. Participate in cleaning and maintaining facilities, grounds, equipment, and apparatus; making minor repairs; ensuring that appropriate conditions are maintained at assigned facility; ensuring that all equipment and apparatus are in a constant state of readiness for emergency calls.
7. Participates in business pre-fire planning of buildings, hydrants, and other structures.
8. Participate in various fire prevention operations, activities, and programs.
9. Provide fire safety information and educational programs to schools, churches, and civic groups.
10. Positions and climb ladders to access buildings' upper levels or assist individuals from burning or unsafe structures.
11. Participates in professional development opportunities and department training exercises.
12. Perform inspection and minor maintenance in fire hydrants.
13. Completes necessary local paperwork, including incident reports; maintains departmental files and records.
14. Maintains health and physical fitness.
15. Performs other related tasks/duties as the chain of command assigns.

Job Competencies: Knowledge, Skills & Abilities

Knowledge:

- Knowledge of department policies and procedures.
- Knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies, and procedures.
- Knowledge of principles, practices, and procedures of modern fire suppression.
- Knowledge of basic emergency medical and life-sustaining techniques, including cardiac care, trauma and shock care, ventilation, and other CPR techniques.
- Knowledge of operation, maintenance, and modern firefighting apparatus and equipment uses.
- Knowledge of fire prevention principles and techniques.
- Knowledge of universal precautions relating to infection control.
- Knowledge of principles, practices, and procedures of hazardous materials.
- Knowledge of radio communications.
- Microsoft Office products and other relevant technologies.

Skills:

- Skilled in driving in emergency and non-emergency situations.
- Skilled in operating all firefighting, rescue, and medical equipment.
- Skilled in the application of emergency medical service techniques.
- Skilled in extrication techniques and equipment.
- Skilled in oral and written communications.
- Skilled in preparing written reports.
- Skilled in the use of a computer.
- Skilled in effective time management.
- Skilled in problem-solving and troubleshooting.

Abilities:

- Ability to perform complex and dangerous work under emergency hazardous conditions.
- Ability to think and act quickly and efficiently in emergencies.
- Ability to work as a member of a team.
- Ability to remain calm & interact effectively with members of the public under stressful situations.
- Ability to select and use appropriate equipment and apparatus for emergencies.
- Ability to apply firefighting techniques and procedures.
- Ability to read maps and provide travel directions.
- Ability to understand and follow oral and written directions promptly and accurately.
- Ability to communicate both verbally and in writing.
- Ability to provide superior customer service for both internal and external customers.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public.
- Ability to perform strenuous or peak physical activities during emergencies, training, or station maintenance for prolonged periods under extreme conditions such as heights, intense heat, cold, or smoke.

Physical Demands:

The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. At emergency scenes, the member must lift light, heavy, and very heavy objects, climb many types of ladders, and use tools and equipment requiring a high degree of dexterity.

Must be able to:

- Wear and operate Self Contained Breathing Apparatus (SCBA), mask, and other protective equipment in hazardous and confined spaces independent of other members;
- Wear various uniforms, vests, and equipment weighing up to 45 lbs;
- Push manually with an average force of 73.3 lbs;
- Pull manually with an average force of 96 lbs;
- Climb through small openings and crawl or maneuver in confined spaces;
- Work in hazardous work areas and medical/trauma situations, which may involve death, dismemberment, or exposure to bodily fluids and hazardous materials;
- Rapidly go from stationary to maximum exertion.

Strength: Very Heavy

Exerts over 100 lbs. of force occasionally, over 50 lbs. of force frequently, or over 20 lbs. of force constantly to move objects. Physical demands are more than those for heavy work.

Movement:

- Occasionally – standing, climbing, balancing, crawling, fine finger manipulation, squatting, kneeling, stooping, trunk bending, backward bending.
- Frequently – sitting; walking; uneven terrain; climbing; forward, horizontal, and overhead reaching; forceful gripping; trunk twisting; cervical flexion, extension, rotation, and lateral flexion.
- Constantly – overhead reaching.

Auditory – not limited.

