

September 4, 2020

The City of Bluffton is accepting applications for a Full Time Firefighter (Fire 1 & 2 cert. required and be age 21 but less than 36 at time of hire) and Part Time Firefighters (must be 21 or older). Both positions require a high school diploma or equivalent and a Driver's License. The City utilizes E-Verify and follows EEOC guidelines. Applications may be obtained from the Clerk-Treasurer's Office, 128 E. Market St, Bluffton, Mon-Fri from 8a-5p or online at [www.blufftonindiana.net](http://www.blufftonindiana.net) . Applications due October 9th.

## 2020 Selection Process Fulltime Firefighter/Engineer

The Bluffton Fire Department will be accepting applications for the position of Full time firefighter/Engineer **Applications must be submitted to the Bluffton Clerk/ Treasurer's office by 5pm on Friday October 9, 2020.** The Clerks office is located in City Hall at 128 E. Market Street Bluffton, IN 46714.

Qualifications to apply:

- Resident of Lancaster or Harrison Township.
- United States Citizen
- Must be 21 years of age and hired before 36th Birthday
- High School Graduate or Equivalent
- Valid Indiana Drivers License and with a clean driving record.
  
- Indiana state certified FF1&2, Hazmat awareness and Operations, Technical rescue awareness, firefighter rescue and survival and at the minimum an EMR certification

The Selection Process will consist of the following:

Application  
Agility Test  
Written Test  
Background review  
Interview

**\*The Agility Test will be given on Saturday October 17, 2020 at (9:00 A.M.) at the Bluffton Fire Department. Please arrive by (8:45 A.M.) and enter through the Fire Department wear covid compliant mask.** Please see attached information about the Agility test. Each of the 7 areas of the agility test has a listed minimum requirement for passing. Failure of any area will disqualify you from the selection process.

**WEAR ATHLETIC CLOTHING, AS YOU WILL BE COMPLETING A VARIETY OF PHYSICAL TESTS. IF YOU HAVE LEATHERWORK GLOVES YOU MAY WANT TO BRING YOUR OWN.**

**\*The Written Test will be given on Saturday October 17, 2020 following the agility test.** You must score 70% or higher to move to the next part of the selection process.

**This is the only notification of the agility and written testing date and time.**

**\*Interviews will be held October 26<sup>th</sup> 27<sup>th</sup> & 28<sup>th</sup>.** Specific times for interviews will be established following the written test.

## Bluffton Fire Department Agility Test

The agility test consists of 7 separate events. Push-ups, Sit-ups, Hose Drag, Rescue Drag, Stair Climb, Search Drill and Ladder Climb.

Clothing and shoes appropriate for the agility test are ones that you would be comfortable to exercise in (no shorts).

Medical Emergency:

If at any time you experience chest pain, dizziness, difficulty breathing or any other symptoms of cardio-pulmonary difficulties or injuries of any kind, please let the nearest evaluator know so medical assistance can be rendered.

The Seven Events:

### 1. Push-ups (15)

- FFC (firefighter candidate) will start from the up position.
- Hands will be placed shoulder width apart.
- Body plane will remain straight, arms fully extended.
- The FFC will then push up to the starting position.
- Chest will touch 2-inch mark each rep upon lowering.
- Evaluator will not advance the count for any rep if the push-up is not qualified.
- The FFC may only rest in the up position.
- A demonstration of a correct push-up will be allowed prior to test.
- Maximum allowable time for this test will be 2 minutes.

### 2. Sit-ups (25)

- The FFC will lie in the supine position with knees bent at a right angle and feet shoulder width apart.
- Hands will be placed behind the head and will remain behind the ears at all times.
- The FFC ankles will be held by an individual to ensure heels stay on floor.
- A correct sit-up will be counted when elbows touch the knees and upon returning to the supine position.
- Evaluator will not count any sit-up in which the FFC exhibits a rocking or bouncing motion, or their buttocks do not remain in contact with the mat.
- A demonstration of a correct sit-up will be allowed prior to test.
- Maximum allowable time for this test will be 2 minutes.

3. **Hose Drag**

- The FFC will grasp the nozzle attached to 200 feet of 1 ¼” hose, place the hoseline over the shoulder and drag the hose 75 feet to a marked box. After stopping in the marked box, the FFC drops to at least one knee, faces the hose and proceeds to pull the hose until the 50 foot mark crosses the finish line.
- Maximum allowable time for this test will be 2 minutes.

