

## DRIVER LICENSE NUMBER MUST BE INCLUDED ON RESUME

Applicants must submit a cover letter and resume detailing education and work experience to the City of Waterloo Human Resources Department, 715 Mulberry Street, Waterloo, Iowa 50703 or email [employment@waterloo-ia.org](mailto:employment@waterloo-ia.org). The resume must be received by **5:00 p.m. Friday, June 26, 2015**. Faxed resumes not accepted. All applicants will receive additional information on the position within a week of submitting their resume. The City is not responsible for resumes that do not reach us electronically or by regular mail service. A candidate who submits a resume by the deadline date and time and does not contact the City that they have not received a response will not be considered.

## CIVIL SERVICE NOTICE CITY OF WATERLOO, IOWA

### OPEN EXAMINATION

### FIRE FIGHTER RECRUIT WATERLOO FIRE RESCUE

#### **ESSENTIAL FUNCTIONS, KNOWLEDGE, EXPERIENCE & TRAINING SUMMARY**

Entry level position under the general direction of a Company Officer, Captain and Battalion Chief responsible for combating, extinguishing and preventing fires, responding to medical and rescue calls, assisting in answering emergency calls, educating the public regarding injury and fire prevention, performing general labor tasks in the care and maintenance of Fire Rescue property and equipment, attending training courses related to fire fighting and fire prevention, assisting in fire station drill sessions, performing assigned fire inspections of buildings, fire escapes and other related structures for compliance with fire prevention ordinances and other duties as assigned. **An illustrative list of essential functions and physical abilities are listed in the job description.** **Acceptable experience and training:** high school graduate/GED by deadline date for resume; must obtain EMS State Certification at least at EMT-B level, on the individual's own time and expense, during one year probationary period; depending on department needs, may be required to obtain paramedic certification after completing one year on the job and maintain this certification for five years; must obtain Fire Fighter I Certification within one year probation; must obtain and maintain Haz-Mat Certification at least at operations level; current driver's license and good driving record based on

City of Waterloo driver performance criteria; must obtain and maintain Iowa Class D Driver's License after appointment. **Required knowledge and abilities include but are not limited to the following:** ability to learn the operations and maintenance of fire apparatus and equipment used by the department; ability to learn the locations of City streets, principal buildings and fire hydrants; able to pass State mandated post job offer physical examination, a drug test, a psychological test and a background investigation. **Miscellaneous:** eighteen years of age by resume deadline; color vision, far visual acuity and peripheral vision as mandated by State standards; hearing as mandated by State standards. Information on these standards will be in the information sent after a resume is submitted. Legally eligible to work in the United States; no alcohol or drug dependency; willing to comply with Residency Policy for Critical Employees (must live within ten-mile radius of Waterloo City Hall within two years of hire date or has approved by Chief of Fire Services); no felony conviction or conviction for a crime involving moral turpitude.

**Minority, female & disabled individuals are encouraged to apply.**  
**A.A./E.E.O.**

## FIRE FIGHTER RECRUIT

<b>DEPARTMENT</b>	<b>:</b>	<b>WATERLOO FIRE RESCUE</b>
<b>SALARY</b>	<b>:</b>	<b>\$16.38 per hour effective 7/1/15 (\$45,143.28 annualized)</b>
<b>FLSA</b>	<b>:</b>	<b>NON-EXEMPT</b>
<b>CIVIL SERVICE</b>	<b>:</b>	<b>INCLUDED</b>
<b>BARGAINING UNIT</b>	<b>:</b>	<b>INTERNATIONAL ASSO. OF FIRE FIGHTERS LOCAL #66</b>

### **GENERAL DESCRIPTION OF DUTIES**

Entry level position responsible for performing various duties in the Fire Rescue Department including but not limited to the following: combating, extinguishing and preventing fires; responding to medical and rescue calls; assisting in answering emergency calls; educating the public regarding injury and fire prevention; performing a variety of general labor tasks in the care and maintenance of Fire Rescue property and equipment; attending training courses related to fire fighting and fire prevention; assisting in fire station drill sessions when assigned; performing assigned fire inspections of buildings, fire escapes and other related structures for compliance with fire prevention ordinances; other duties as assigned. The work is performed under the general direction of a Company Officer, Captain and Battalion Chief.