- Talking and hearing

Vision: - Required

- Near acuity, far acuity, depth perception, adjustment, color vision, field of vision.

Sensory:

- Requires color perception and discrimination.
- Requires sound perception and discrimination.
- Requires taste perception and discrimination.
- Requires odor perception and discrimination.
- Requires depth perception and discrimination.
- Requires texture perception and discrimination.
- Requires visual perception and discrimination.

Work Environment:

Environmental Conditions and Physical Surroundings

- Occasional – exposure to weather, extreme hot or cold, wet and/or humid, vibration, hazards, confined/restricted working environment.
- Frequent – extreme heat/fire, noise, atmospheric conditions.

Equipment Utilized

- Telephone, protective equipment, automobile, calculator, radio, adding machine, video equipment, pager, portable telephone, fax machine, IAP worksheets, personnel accountability systems, familiarity with tools and equipment utilized in fire suppression, technical rescue, and hazardous materials incident response.

Hazards

- Rare – proximity to moving, mechanical parts; exposure to electrical shock; working with explosives.
- Occasional – working in high, exposed places; exposure to radiant energy; exposure to caustic chemicals; exposure to bloodborne pathogens; exposure to infectious diseases, increased risk of cancer.
- Frequent – exposure to dust, fumes, gases, or airborne particles; working in roadways or construction zones.

The Englewood Fire Department is committed to creating a diverse environment and is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, genetics, disability, age, or veteran status.

Additionally, this position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements change.

I have read and understand this position description and certify that I am qualified to perform this job, with or without reasonable accommodation.

_____	_____
Name (Print)	**Fire Chief (Print)**
_____	_____
Signature	**Fire Chief (Sign)**
_____	_____
Date	**Date**

ENGLEWOOD AREA FIRE CONTROL DISTRICT

APPLICATION PACKAGE

Candidate Application Packet Instructions

The candidate application packet must be completed and turned in prior to the candidate being eligible for the application process to begin. Along with the application required paperwork, the candidate **must** also provide the following documents along with their application:

- Copy of current & valid Driver's License
- Copy of High School Diploma or GED
- Copy of Florida State Minimum Standards Fire Certification*
- Copy of Florida State EMT Certification*
- Copy of Paramedic Certification*
- Copy of CPR – Basic Life Support for Health Care Provider Card
- Copy of ALS Provider Card or equivalent (Paramedic only)
- Copy of any Fire or EMS related certificates
- If a veteran, copy of your DD-214

*** All certifications must be valid and current Florida certifications.**

Please follow these directions when assembling your application and documents:

- DO NOT staple, bend, or bind your personal materials in notebooks, sheet covers or other materials.
- Make certain that your name is **printed** clearly on each page.
- All pages must be standard 8.5" x 11" and paper clipped together.
- If you cannot get a copy of your High School Diploma, applicants can submit a copy of their transcript which indicates a date of graduation.
- Please print in black or blue ink. Pencil is not acceptable. If any item does not apply to you, write "N/A" or Not Applicable.
- All application paperwork must be delivered to the Englewood Area Fire Control District Headquarters Office at 579 S. Indiana Ave, Englewood, FL 34223. Monday through Friday, 0800 hours to 1600 hours.

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above application are true and complete. I authorize the Englewood Area Fire Control District to verify this information and to obtain reference information by contacting educational institutions, references, or employers, and to rely on and use such information as they see fit. I hereby release the Englewood Area Fire Control District from all liability that could result from obtaining and having an employment decision based on this information. The application and all information submitted during this application process is the property of the Englewood Area Fire Control District.

I understand that if granted employment, falsified statements of any kind or omissions of facts called for on this application, regardless of time of discovery, shall be grounds for dismissal.

I understand that all medical information that is submitted is confidential and protected under Federal Law. I here by agree to allow the Englewood Area Fire Control District to review this information for the employment process.