4. **Rescue Drag**

- The FFC will grasp an approximately 165-pound rescue mannequin around the chest or webbing around the chest.
- The FFC will drag the mannequin 35 feet to a placed cone, at the cone make a 180-degree turn and continue dragging to the starting point.
- A demonstration of proper technique will be allowed prior to test.
- Maximum allowable time for this test will be 2 minutes.

5. **Stair Climb**

- The FFC will put the shoulder strap of a high rise pack on his or her shoulder. The FFC will start at the bottom of the stairs and must climb the staircase and proceed to the opposite staircase on the other side of the gym. Then the FFC will climb down the staircase to the base of the stairs and then turnaround and proceed back up for 2 complete reps. Running is prohibited and every stair tread must be stepped on. There must be one hand on the handrail at all times while on the stairs. Your time stops when the FFC places the high rise pack on the designated spot at the starting point at the bottom of the stairs.
- Maximum allowable time for this test is 6 minutes.

6. **Search Drill**

- The FFC will demonstrate the ability to navigate through a maze while crawling on their hands and knees.
- A demonstration of proper technique will be allowed prior to test.
- Maximum allowable time for this test will be 2 minutes.

7. **Ladder Climb**

- The FFC will demonstrate the ability to climb up and down a raised ladder on the Aerial Truck. The ladder will be raised 65 feet at an angle of approximately 60 degrees. The FFC must step on each rung of the ladder going up and down.
- A demonstration of proper technique will be allowed prior to the test.
- Maximum allowable time for this test will be 3 minutes.

## City of Bluffton Job Description

**Job Title:** Engineer/Firefighter  
**Department:** Fire Department  
**Reports To:** Deputy Fire Chief  
**FLSA Status:** Nonexempt  
**Last HR Review:** September 2016

**Principal Function:** The Engineer/Firefighter is responsible for ensuring that fire apparatuses and equipment are in proper working order and responds to emergency and non-emergency calls in the appropriate apparatus related to fire protection, emergency medical services, hazardous materials response, and emergency management delivery.

**Essential Duties and Responsibilities:** Duties include, but are not limited to:

1. Responds to emergency calls, conducts scene size-up and applies established emergency medical services and rescue procedures while utilizing the correct equipment and life-saving methods to include: search and rescue, ventilation, fire suppression, and overhaul activities in order to save lives, protect citizens and/or property, all while maintaining a high level of safety.
2. Performs daily, weekly, and monthly maintenance checks and light repairs on all equipment and fire apparatus to ensure serviceability, this does not include: internal engine, transmission, differential, and brake system repairs.
3. Cleans ropes, hoses, personal protective equipment (PPE), tools, equipment, and apparatus.
4. Completes a variety of housekeeping, building, and ground duties as required to maintain and clean facilities.
5. Meets no less than the departmental minimum training and run percentage standards.
6. Conducts fire safety and public awareness activities designed to educate the public.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**Competencies:** To perform this job successfully, all employees working in the City should demonstrate the following competencies:

- **Customer Service** – Responds to requests for service and assistance; Manages difficult or emotional customer situations focusing on listening without interrupting and keeping one's emotions under control; Solicits customer feedback to improve service; Maintains confidentiality and meets commitments.
- **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

**Job-related Competencies** – To perform this job successfully, employees in this job should demonstrate the following competencies:

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- **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Judgment** – Displays willingness to make decisions; Exhibits sound and accurate judgment; supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Oral Communication** -Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.

**Education and/or Experience:** High school diploma or general education degree (GED); or two years of experience and/or training. Firefighter I and II certifications are required. Previous experience working with heavy equipment in a Fire Department is desired.

**Other Skills and Abilities:** The following skills and abilities are either required or desired.

- A practical working knowledge of Fire Department policies, procedures, philosophy, guidelines and goals, and the ability to apply and support them is required.
- A thorough knowledge of fire apparatus and fire pumps used on the emergency scene and the ability to effectively and correctly use this equipment is required.
- A thorough knowledge of the locations of and the ability to apply the proper use of firefighting tools and equipment is required.
- A comprehensive knowledge of the geography of the City and County is required.
- The ability to maintain cooperative relationships with City officials and with the general public is required.
- The ability to prepare and review reports is required.
- The ability to operate all Fire Department vehicles is required.
- Hazmat awareness and operations training is required.
- Minimum of Emergency Medical Responder certification or able to obtain within 6 months.
- National Incident Management System (NIMS) 100, 200 and 700 certifications are required.
- Firefighter Rescue and Survival Certification, Driver Operator Certifications, and Emergency Vehicle Operations Course (EVOC) are required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is desired.
- The ability to speak, read and write in English is required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is frequently required to stand and walk;

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use hands to finger, handle, or feel; reach with hands and arms; climb or balance; talk or hear; and lift and/or move up to 25 pounds. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl; smell; and lift and/or move more than 100 pounds with the use of an assistive device.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is occasionally exposed to working near moving mechanical parts; risk of electrical shock; exposure to fumes or airborne particles; toxic or caustic chemicals; exposure to humid condition (non-weather); extreme cold (non-weather); extreme heat (non-weather); and may work in high, precarious places. The noise level in the work environment is usually moderate to loud.

