

# Orange City Fire Department Application for Membership

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions. Current OCFD policy requires that all Fire Fighters be legal residents of the State of Iowa and reside within Orange City Fire Department response area.

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

## I. Personal Information

Name: Last First Middle

Present Address

Permanent Address (if different than above)

Driver's License Social Security Number Cell # Carrier

Boot Size: \_\_\_\_\_ Shirt Size: \_\_\_\_\_ FSTB ID: \_\_\_\_\_ Lock: \_\_\_\_\_

**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

### Position Applied For: FIRE FIGHTER

1. Can/Will you leave work upon being called to respond? \_\_\_\_\_
2. Why are you interested in firefighting? \_\_\_\_\_  
\_\_\_\_\_
3. Do you have past firefighting experience? \_\_\_\_\_ If so, how long? \_\_\_\_\_ Where? \_\_\_\_\_  
Certifications held: \_\_\_\_\_
4. Have you experienced acrophobia or claustrophobia? \_\_\_ Yes \_\_\_ No
5. Do you belong/Have you belonged to the Iowa Firefighter's Association? \_\_\_\_\_
6. Have you ever been convicted of a felony? \_\_\_ Yes \_\_\_ No If yes, please explain: \_\_\_\_\_

## II. Educational History

School Name/Location	Years Completed	Degree/Diploma
High School _____		
College/ Tech. Training _____		
Other _____		

**III. Employment Record** *Please include all employment for the last five years.*

1. \_\_\_\_\_  
 Company Name (Current or Most Recent Employer) Position Held  
 \_\_\_\_\_  
 Address Dates Employed: \_\_\_\_\_  
 From To  
 \_\_\_\_\_  
 Manager / Supervisor Telephone  
 \_\_\_\_\_  
 Reason For Leaving

2. \_\_\_\_\_  
 Company Name Position Held  
 \_\_\_\_\_  
 Address Dates Employed: \_\_\_\_\_  
 From To  
 \_\_\_\_\_  
 Manager / Supervisor Telephone  
 \_\_\_\_\_  
 Reason For Leaving

3. Other(s): \_\_\_\_\_

**NOTE:** *We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:*

\_\_\_\_\_  
 (Employer's Name) Reason  
 \_\_\_\_\_  
 (Employer's Name) Reason  
 \_\_\_\_\_

**IV. References** *Please do not include relatives or former employers.*

1. \_\_\_\_\_  
 Name Years Known  
 \_\_\_\_\_  
 Address Telephone  
 \_\_\_\_\_

2. \_\_\_\_\_  
 Name Years Known  
 \_\_\_\_\_  
 Address Telephone  
 \_\_\_\_\_

3. \_\_\_\_\_  
 Name Years Known  
 \_\_\_\_\_  
 Address Telephone  
 \_\_\_\_\_

## V. Work Availability

1. If your application receives favorable consideration, when will you be available to begin work? \_\_\_\_\_
2. Do you have any objection to working at night?           ( ) Yes ( ) No
4. Can/Will you work on Saturday?                           ( ) Yes ( ) No
5. Can/Will you work on Sunday?                           ( ) Yes ( ) No
6. You understand you may be paged anytime/any day?   ( ) Yes ( ) No

## VI. Emergency Notification

In case of emergency, the person to notify is: \_\_\_\_\_  
Name Relationship

\_\_\_\_\_ Address Telephone: Home Work

## VII. Applicant Acknowledgement

I hereby certify that all statements in this application are true. I understand that any untrue statements may cause this application to be rejected and/or any appointment to a position rescinded. I hereby authorize the Membership Committee of the Orange City Fire Department to contact any of the employers/references above listed. I also agree to a background check of state and local government records. This is done to ensure that new members are persons in good standing and have no civil or criminal legal action pending.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

### OCFD Application Criteria:

- Age: Firefighter - 18 Years of Age
- Education: HS Diploma or equivalent
- Background Investigation
- Valid Iowa Driver's License
- Interview by Chief and Membership Committee
- Ability to Read and Understand OCFD Bylaws
- Facial Hair shall be OSHA / NFPA compliant in regard to respirators/SCBAs
- Tour OCFD with Officer
- Probationary period followed by full membership vote
- Required to inform Officer(s) if considering joining other emergency service during any point of membership.

<b>For OCFD Membership Committee Use Only:</b>	<b>Date:</b> _____
Interviewers: _____	
_____	
_____	

**OPERATING GUIDELINE**  
**Orange City Fire Department**  
**Orange City, Iowa**  
**Job Description: Firefighter**

---

### 1.0 SUMMARY

A Firefighter in the Orange City Fire Department (OCFD) controls fires, protects life and property, and maintains equipment as a volunteer during not-on duty periods, and as a city employee during on duty periods. The Firefighter is on-duty when a page is issued by Sioux County Emergency Services, the Orange City Fire Chief; or other designated authority.

### 2.0 REPORTING RELATIONSHIPS

Operationally, the Firefighter reports directly to Fire Captain, Assistant Fire Chief, or Fire Chief; in that order, while on-duty. Normally, no OCFD staff report directly to the Firefighter. However, the Firefighter may be directed to coordinate the use of OCFD physical and human resources on an incidental basis. Administratively, the Firefighter is guided by the direction of the OCFD President, or committee chairperson, as applicable.

