



[www.independenceia.org](http://www.independenceia.org)

### APPLICANT Checklist

APPLICANT INFORMATION		
Name:	Date:	
Position Applying For: Part-Time Fire Department Driver		
APPLICANT INSTRUCTIONS		
<p>The City of Independence is an Equal Opportunity Employer, M/F/Disability/Veteran. The Fire Department is currently recruiting for the position of part-time Fire Department Driver. You are being provided with application materials in consideration of employment with the City of Independence. Please review the <i>Notice of Job Opening</i> and complete the application provided ensuring that you sign and date it. All application materials must be completed and submitted to be considered for this position.</p>		
DOCUMENTATION TO BE COMPLETED AND RETURNED BY THE APPLICATION DEADLINE		
<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Resume	<input type="checkbox"/> Application
ADDITIONAL INSTRUCTIONS		
<p>The application deadline is open until filled. All complete applications will be considered and reviewed. The first review of applications will be March 31, 2023. Applicants that are most qualified will be selected to continue to the next phase of the interview process. Please do not contact us, you will be notified whether you will continue in the interview process or not. We appreciate your interest in employment with the City and wish you the best in your future endeavors.</p>		

Date Received: \_\_\_\_\_  
Time: \_\_\_\_\_  
Taken By: \_\_\_\_\_



## Application for Employment

An Equal Opportunity Employer

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, or marital status, or the presence of a medical condition or disability.

Date: \_\_\_\_\_

### **PERSONAL INFORMATION:**

Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Can you, after employment, submit verification of your legal right to work in the U.S.? Yes  No

Have you ever been convicted of a felony? Yes  No  (A conviction record will not necessarily be a bar to employment; the circumstances will be considered.) If yes, please explain: \_\_\_\_\_

Have you ever been in the Armed Services? Yes  No  If yes, which Branch? \_\_\_\_\_

### **EMPLOYMENT DESIRED:**

Position: \_\_\_\_\_ Possible Start Date: \_\_\_\_\_

Full time only \_\_\_\_\_ Part time only \_\_\_\_\_ Full time or part time \_\_\_\_\_ Temporary/Seasonal \_\_\_\_\_

Are you employed now? Yes  No  If so, may we inquire of your present employer? Yes  No

Ever applied to the City of Independence before? Yes  No  If so, which department? \_\_\_\_\_ When? \_\_\_\_\_

Will you work overtime if needed? Yes  No

### **EDUCATION:**

School Level	Name & Location	No. of Years	Did you Graduate?	Course of Study
Grammar School				
High School				
College				
Other				

List other special training that may pertain to this position: \_\_\_\_\_

\_\_\_\_\_

If the job requires completion of specific course of training, indicate that which you have completed: \_\_\_\_\_

\_\_\_\_\_

If the job requires the operation of specific machinery or specific skills, list those at which you are competent: \_\_\_\_\_

\_\_\_\_\_

Have you used various types of office equipment? If so, please list: \_\_\_\_\_

**FORMER EMPLOYERS:** (please list the most recent first)

Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
Job Title & Description of Work	Reason for leaving

Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
Job Title & Description of Work	Reason for leaving

Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
Job Title & Description of Work	Reason for leaving

Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
Job Title & Description of Work	Reason for leaving

May we contact your employer? { } Yes { } No

If no, Please explain: \_\_\_\_\_

**REFERENCES:**

Name	Address	Business	Phone Number	Years Acquainted

**Statement of Understanding Read Carefully**

I understand:

that completing this application does not constitute an offer of employment and that my application may be rejected for any reason.

that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I also understand that if I provide false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the City discovers the violation of its policy regarding dishonesty.

that I may be required to complete a medical history form and may be required to be examined by a medical professional designated by the City at the post-offer stage.

that the use of illegal drugs is prohibited during employment and that I may be required to undergo and successfully pass a screening for alcohol and/or drugs that is included in a post offer pre-employment physical examination. I also understand that, if extended an offer of employment, I may be required to submit to an alcohol or drug screening according to state law.

that if I sustain any injury or illness while in the employment of this organization, I agree that this organization shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and hospitals to give this organization full and complete reports and records covering such examinations, condition, care, and treatment related to or resulting from the alleged illness or injury.

that this application will be considered only for the position I am applying for; if I wish to be considered for other positions, I must submit a new application for each position.

that this employment application and any other employee-related documents are not contracts of employment; and that this organization follows an "employment at will" policy that an individual who is hired may voluntarily leave employment upon proper notice, and may be terminated by the employer at any time and for any reason.

that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I agree to be responsible for public property and equipment issued to me by the City until returned by me. I agree to pay for property and equipment not returned and authorize the City to withhold an amount equal to value of property not returned by me from my final pay.