Personal protective equipment must be worn as required to include but not limited to: structural turnout gear (coat & pants), structural fire boots, fire helmet, protective firefighting hood, appropriate gloves, SCBA (Self Contained Breathing Apparatus), safety glasses, safety vest/shirt.

While the offices of the City are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, this position may require work beyond these hours and on the weekends and holidays. It also requires the ability to drive Fire Department vehicles. Thus, a valid driver's license is required.

# City of Bluffton

## Application for Employment

Date of Application: \_\_\_\_\_

Full Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you 18 years or older?  Yes  No      Are you legally eligible to work in the United States?  Yes  No  
**Applicants for Patrol Officers or Full-time firefighters must be at least 21 and less than 36.**

Have you previously been employed by the City?  Yes  No    If Yes, give date(s) \_\_\_\_\_

Do you now or have you ever had a relative employed by the City?  Yes  No    If yes, who and your relationship?  
\_\_\_\_\_

Have you been arrested or convicted of a crime that has not been expunged by a court?  Yes  No

If yes, please explain: \_\_\_\_\_

Candidates selected for probable employment who are age 18 or older may be required to consent to a background check as a condition of employment.

Position(s) Desired: \_\_\_\_\_  
(Please list the title of the position as posted. Do not leave blank or list "any.")

On what date would you be available for work? \_\_\_\_\_

Status Desired:  Full Time  Part-Time      Desired Hourly Rate/Base Salary: \_\_\_\_\_

Are you available to work:  Weekday/Daytime Hours  Weekday/Evening Hours  Saturday  Sunday

Are you currently employed?  Yes  No      If so, may we contact your present employer?  Yes  No

Do you have any special skills, volunteer experience and/or training that would enhance your ability to perform the position applied for?  Yes  No    If yes, please explain: \_\_\_\_\_

Do you hold a license or professional certification?  Yes  No    If yes, please specify: \_\_\_\_\_

Do you participate in any professional associations that would enhance your ability to perform the position applied for?  Yes  No    If yes, please explain: \_\_\_\_\_

### Personal References

Please list three persons not related to you, and preferably who you have worked with/for and have known at least 3 years

Name	Address/Phone/Email	Company Name	Years Known



### Employment History

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Attach additional sheets of paper if needed. Incomplete information could disqualify you from further consideration.

Employer's Name:	From:	To:
Full Address:		
Position/Title:	Rate of Pay:	
Reason for Leaving:		
Supervisor Name/Title:	Phone #:	
Briefly Describe Duties: _____		
Employer's Name:	From:	To:
Full Address:		
Position/Title:	Rate of Pay:	
Reason for Leaving:		
Supervisor Name/Title:	Phone #:	
Briefly Describe Duties: _____		
Employer's Name:	From:	To:
Full Address:		
Position/Title:	Rate of Pay:	
Reason for Leaving:		
Supervisor Name/Title:	Phone #:	
Briefly Describe Duties: _____		

### Education

Type of School	Name and Location of School	# of Years Attended	Degree Received	Subjects Studied or Major
High School				
College or University				
Other Technical/Trade School or Business School				

**Please read carefully before signing.**

The City of Bluffton is an equal opportunity employer. The City of Bluffton does not discriminate in employment on account of race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination Act (GINA), military service veteran status or any other protected class as defined by federal, state, and local laws. The City of Bluffton will comply with its obligation to provide reasonable accommodation to qualified individuals with disabilities.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes an obligation for the City of Bluffton to hire me. If I am hired, I understand that either the City of Bluffton or I may terminate employment at any time for any reason, with or without cause and without prior notice. I understand that no representative of the City of Bluffton has the authority to make any assurance to the contrary. In addition, I understand that the City of Bluffton utilizes the national E-Verify system to confirm my employment eligibility.

I attest with my signature below that I have given to the City of Bluffton true and complete information on this application. No requested information has been concealed. I authorize the City of Bluffton to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.

X \_\_\_\_\_ Date: \_\_\_\_\_  
 (Applicant Signature)