### 3.0 REQUIREMENTS

**Education:** High School Diploma, or equivalent

**Licensing / Registrations / Certifications:** Current Valid Iowa Driver's License

(Must complete nationally recognized Firefighter I program within 3 years)

**Experience:** No specific experience is required for application

**Skills, Knowledge, Abilities:** Knowledge of OCFD Application Criteria. Ability to learn. Ability to relate well to peers, management and the community. Understanding of, and commitment to excellence in service. Ability to prepare written and/or oral reports and provide information to others within the organization. Desire to act as a representative of the City of Orange City and the OCFD.

**Mental Requirements:**

Mathematical: ability to perform basic calculations involving units of measure, ratios, percentages, pricing, and quantities.

Language: fluent in English (reading, speaking, analyzing, writing). Ability to present information and respond to questions. Ability to define problems, collect data, establish facts, and draw conclusions.

**Physical Requirements:**

Body Positions:

Standing & Walking: ¾ and more of the time

Sitting: Up to ¼ of the time

Talking/Listening: 1/3 and more of the time

Hands/Fingers: 2/3 and more of the time

Climb or Balance: Frequently within work required

Stoop, Kneel: 2/3 and more of the time

Reach with arms: Up to ¾ and more of the time

Body Movements – Lifting: Up to 60 lbs frequently, up to 100(+) lbs occasionally.

Body Senses

Taste or Smell: Ability to detect hazardous/noxious odor

Vision - Corrected to 20/20 Discriminate colors, adjust focus to include close/distance/peripheral

Depth perception Must be able to read printed reports

Hearing: Discriminate language by radio, telephone, in person and/or in crowds

Other – Duties: May be required to work longer than 8 hrs, weekend work, and early/late hours

**Additional requirements:**

Meetings and Training: attend monthly meetings, training, activities as scheduled and/or arranged.

Drug Testing: The OCFD is a Drug-Free Workplace, and participation in authorized pre/post hiring drug testing may be required by all employees.

Background/Reference Checks: OCFD constituent safety/security and expectations may require the OCFD to conduct Criminal Background Checks and/or reference checks on any/all person(s) offered a position with the department.

Physical/Skill Testing: All OCFD Firefighters are expected to be able to pass a physical examination if required. All OCFD Firefighters will perform skill testing as a regular component of training.

#### 4.0 WORKING CONDITIONS

In performance of duties, the Firefighter regularly works near moving mechanical components in outside weather conditions, exposed to wet and/or humid conditions, extreme cold and extreme heat. The Firefighter frequently works in high, precarious places and is frequently exposed to fumes and/or airborne particles, including toxic or caustic chemicals. The Firefighter occasionally works with explosives, and is occasionally exposed to risk of electrical shock, radiation or vibration. Maintenance and training activities may be in interior air conditioned environment. Noise levels in any work environment may be significantly loud.

#### 5.0 ESSENTIAL FUNCTIONS

The OCFD Firefighter controls and extinguishes fires, protects life and property safely and professionally, and maintains apparatus, equipment and facilities. The Firefighter assures the effective, efficient; and accurate operation of administrative activities, to include timely processing of paperwork, storage, transportation, quality, safety and cleanliness.

#### 6.0 DUTIES AND TASKS

- Responds to fire alarms and other emergency calls as paged.
- Selects hose nozzle depending on type of fire and directs stream of water and/or chemicals onto fire
- Positions and uses ladders as needed to assist all individuals as conditions warrant.
- Creates openings in buildings for ventilation or entrance/exit
- Protects property from water and/or smoke by use of waterproof salvage covers, fans and deodorants
- Administers first aid and artificial respiration to injured persons and those overcome by fire/smoke/fumes.
- Communicates with fire scene chain-of command by portable two-way radio and/or cellular telephone
- Inspects buildings for fire hazards and fire ordinances as directed by the Fire Chief, or delegated authority
- Maintains apparatus, equipment, hydrants, meeting room(s), buildings and grounds
- Participates in drills, courses/seminars/workshops and demonstrations in firefighting techniques, hydraulics, pump operation and maintenance
- Drives and operates firefighting apparatus, other vehicles and equipment.
- Attends scheduled monthly meetings and training activities
- Exercises sound judgment and decision making
- Consistently demonstrates ability to handle difficult situations in a tactful and effective manner.
- Organizes and presents information in a clear and concise manner
- Demonstrates the ability to handle multiple duties at one time
- Other tasks and duties as assigned

#### 7.0 MEASURES OF PERFORMANCE

OCFD Firefighter measures of performance will be reviewed annually, and will include:

- Achieve or exceed all safety standards
- Complete Firefighter I training program within 3 years of service
- Respond to a minimum of 50% of pages, while on-call, annually
- Attend a minimum of 50% of scheduled meetings annually
- Accumulate a minimum of 12 hours of dedicated training annually

#### 8.0 ACKNOWLEDGEMENT

I have reviewed/understand the above job description and believed it to be accurate and complete and I can successfully fulfill each duty or task. I also agree that this job description can be changed at any time.

---

OCFD Firefighter Applicant Date

---

OCFD Fire Chief Date

JOB TITLE: Firefighter  
DATE INITIATED: April, 2002  
DATE REVISED: January, '19