### **EXAMPLES OF ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES (Illustrative Only)**

These functions are considered essential for successful performance in this job classification and are derived from the performance objectives stated in Medical Protocol for Fire Fighters, Municipal Fire and Police Retirement System of Iowa and NFPA 1001, Standard on Fire Fighter Professional Qualifications:

A Fire Fighter candidate shall maintain a sufficient physical and mental fitness level to perform the following functions with safety and competency:

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| <ol style="list-style-type: none"><li>1. Safely drive fire fighting/other emergency vehicles.</li><li>2. Visually assess the emergency or fire scene and/or condition of patient(s) and request additional assistance when necessary.</li><li>3. Properly use and monitor fire fighting equipment and tools.</li><li>4. Perform rescue, clean up and salvage activities.</li><li>5. Verbally communicate with others in person, by telephone or via two-way radio.</li><li>6. Understand and follow orders.</li><li>7. Provide emergency medical services.</li></ol> | <ol style="list-style-type: none"><li>8. Properly maintain and utilize required personal and/or chemical protective equipment including SCBA and encapsulated suit.</li><li>9. Utilize Incident Command System.</li><li>10. Assist in on-site control including traffic control, providing assistance to bystanders, and calming distraught persons.</li><li>11. Prepare accurate reports.</li><li>12. Function as a member of the team and as an individual.</li><li>13. Free/lift/move patient(s) in a safe manner and prepare patient(s) for transport.<br/><br/>Using universal precautions, correctly perform emergency medical services, and properly utilize medical equipment and supplies.<br/><br/>Transport patient(s) to a medical facility, monitor patient(s), and provide needed care in route, and report patient(s) condition and treatment provided to medical staff. Remain available to assist medical staff when requested</li><li>14. Able to maintain Haz-Mat certification at least at operations level.</li></ol> |
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Be prepared and respond to releases and potential releases of hazardous materials for the purpose of controlling the release including assessing the emergency scene and identifying the area and extent of exposure and implementing an emergency response plan.

Use field survey instruments and equipment, performing classification, identification, and verification of hazardous materials including visually identifying hazardous materials by color coding system. Use chemical reference materials including books, charts or computers.

Perform, assist or oversee hazardous materials control operations and assist with mitigation of Haz-Mat incident including implementing appropriate decontamination procedures.

15. Inspect residential and commercial buildings for fire hazards and report violations for follow-up.
16. Attend and participate in ongoing training drills and utilize training materials to learn, know and be able to demonstrate proficiency in:
  - a. drills and evolutions.
  - b. safe use of all equipment, tools and supplies.
  - c. role of the fire fighter at fires, response to emergency medical calls and hazardous exposure situations.
  - d. knowledge of components of fire and its behavior.
  - e. fire department rules and regulations.
  - f. location of streets, direct routes, water mains and hydrants in response area.
17. Report and prepare for duty on time presenting a neat and clean appearance and dressed in appropriate uniform. Remain on duty for twenty-four (24) hour periods.
18. Inspect, service, inventory, maintain and perform scheduled operational tests on all equipment and tools.

19. Communicate clearly and professionally with coworkers, supervisors and members of the public.
20. Prepare trucks and equipment for next emergency response.
21. It is not feasible to rate the frequency of physical demands for emergency situations due to the varied nature of tasks and environmental conditions that a Fire Fighter may encounter. The majority of critical functions are not performed consistently in the course of a typical shift. Critical tasks are usually performed under emergency situations lasting from a few minutes to several hours and requiring intense physical and mental exertion. The responsibility to protect the public and to prevent or reduce the possibility of injury to fire personnel requires that each of the physical demands would be rated as frequent or constant. These include the following:
  - a. Standing and walking.
  - b. Bending.
  - c. Stooping and squatting.
  - d. Crawling and kneeling.
  - e. Climbing stairs and ladders.
  - f. Reaching above, at and below shoulder level.
  - g. Pushing/pulling up to one hundred (100) pounds.
  - h. Lifting and carrying up to one hundred (100) pounds.
  - i. Twisting torso, hands, neck, and waist.
  - j. Hand and wrist motions such as simple and firm grasping, and radial and ulnar deviation.
  - k. Visual effort twenty (20) inches or less up to twenty (20) feet or more in reduced visibility.
  - l. Color vision, peripheral vision, and depth perception.
  - m. Hearing and speaking in loud and confused situations.

These physical demands would be rated as occasional:

- a. Pushing/pulling over one hundred pounds.