**Authorization to Release Information**

I authorize the City of Independence to make a complete investigation of me, including but not limited to, my past employment history, medical history, scholastic record, criminal activity, motor vehicle driving records, workers' compensation history and to receive the results of any physical examination, including the results of alcohol or drug screening I may be required to undergo, and to rely on such information sources. I understand that this organization may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, and personal characteristics. I understand that the investigative consumer report may involve personal interviews with my neighbors, friends, relatives, former employers, schools, and others. I also understand that under the Federal Fair Credit Reporting Act, I have the right to make a written request to this organization, within a reasonable time, for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation. I authorize all persons and organizations to release any information concerning my background and hereby release all persons and organizations from liability for any damage whatsoever for this information. I acknowledge that a telephone facsimile (FAX) or photographic copy shall be as valid as the original.

Applicant Name: \_\_\_\_\_  
(Please print)      Last                                      First                                      M.I.

Signature of Applicant \_\_\_\_\_                                      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# CITY OF INDEPENDENCE

## Job Description

**Position:** Fire Department Driver Part-Time

**Supervises:** None

**Department:** Fire

**Employee Status:** Part-time Regular

**FLSA Status:** Non-Exempt

**Gives work direction to:** None

**Reports to:** Fire Chief

**Revision date:** June 2, 2016

### POSITION SUMMARY

At will position, unless covered under a bargaining unit contract, and reports to the Fire Chief. Under general supervision performs work of moderate difficulty in the driving and operation of all types of fire apparatus to perform fire suppression and lifesaving activities; and performs related work as required.

### ESSENTIAL JOB DUTIES

- Operates fire truck and equipment: drives a fire engine or ladder truck to and from fires.
- Operates a hydraulic ladder.
- Stands by pumper and regulates pressure in accordance with principles of hydraulics and directions from superior officers.
- Performs salvage operations such as laying salvage covers, sweeping and pumping water and removing debris.
- Learns and practices first aid, cardiopulmonary resuscitation, and basic life support techniques at the scene of fires and other emergencies.
- Performs general maintenance work in the upkeep of fire department property: tests and makes adjustments and minor repairs to apparatus and equipment and reports major equipment defects to superiors.
- Washes, hangs, and dries hose.
- Washes, cleans, paints, polishes, and tests apparatus and equipment.
- Performs assigned fire inspections.
- Checks fire escapes, building exits, and related structures and appurtenances for compliance with fire prevention ordinances.
- As required, relieves company officer and assumes responsibility for the maintenance of equipment at the fire station and the supervision of the fire company at the scene of a fire.
- May be assigned to related Fire Department duties and activities as necessary.

### INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Fire Chief.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledgeable of modern methods of fire department administration.
- Knowledgeable of principles and practices of fire prevention and suppression.
- Knowledgeable of use and maintenance of firefighting equipment and apparatus.

- Knowledgeable of departmental rules and regulations.
- Knowledgeable of city geography, fire hazards, water supply and firefighting resources.
- Ability to perform first aid, cardiopulmonary resuscitation, basic life support methods and modern training methods.
- Ability to apply modern fire suppression and prevention techniques.
- Ability to plan and direct fire suppression and prevention activities and in assuming leadership.
- Ability to exercise judgment in evaluating situations and making sound decisions in handling emergency situations.
- Ability to apply administrative and management methods and procedures to department activities.
- Ability to apply fire safety standards and regulations in inspection situations.
- Ability to lead, train, schedule, and direct the work of firefighting personnel.
- Ability to monitor discipline and morale.
- Ability to maintain accurate activity logs and compile reports.
- Ability to structure, monitor, and coordinate a variety of department activities, projects, assignments, and responsibilities.
- Ability to communicate effectively with the city manager, city clerk, mayor, city council, department supervisors, and personnel, and the public in person, in writing, and on the telephone.
- Skill in responding to members of the public under emotional distress.
- Ability to communicate effectively, orally and in writing.
- Ability to access sources of technical information including city ordinances; the Code of Iowa; the Iowa Administrative Code; and federal laws and regulations.

## **ENTRY REQUIREMENTS**

**Education/Training:** High School Diploma or equivalent and Iowa Professional Firefighter I Certification; and

**Work Experience:** One (1) years work in related field, or

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

**Required licenses, registrations, and certifications:** Possession of a valid State of Iowa Class B CDL, Iowa Firefighter I Certification or the ability to obtain within one year of appointment. Must possess and maintain throughout employment NIMS certification, First Aid, and CPR Certifications.

**Required post-offer physical examinations:** Must meet all requirements as outlined in the employee handbook.

**Required drug testing:** Drug testing shall be required as allowed by state law.

**Residency requirement:** To reside within one mile of the Independence, Washington, and Sumner Fire Districts.

**Other testing required:** None.

## **WORK ENVIRONMENT**

See Essential Functions Job Analysis.