I understand that should an offer of employment be made to me and accepted by me, I will fully adhere to the Englewood Area Fire Control District's Rules and Regulations, General Orders, Standard Operating Procedures, Medical Treatment Protocols, and other such documents.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____

Englewood Area Fire Control District

Headquarters Office
579 S. Indiana Avenue
Englewood, FL 34223

Phone: (941) 474-3311
Fax: (941) 473-2600
www.englewood-fire.com

Dear Applicant:

The Englewood Area Fire Control District is pleased that you are submitting your application for employment with our Fire District. We are committed in serving our community and in the training of our Firefighters.

The Englewood Area Fire Control District provides service to approximately 83 square miles. We operate six (6) Fire Stations that are strategically located. The Englewood Area Fire Control District sits within two counties, Sarasota, and Charlotte County. We provide fire suppression services, first response medical services, hazardous materials response and marine fire-rescue services and other related services to our community.

The Englewood Area Fire Control District also operates its own Fire Academy that provides state of the art Fire and Medical Training to our employees as well as conducting Florida minimum standards courses and the High School Fire Program for the Charlotte County School Board.

Your application and the required documentation are to be submitted to the Headquarters Office located at 579 S. Indiana Avenue in Englewood, Florida. Office hours are Monday through Friday, 0800 hours to 1600 hours.

Again, thank you for your application and good luck!

Sincerely,

Kevin Easton
Fire Chief

Englewood Area Fire Control District

Headquarters Office
579 S. Indiana Avenue
Englewood, FL 34223

Phone: (941) 474-3311
Fax: (941) 473-2600
www.englewood-fire.com

APPLICATION REFERENCE FOR: _____

Introduction: The above-named applicant has applied for employment with the Englewood Area Fire Control District. Members must be reliable, trustworthy, possess impeccable moral character, and be able to function as part of a team. They must be able to work within the command structure of the organization under stressful and sometimes hazardous conditions.

You are not required to be a reference. If you choose to act as a reference, the information you provide may be relied upon by the District, its Officers, and its Board of Commissioner in deciding on the prospective member's application. Your full and candid response is appreciated. This form should be returned directly to the Englewood Area Fire Control District in the stamp envelope provided by the applicant.

To the applicant: *Please complete Part 1 of this form and then send it to someone who knows you well and can provide an accurate and full account of your abilities, accomplishments, and personal qualities. Please submit the reference form via email to bkerr@englewood-fire.com or mail / hand deliver to Englewood Area Fire Control District Headquarters office at 579 South Indiana Avenue, Englewood, Florida 34223.*
Attention: Application Reference.

PART 1 *(to be completed by applicant)*

Name: _____
Last First Middle

Mailing Address: _____

_____
City State Zip Code

I hereby authorize the below reference to provide the requested background and personal information to the Englewood Area Fire Control District, its Officers, and its Board of Commissioners. I acknowledge that this completed reference is the property of the Englewood Area Fire Control District.

_____
Applicant's Signature Date

PART 2 *(to be completed by reference)*

Name: _____
Last First Middle

Address: _____

_____
City State Zip Code

How long and in what capacity have you known the applicant? _____

How frequently do you have contact with the applicant? _____

Please complete these ratings to the best of your ability:

	Below Average	Average	Good	Outstanding
Integrity				
Intellectual curiosity				
Motivation				
Self-confidence				
Respect				
Personality				
Leadership				
Reliability				
Trustworthiness				
Interpersonal skills				
Handles stress				
Reaction to criticism				

Do you wish to elaborate on any of these ratings? _____

Please offer any additional comments concerning this applicant's ability, character, and suitability for employment with the Englewood Area Fire Control District: _____

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Interpersonal skills				
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Last First Middle

Address: _____

_____
City State Zip Code

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Intellectual curiosity				
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IMPORTANT DATES

PRACTICAL TEST

Date: **January 25, 2027**
Time: **0900 hours**
Location: Englewood Fire Training Center
13400 Haligan Way, Englewood FL 34223

ORAL INTERVIEW (by Invitation)

Date: **Januray 26, 2027**
Location: Englewood Fire Training Center
Time: **Interviews start at 0900 hours. Applicants must have passed the Practical exam to sit for an interview. Applicants will be given a time for their interview after testing.**

Completed applications must be turned into the Headquarters Office located at 579 S. Indiana Avenue, Englewood, Florida, 34223. If you have any questions, please contact Fire Chief Kevin Easton at (941)474-3311.