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| <ul style="list-style-type: none"> <li>b. Lifting over one hundred pounds.</li> <li>c. Carrying over one hundred pounds.</li> </ul> <p>22. Mental and emotional demands include the ability to:</p> <ul style="list-style-type: none"> <li>a. Perform tasks with intense concentration for extended periods of time.</li> <li>b. Remain calm.</li> <li>c. Present self in non-threatening and courteous manner to the public in emergency situations.</li> <li>d. Work as a member of the team while functioning as an individual.</li> <li>e. Understand and follow orders.</li> </ul> <p>23. Must be able to tolerate environmental conditions including the following:</p> <ul style="list-style-type: none"> <li>a. Extreme fluctuations in temperature. Must perform physically demanding tasks in extreme heat (over 400 degrees Fahrenheit) with humidity up to 100% while wearing personal protective equipment that impairs the body's cooling system.</li> <li>b. Must perform duties in sub zero weather and contend with wind chill factors.</li> <li>c. Must often work in wet, muddy or icy areas.</li> <li>d. Must frequently work on slippery or uneven surfaces such as rooftops, ladders, and icy ground surfaces.</li> <li>e. Must perform work on or about moving machinery or equipment or in the vicinity of vehicles in motion (i.e. emergency vehicles, power tools, cutting torches, etc.).</li> <li>f. Face exposure to infectious agents such as Hepatitis B, HIV, TB, meningitis.</li> <li>g. Face exposure to hazardous substances such as asbestos, hydrogen cyanide, hydrochloric acid, other acids, carbon monoxide, organic solvents, gasoline, etc., either through inhalation or skin contact.</li> <li>h. Exposure to noise levels over ninety decibels (i.e. when riding in emergency vehicles).</li> <li>i. Functioning under poor/no visibility.</li> </ul> | <ul style="list-style-type: none"> <li>j. Exposure to sharp objects.</li> <li>k. Exposure to vibration when riding in emergency vehicles or operating power tools.</li> <li>l. Required to perform work in confined spaces or cramped body positions (i.e. attics, cars, under houses, closets, etc.).</li> <li>m. Must perform work, balance self and equipment or people from heights while working on ladders.</li> <li>n. Exposed to possibility of burn injuries from heat, fire, chemicals and electricity.</li> <li>o. Exposure to smoke and dust.</li> <li>p. Exposure to oil and grease, especially during maintenance and repair of fire fighting equipment.</li> <li>q. Exposure to uninsulated or unshielded electrical equipment.</li> <li>r. Exposure to radiation hazards.</li> <li>s. Exposure to a variety of stressors: <ul style="list-style-type: none"> <li>- critical decision making in life threatening situations.</li> <li>- performance of complex tasks during life threatening situations.</li> <li>- dealing with critically injured/ill people and their families/friends.</li> <li>- tight time frames.</li> <li>- tasks requiring long periods of intense concentration.</li> <li>- unpleasant or traumatic situations (i.e. critically injured people, death, mass casualty incidents, injury to self or coworkers, etc.).</li> <li>- work twenty-four (24) hour shifts during which sleep may be interrupted or prevented.</li> <li>- working in unknown situations.</li> <li>- must be constantly prepared to respond to emergency situations without warning.</li> </ul> </li> <li>t. Required to wear personal protective equipment weighing 50-70 pounds, depending upon situation.</li> <li>u. Exposure to all weather elements (i.e. sun, heat, rain, sleet, snow, ice, etc.).</li> <li>v. Exposure to noxious odors.</li> </ul> <p>24. Clean and maintain equipment.</p> |
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25. Work independently and with others with minimum supervision.
25. Attend work regularly at the designated place and time.

### **MARGINAL FUNCTIONS**

These functions are part of the job, but may be reasonably accommodated:

1. Investigate complaints of fire hazards, dangers, or violations and accurately document violation/findings.
2. Provide education programs to the public and conduct fire station tours.
3. Know the cause of fire and its behavior.
4. Maintain neat, clean and safe working/living environment including:
  - a. maintaining interior and exterior of fire station.
  - b. change linens and make own bed.
  - c. perform kitchen chores.
  - d. store equipment and supplies.
5. Read and study fire department training materials and literature other than during training and drill periods to maintain proficiency.

### **MINIMUM QUALIFICATIONS, REQUIRED KNOWLEDGE & ABILITIES**

1. Applicants must be eighteen years of age by the deadline date for submission of resume. Verification of birth date will be required at a later time.
2. High school graduate/GED by the deadline date for submission of resume. Verification of high school graduation or G.E.D. will be required at a later time.
3. Possess and maintain EMS State Certification at least at EMT-B level within one year probation period. This must be on the fire recruit's own time and expense.
4. Obtain Fire Fighter I Certification within one

year probation period.

5. Obtain and maintain Haz-Mat Certification at least at operations level.
6. Must possess a current driver's license from state of residence and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. Must obtain Iowa driver's license prior to employment. Must obtain and maintain Iowa Class D driver's license after appointment. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.
7. Ability to learn the operation and maintenance of fire apparatus and equipment used by the department within a reasonable period of time.
8. Ability to learn the locations of City streets,

principal buildings and fire hydrants.