## **HOURS OF WORK**

Generally 24 hour shift with 48 hours off with the shift beginning at 8:00 am.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
3. The City reserves the right to change or reassign job duties or combine positions at any time.
4. The City of Independence is and Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Fire Chief's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager's Signature

\_\_\_\_\_  
Date



# ESSENTIAL FUNCTIONS JOB ANALYSIS

Date of Analysis 06/02/2016

Position Fire Department Driver Part Time

1. Work hours: From 8:00 To 8:00 Number of days per week As Needed

2. Is Overtime Required? Occasionally

How much? (avg.) \_\_\_\_\_ How often? (avg.) \_\_\_\_\_ Seasonal? \_\_\_\_\_

State of Iowa Chauffer's  
Driver's license Class D-

3. What licenses/certifications are required in the job, i.e., CDL, CPR, etc.? 2.

Iowa Firefighter I Certification or the ability to obtain within 1 year.

4. Position supervises 0 (#) of city employees. List employees:

\_\_\_\_\_

\_\_\_\_\_

5. Position gives work direction to 0 (#) of city employees. List employees:

\_\_\_\_\_

\_\_\_\_\_

## Physical Requirements

In a work day, the job requires (check the appropriate column for each activity):

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Stooping/crouching			X			
Standing			X			
Walking			X			
Sitting			X			
Jumping				X		
Turning body			X			
Bending/twisting			X			
Squatting				X		
Ascending/descending steps			X			
Ascending/descending ladders			X			
Ascending/descending ramps			X			
Reaching/working at/below shoulder level			X			
Reaching/working above shoulder level			X			
Lifting above shoulder level			X			
Kneeling/crawling				X		
Equilibrium			X			
Pushing/pulling			X			
Throwing				X		
Walking on uneven ground				X		
Working in trenches				X		

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Working above ground			X			
Balancing			X			
Handling/gross feeling (texture)			X			
Fine fingering manipulation				X		
Tasting/smelling				X		
Accommodation (focal length change)			X			
Field of vision (peripheral vision)			X			
Turning wrenches/valves/handles			X			
Hand operation of knobs, levers or cranks			X			
High speed assembly (left/right/either/both)				X		
Fine assembly (left/right/either/both)				X		
Strong grip (left/right/either/both)			X			
Ability to actuate mechanism with feet (left/right/either both)			X			
Far vision (correctable to 20/40) (replace with job's required acuity if necessary)			X			
Near vision (correctable to 20/20) (replace with job's required acuity if necessary)			X			
Highly accurate depth perception			X			
Ability to perceive spoken voice clearly (with or without hearing aid)			X			
Ability to hear warning horns or sirens over 70 decibels			X			
Comprehensible speech			X			
Finely developed balance and coordination			X			
Ability to differentiate colors precisely			X			
Ability to wear a self-contained breathing apparatus during mild/moderate/strenuous exertion			X			

\*Sporadic: This function is essential but done Intermittently.

\*Incidental: This function not essential to position – may be performed by other employee, organization, or machine.

6. The heaviest weight lifted while either sitting or standing in one place is 100 lbs.

Examples of lifting requirements of this weight are (list object and weight):

Power units for rescue tools, generators, power fans

7. The heaviest weight carried while walking from place to place weighs: 25-50 lbs.

Examples of lifting requirements of this weight are (list object and weight): SCBA's, lengths of

Hose, hose washer, ladders

8. The heaviest pushed/pulled weight by the employee

is: 25 lbs. and it is pushed/pulled a

distance of 20 feet at a frequency of When it snows.

In a work day, the job requires lifting:

Pounds	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Lifting up to 10 pounds			X			
11 to 25 lbs.			X			
26 to 50 lbs.			X			
51 to 100 lbs.				X		
Over 100 lbs.				x		

9. In a work day, does the job require carrying an object distances greater than 10 feet?

Pounds	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Carrying under 10 pounds			X			
11 to 25 lbs.			X			
26 to 50 lbs.			X			
51 to 100 lbs.				X		
Over 100 lbs.				X		

10. Does the job require use of hands for repetitive actions?

		Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Lifting grasping	R				X		
	L				X		
Firm grasping	R				X		
	L				X		
Fine manipulation (keyboarding/ typing)	R				X		
	L				X		

12. Does the job require a specific grip strength? Yes \_\_\_\_\_ No \_\_\_\_\_ X \_\_\_\_\_  
 Grip strength measured \_\_\_\_\_

13. Does the job require use of feet as in operation of foot controls?

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Both			X			
Right			X			
Left			X			

14. Does the job require sensory acuity? (Please comment on yes replies and give examples.)

a.	Vision	Yes	No	Comment
1.	color vision	X		Required to drive
2.	depth perception	X		
3.	peripheral vision	X		
b.	Hearing	X		
c.	Touch	X		