ENGLEWOOD AREA FIRE CONTROL DISTRICT

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APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION		Date:
Last Name	First	M.I.
Street Address		Apt/Unit #
City	State	Zip Code
Phone	Email Address	
Date Available		
Position Applied For		
Driver's License No. *		State Issued
Driver's License Class	Expiration Date	

EMPLOYMENT HISTORY (most recent first)	
Company	Phone
Address	Supervisor
Job Title	Employment from: to:
Responsibilities and Duties	
Reason for Leaving	
Salary	May we contact your employer for a reference? ☐ Yes ☐ No

EMPLOYMENT HISTORY	
Company	Phone
Address	Supervisor
Job Title	Employment from: to:
Responsibilities and Duties	
Reason for Leaving	
Salary	May we contact your employer for a reference? ☐ Yes ☐ No

EMPLOYMENT HISTORY	
Company	Phone
Address	Supervisor
Job Title	Employment from: to:
Responsibilities and Duties	
Reason for Leaving	
Salary	May we contact your employer for a reference? ☐ Yes ☐ No

EDUCATION		
High School		
Address		
From To	Did you graduate? ☐ Yes ☐ No	Degree
College		
Address		
From To	Did you graduate? ☐ Yes ☐ No	Degree
Other		
Address		
From To	Did you graduate? ☐ Yes ☐ No	Degree

PERSONAL REFERENCES

Please list three personal references.

Full name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full name	Relationship
Company	Phone
Address	

BACKGROUND INFORMATION

Have you ever been employed by the Englewood Area Fire Control District?	If yes, when? From To
Reason for leaving?	Position
To the best of your knowledge, have you or anyone in your immediate family worked for an individual or company that provides goods or services to the District?	If yes, when? From To
If yes, provide details.	
1) Have you ever been convicted of a crime? ☐ Yes ☐ No	If yes, please explain.
2) Have you ever been convicted of or pled nolo contendere (no contest) to a felony? ☐ Yes ☐ No	If yes, please explain.
3) Have you ever been convicted of or pled nolo contendere (no contest) to a First-degree misdemeanor? ☐ Yes ☐ No	If yes, please explain.

4) Have you ever been a defendant in a lawsuit involving an intentional tort? ☐ Yes ☐ No	If yes, please explain.
5) Are you now on probation? ☐ Yes ☐ No	If yes, when? From To
Reason	
6) Have you had a traffic violation in the last three years? ☐ Yes ☐ No	If yes, please explain.
7) Has your driver's license ever been suspended or revoked? ☐ Yes ☐ No	If yes, please explain.

VETERANS' PREFERENCE INFORMATION

Only residents of the State of Florida are eligible for Veterans' Preference.

Are you a resident of the State of Florida who will be claiming Veterans' Preference?	☐ Yes ☐ No
FOR FLORIDA RESIDENTS:	☐ No – I am not a Florida resident. ☐ No – I do not qualify for Veterans' Preference. ☐ Yes – I am a current employee and I have used my Veterans' Preference. ☐ Yes – I am a Florida resident; I qualify for Veterans' Preference and I have attached my DD214.
Are you claiming Veterans' Preference?	☐ Yes ☐ No

If eligible for Veterans' Preference, which Veterans' Preference Category are you claiming?