Medical protocols including **but not limited to** vision, hearing, cardiovascular, hypertension and diabetes have been developed by a medical panel under the auspices of the State of Iowa Municipal Fire & Police Retirement System. A candidate who is affected by any of these health issues should review these protocols because they will be used by the medical professionals who conduct the pre-employment physical examination. These are the protocols for vision and hearing. Any applicant who fails to meet the minimum requirements as outlined will be disqualified from consideration.

9. Color vision: tested with pseudoisochromatic plates, such as Ishihara test. If candidate fails, the Farnsworth D-15 must be administered and candidate must pass.

Far visual acuity 20/30 or better each eye corrected or uncorrected; 20/100 or better each eye uncorrected with glasses or hard contact lenses; successful wearers of soft contact lens (defined as six months without a problem) not subject to the uncorrected standard.

Peripheral vision - visual field performance without correction at least 140 degrees binocular and at least 70 degrees temporal in the horizontal plane in each eye.

History of radial keratotomy surgery: post-op records must be submitted for review. Must be no impairing difficulty with glare or night vision, no significant diurnal instability in visual testing or function and no indication that uncorrected far acuity will be significantly degraded within the next 2-3 years by progressive hyperopia. Candidate must obtain a statement from their ophthalmologist attesting to this. A minimum deferral period of six months is required for candidates less than 35 years old, or 12 months for those 35 years of age and older.

History of Lasik surgery: post-op records must be submitted for review. Must be no impairing difficulty with glare or night

vision, no significant diurnal instability in visual testing or function and no indication that uncorrected far acuity will be significantly degraded with the next 2-3 years by progressive hyperopia. Candidate must obtain a statement from their ophthalmologist attesting to this. A minimum deferral period of 4 weeks is required for all candidates.

10. Hearing acuity – pass if:

Loss less than or equal to 25dB in three of the four frequencies (500Hz, 1000Hz, 2000Hz, 3000Hz).

**OR**

Loss less than or equal 30dB in any one of three frequencies (500Hz, 1000Hz, 2000Hz).

**AND**

Average loss less than or equal to 30dB for the four frequencies (500Hz, 1000Hz, 2000Hz, 3000Hz).

**AND**

Does not have a medical condition that, based on its severity or degree, could preclude a person from performing as a member in a training or emergency operational environment by presenting a significant risk to the safety and health of the person or others. Must be evaluated on a case-by-case basis to establish if the candidate can successfully fulfill the essential functions of the position.

The following conditions will eliminate a candidate for consideration as a fire recruit.

If you are uncertain about meeting the vision and hearing requirements you should have your hearing and/or eyesight evaluated prior to participating in the testing process.

11. Does not have an alcohol or drug dependency and successfully passes a drug test as part of a post job offer physical examination.
12. Depending on department needs, may be required to obtain certification at paramedic level after one-year probationary period and maintain this certification for five years.
13. Ability to communicate clearly and

concisely, orally and in writing.

14. Ability to accept lines of authority and promote effective working relationships with supervisors, coworkers, public officials and the public.
15. Ability to react quickly and calmly in emergencies.
16. Ability to maintain records and prepare reports.
17. Legally eligible to work in the United States and willing to comply with the City of Waterloo Residency Policy for Critical Employees (must live within ten-mile radius of Waterloo City Hall within two years of hire date as approved by Chief of Fire Services. If currently in the ten-mile radius, may not move out of that radius after hire). A non-resident of the State of Iowa has up to two years to establish residency in the State of Iowa and shall remain a resident during employment. Such employee shall take reasonable steps to become a resident of the State as soon as practicable following appointment or beginning of employment.
18. Is of good moral character and has not been convicted of a felony or a crime involving moral turpitude. The City of Waterloo will make this determination through a background investigation.

19. Following a conditional offer of employment the City of Waterloo requires a physical examination by a physician of the City's choice, including a drug test, to determine if an applicant is capable of performing the essential functions of this job classification. The Municipal Fire & Police Retirement System of Iowa has developed the medical protocols and requirements for this examination. The City of Waterloo also requires successful completion of a psychological test performed by a local practitioner (MMPI-II).
20. Required to submit to Civil Service examination procedures that will include a written examination, physical ability test, psychological test and an oral interview.

#### **WORK SCHEDULE**

Will generally be assigned to work twenty-four hour shift schedule (one day on, two days off). May be assigned to a Mon-Fri (40 hour workweek) schedule as a job assignment. May be required to report when off duty for operations where additional staff is needed to effectively control a fire or rescue operation, other emergency situation or to fill in for an unscheduled absence.