



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. Position 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.

Englewood Area Fire Control District

Administration Center
516 Paul Morris Drive
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 provide this reference form and a stamped envelope addressed to the Englewood Area Fire Control District, 516 Paul Morris Drive, 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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IMPORTANT DATES

PRACTICAL TEST

Date: TBD
Time: TBD
Location: Englewood Fire Training Center
13400 Haligan Way, Englewood FL 34223

ORAL INTERVIEW (by Invitation)

Date: TBD
Location: Englewood Fire Training Center
Time: Interviews start at 0800 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 Administrative Office located at 516 Paul Morris Drive, Englewood, Florida, 34223. If you have any questions, please contact Fire Chief Kevin Easton at (941)474-3311.

ENGLEWOOD AREA FIRE CONTROL DISTRICT

Administration Center
516 Paul Morris Drive
Englewood, FL 34223



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

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION		
High School		
Address		
From To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
College		
Address		
From To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
Other		
Address		
From To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> 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? No	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
2) Have you ever been convicted of or pled nolo contendere (no contest) to a felony? No	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
3) Have you ever been convicted of or pled nolo contendere (no contest) to a First-degree misdemeanor? No	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.

4) Have you ever been a defendant in a lawsuit involving an intentional tort? No <input type="checkbox"/> Yes <input type="checkbox"/>	If yes, please explain.
5) Are you now on probation? No <input type="checkbox"/> Yes <input type="checkbox"/>	If yes, when? From _____ To _____
Reason	
6) Have you had a traffic violation in the last three years? No <input type="checkbox"/> Yes <input type="checkbox"/>	If yes, please explain.
7) Has your driver's license ever been suspended or revoked? No <input type="checkbox"/> Yes <input type="checkbox"/>	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
FOR FLORIDA RESIDENTS:	<input type="checkbox"/> No – I am not a Florida resident. <input type="checkbox"/> No – I do not qualify for Veterans' Preference. <input type="checkbox"/> Yes – I am a current employee and I have used my Veterans' Preference. <input type="checkbox"/> Yes – I am a Florida resident; I qualify for Veterans' Preference and I have attached my DD214.
Are you claiming Veterans' Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If eligible for Veterans' Preference, which Veterans' Preference Category are you claiming?	
<input type="checkbox"/> Veterans' Preference Category 1 <input type="checkbox"/> Veterans' Preference Category 2 <input type="checkbox"/> Veterans' Preference Category 3 <input type="checkbox"/> Veterans' Preference Category 4 <input type="checkbox"/> Veterans' Preference Category 5	
If you stated that you were "a veteran of any war. . .". Please indicated the war here:	
<input type="checkbox"/> WWII: December 7, 1941 thru December 31, 1947 <input type="checkbox"/> Korean Conflict: June 27, 1950 thru January 31, 1955 <input type="checkbox"/> Vietnam Era: February 28, 1961 thru May 7, 1975 <input type="checkbox"/> Persian Gulf War: August 2, 1990 thru January 2, 1992 <input type="checkbox"/> Operation Enduring Freedom: October 7, 2001 to be determined. <input type="checkbox"/> 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

Commission Expires _____

(Please affix Seal Above)

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Motor Vehicle Record Disclosure

I, _____, give permission to KEY AGENCY INC to obtain a Motor Vehicle Record (MVR) as part of my pre-employment background investigation or at any time during my employment with the **Englewood Area Fire Control District**. I, _____, give permission for KEY AGENCY INC to provide information to my employer &/or future employer.

If hired, this authorization shall remain on file and serve as an ongoing authorization for my employer, Key Agency, Inc./Auto Owners and its affiliates/Progressive, or any other insurance carrier that my employer may have coverage with to procure MVR reports at any time during any employment period and provide information to employer.

Please sign below to signify receipt of the foregoing disclosure.

Signature of Applicant/Employee

Date

Employer Representative

Date

Applicant/Employee Name: _____

Date of Birth: _____ Social Security Number: _____

Driver's License Number: _____

State of Issue: _____

Expiration Date: _____