☐ Veterans' Preference Category 1 ☐ Veterans' Preference Category 2 ☐ Veterans' Preference Category 3
☐ Veterans' Preference Category 4 ☐ Veterans' Preference Category 5

If you stated that you were "a veteran of any war. . . ". Please indicated the war here:

☐ WWII: December 7, 1941 thru December 31, 1947 ☐ Korean Conflict: June 27, 1950 thru January 31, 1955
☐ Vietnam Era: February 28, 1961 thru May 7, 1975 ☐ Persian Gulf War: August 2, 1990 thru January 2, 1992
☐ Operation Enduring Freedom: October 7, 2001 to be determined. ☐ Operation Iraqi Freedom: March 19, 2003 to be determined

IMPORTANT INFORMATION

1) Englewood Area Fire Control District does not discriminate based on race, religion, color, sex, age, notional origin, marital status, or disability. A job applicant with a disability who requires reasonable accommodation to participate in the application/selection process is required to make known the need for an accommodation to the appropriate District staff members.
2) Your application will ***not*** be considered unless complete answers are provided to all questions on this application. Resumes may be submitted as supplements but cannot be accepted in lieu of any part of this application.
3) An employee appointed to fill an established position on a full-time or part-time basis will be given Probationary Status for a period designated for the class. During this probationary period any requirements for license(s), certificate(s) and training as stipulated in the Minimum Qualifications for the class (position description) or Englewood Area Fire Control District's Rules and Regulations must be successfully completed. The probationary period may be extended at management's discretion. Management reserves the right to separate employees in the initial probationary period without the right to procedural due process in accordance with the District's Rules and Regulations.
4) Englewood Area Fire Control District makes every effort to accommodate individual preferences. However, work needs, District emergency preparedness (such as hurricanes) and schedule changes may make the following conditions mandatory, overtime, shift work, a rotating work schedule other than Monday through Friday, job reassignments and locations.
5) Successful completion of a driver license background check is a requirement for employment. Employment offers to successful candidates are conditional. Candidates given a conditional offer of employment are required to consent to and pass a pre-employment criminal background check, a pre-employment physical examination and a pre-employment substance screening test. A credit report may be required for certain positions. If so, you will be asked to sign a separate release in compliance with the Fair Credit Reporting Act at the time of offer.
6) All applicants accepted for employment must be in possession of an official social security card and must have demonstrated their eligibility to work according to Federal Law.
7) Certain positions with the Englewood Area Fire Control District may require the applicant to be eligible for bonding, eligibility for bonding will be consideration for determining an applicant's fitness for such position.
8) A false answer or a material omission to any question in this application may be grounds for not employing you, or for dismissing you after you begin work, which may negate continuing benefits for which you may otherwise be eligible.

APPLICANT'S AFFIRMATION

I understand that the Englewood Area Fire Control District may verify employment and education credentials at any stage at any stage of the hiring process. I hereby give the Englewood Area Fire Control District permission to make a thorough investigation of my entire work and educational records and to verify all other data I have provided, except where otherwise indicated. It is my understanding that this application, by law, will become public record when submitted and that the Fire District cannot guarantee me its confidentiality. I further understand that if employed, other potential employers may contact the Fire District from time to time for job-related information. I hereby authorize the Fire District from time to time, for job-related information. I hereby authorize the Fire District to provide factual job-related information to potential employers upon request. I have read and understand all of the information and agree to the terms provided herein and I hereby release the Englewood Area Fire Control District and others from any liability which may result from furnishing the information requested above. All requests for information have been completed as fully and accurately as possible and I recognize that any material misrepresentation or pertinent omissions of fact in my application may disqualify me from employment with the Englewood Are Fire Control District.

Sincerely _____ Dated _____

TOBACCO AFFIDAVIT

PLEASE TYPE OR PRINT LEGIBLY.			
NAME - LAST	**FIRST**	**MI**	**DATE OF BIRTH**
HOME ADDRESS	**CITY**	**STATE**	**ZIP CODE**
E-MAIL ADDRESS		**CONTACT**	

I confirm I have been a nonuser of tobacco or tobacco products for at least one year immediately preceding application as required by Florida Statute 633.412.

_____ _____

SIGNATURE **DATE**

STATE OF FLORIDA
COUNTY OF _____

On _____, _____, _____personally
(MONTH AND DAY) **(YEAR)** **(APPLICANT'S NAME)**

appeared before me and, _____who is personally know to me, or _____who has provided

_____as identification.

_____
Notary Public Signature

(Please affix Seal Above)

Commission Expires _____