15. Would occasional interruption of consciousness jeopardize self or others? X  
 Yes \_\_\_\_\_ No \_\_\_\_\_

### Work Environment

16. The work environment is: Inside       X       Outside       X      

17. Is this position considered a "safety sensitive position"? Yes       X       No \_\_\_\_\_

18. Does the job require:

	Yes	No	Comments (what kind)
Working at unprotected heights	X		Climbing ladders
Being around moving machinery	X		At fires
Driving automotive equipment/heavy equipment	X		Fire trucks
Exposure to marked changes in temperature/humidity	X		At fires
Exposure to dust, fumes, gases	X		At fires
Working on uneven ground	X		At fires
Confined space entry	X		At fires
Limited mobility	X		At fires
Wearing a respirator	X		At fires
Protective equipment: safety glasses, safety shoes, etc.	X		Turn out gear
Travel from inside to outside	X		Custodial
Outdoor exposures	X		At fires
Extreme cold	X		At fires
Extreme heat	X		At fires
Wet and/or humid	X		At fires
High noise levels	X		At fires
Vibration	X		At call outs
Moving mechanical parts hazard	X		At call outs
Electrical shock hazard	X		At call outs
Heights hazard	X		At call outs
Exposure to radiation	X		At call outs
Explosive hazard	X		At call outs
Toxic/caustic chemical hazard	X		At call outs
Other conditions: dust/mist/gas/fumes	X		At call outs

19. What machines/equipment are operated by this position? Fire pumps, aerial ladder, power units,  
Power fans, power tools

## Cognitive or Situational Functions

20. In a work day, the job requires (check appropriate column for each activity):

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Decision-making abilities: what work needs done, where the work will be done, when, how, and by whom			X			
Developing budgets			X			
Purchasing supplies, equipment, and materials			X			
Assigning work to people, giving instructions			X			
Receiving instructions and directives from superiors			X			
Giving advice and recommendations			X			

Listening to issues and problems from subordinates			X			
Solving production/equipment, tool/facility problems				X		
Solving personnel problems involving counseling, grievances, or other personal issues				X		
Developing department procedures and policies, i.e., safety programs				X		
Interviewing job applicants				X		
Selection of applicants for job positions				X		
Orientation of new employees			X			
Recognizing and rewarding subordinates				X		
Inspection or testing for quality				X		
Taking corrective actions to resolve performance problems				X		
Disciplining or terminating employees						X
Issuing regular reports or other written communications			X			
Scheduling work schedules/shifts				X		
Monitor progress, quality and cost of work and make adjustments as needed				X		
Attend and participate in regular department, commission, or other City meetings as needed				X		
Speed, consistency and accuracy in tasks, meeting precise tolerances and standards				X		
Interpersonal skills sufficient to work closely with others on a team			X			
Ability to demonstrate flexibility in work environment, performing variety of frequently changing tasks			X			

Sustained concentration and prolonged commitment to job tasks			X			
High level cognitive, interpretive or judgment skills			X			
Ability to influence other (selling-type skills)				X		
Ability to plan, negotiate, direct, control and monitor others' activities			X			
Ability to express creativity through writing, painting, decorating, composing, or inventing			X			
Ability to work alone effectively under stress in situations dangerous to self or others			X			

Please list any other skills or abilities not covered in this analysis that would describe what this employee does in this position.

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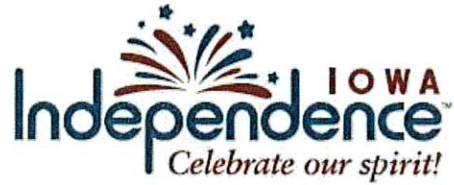
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Completed by Fire Chief Date June 2016

Reviewed and amended by City Council Members



## JOB VACANCY

**Position:** Part-Time Fire Department Driver

**Department:** Fire Department

**Closing Date:** Open until filled with first review closing date of March 31, 2023.

**Schedule:** 24-hour shift with 48 hours off with the shift beginning at 8:00 a.m.

**Rate of Pay:** \$17.91/hour.

**Minimum Qualifications:** High School Diploma or equivalent; and Iowa Professional Firefighter I Certification or the ability to obtain within one year of appointment. One (1) year of work in related field or an equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position. Possession of a valid State of Iowa Class B CDL. Must possess and maintain throughout employment NIMS certification, First Aid, and CPR Certifications.

**Residency Requirement:** To reside within one mile of the Independence, Washington, and Sumner Fire Districts.

**Submittal Process:** Complete City application, resume, and cover letter should be submitted to Independence City Hall, attention Chief Hayward, 331 1<sup>st</sup> Street E Independence, IA by March 31, 2023, at 4:00 p.m. for first review. Incomplete submittals will not be considered. Applications submitted by fax will not be accepted.

*The City of Independence is an equal opportunity employer, M/F/Disability/Veteran.*