



SPRING LAKE PARK – BLAINE – MOUNDS VIEW
FIRE DEPARTMENT
1710 COUNTY HWY 10
SPRING LAKE PARK, MN 55432
763-786-4436



Public Fire & Life Safety Educator

Application Packet

Dear Applicant,

Thank you for your interest in the position of Public Fire & Life Safety Educator with the SBM Fire Department. This packet contains all of the information regarding our hiring process, the job duties of an Educator, and the required application materials. The SBM Fire Department is glad that you have pursued this opportunity and we want to help you become successful. If you have any questions about the material included in this packet or general concerns, please contact Community Risk Reduction Coordinator Jeff Lundquist.

Thank you for *answering the call*.

Sincerely,

Jeff Lundquist
Community Risk Reduction Coordinator
SBM Fire - Lieutenant
763-767-4012 Station #3
651-283-0187 cell
jlundquist@sbmfire.com

Public Fire & Life Safety Educator Application Packet – Updated 2018

POSITION TITLE:

Part-time Public Fire & Life Safety Educator

GENERAL DUTY STATEMENT:

Under the general supervision and direction of the Fire Chief, and reporting to the Community Risk Reduction Coordinator, the primary duty of this position is to provide fire and life safety education to the public. Additional responsibilities include: data entry, coordination of fire prevention events, and assisting with public relations events.

COMPENSATION:

Hourly rate of \$13.00

OVERSEEING POSITION:

Community Risk Reduction Coordinator

POSITIONS SUPERVISED:

None

MINIMUM REQUIREMENTS:

- Must be 18 years of age
- High School Diploma or equivalent.
- Valid Class D Minnesota Driver License.
- Available primarily during weekday hours of 0800-1800 and some weekends.
- Non-tobacco user while a member of the fire department.
- Passage of all annual requirements and proficiencies: 8 out of 10 monthly meetings, 4 documented training sessions annually, at least 20 hours of performance per month, driving proficiency, and certifications determined by supervisor.

DESIREABLE QUALIFICATIONS:

- EMS certification (Emergency Medical Responder or Emergency Medical Technician).
- Firefighting or Fire Explorer experience.
- Teaching experience (youth, adolescent, or adult).
- Minnesota Fire Service Certification Board certifications (Including FFI, FFII, Fire Apparatus Operator, Fire Officer, Fire Instructor, Fire Inspector, Hazmat Operations, Hazmat Technician, etc.).
- Reside within the cities of Spring Lake Park, Blaine, or Mounds View
- 2 year Associate Degree in Fire Science or related field.
- Knowledge of the cities we serve including its demographics, school systems, local organizations, geography, community programs, and public services

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and processes for providing exceptional customer service.
- Knowledge of driver safety and the importance of maintaining a safe driving record.
- Actively looking for ways to help others.
- Teaching others how to do something well.
- Selecting and using training/instructional methods and procedures appropriately.

Public Fire & Life Safety Educator Application Packet – Updated 2018

- Ability to manage one's own time effectively.
- Ability to follow verbal and written instructions.
- Ability to establish effective working relationships with staff members, other agencies, and the general public.
- Ability to deal with the public confidently and effectively in a positive manner in all methods of communication.
- Ability to handle and protect confidential information.
- Ability to speak in front of large and small groups of a wide variety and very diverse demographic
- Ability to communicate effectively in English, both verbally and written.
- Computer skills and knowledge of software applications in word process, web, database and visual presentation (i.e. MS Word, Excel, PowerPoint, FDM, Access).
- Average mechanical aptitude.
- Ability to operate audiovisual equipment.
- Basic knowledge of fire hazards, fire safety, and injury prevention methods.

EDUCATION AND EXPERIENCE:

H.S. Diploma or GED equivalent. Post-secondary education not required. However, experience and/or professional certifications and achievements will be taken into consideration when determining successful candidates.

EQUIPMENT AND TOOLS USED:

Standard equipment used in this position includes but is not limited to: firefighting and emergency medical equipment including automatic external defibrillator (AED), teaching equipment including posters, toys, puppets, easels, and other props, radios, pagers, computers, phones, and cleaning/maintenance equipment.

PHYSICAL REQUIRMENTS:

ADA Requirements

See the table shown below for the essential and non-essential job functions for this position. An essential job function is defined as a fundamental job duty specific to this position. By the employer's judgment, these are essential to completing the job duties of a Volunteer Firefighter. They are provided here as a written guideline before advertising for this position or interviewing employees.

Public Fire & Life Safety Educator Application Packet – Updated 2018

Physical Effort	Essential Y/N?	Description	Rare 0-30%	Occasional 30-60%	Frequent 60+%
Hand Grasping	Y	Doors, equipment, tools			X
Holding	N	Maintaining a load under weight			X
Finger Dexterity	N	Use of props for instruction			X
Reading	Y	SOG's, policies, maps			X
Writing	Y	Reports, communication			X
Eye-Hand Coordination	Y	Use of equipment			X
Color Distinction	N			X	
Visual Inspection	N			X	
Measuring Distance	Y			X	
Hearing	Y	Oral commands and instruction			X
Speaking	Y	Oral communication			X
Standing	Y	General duties/instruction			X
Sitting	Y	General duties/instruction			X
Walking	Y	General duties/instruction			X
Lifting 0-50 lbs.	Y	Equipment			X
Lifting 50-100 lbs.	N	Equipment	X		
Lifting >100 lbs.	N		X		
Pushing/Pulling	Y	Storage and transporting equip.		X	
Climbing	N	Ladders	X		
Bending	N	Teaching techniques		X	
Squatting	Y	Teaching techniques		X	
Crawling	N	Teaching techniques		X	
Reaching	Y	Teaching techniques		X	
Driving Car	Y	Transporting to/and events			X
Driving Truck	N		X		
Working on Roof	N	Vertical ventilation, fire control	X		
Working on Ladder	N	Rescue, fire control, ventilation	X		
Working in Dark	N	Operating on emergency scene	X		
Working in Extreme Noise	N	Operating on emergency scene	X		
Working Inside at Extreme Temperatures	Y	Search and rescue, fire control	X		
Working Outside at Extreme Temperatures	Y	Seasonal emergency scenes	X		
Working in Dust	N	Operating on emergency scenes	X		
Working in Smoke	N	Operating on fire scenes	X		
Working in Chemicals	N	Operating on emergency scenes	X		
Exposure to Infectious Bacteria	N		X		
Exposure to Electrical Hazards	N		X		
Exposure to Chemical Releases	N		X		
Exposure to Gaseous Releases	N		X		
Exposure to Blood Borne Pathogens	N		X		
Use of Respirator	N	SCBA on emergency scenes	X		
Exposure to Death and Tragedy	N	Exposure on emergency scenes	X		

GENERAL COMPETENCIES AND CULTURAL FIT:

The SBM Fire Department prides itself in being one of the most progressive and well-respected departments in the State of Minnesota. The fire and medical service is a dynamic and ever-changing environment; therefore, training and education is a major part of your time as a member of the SBM Fire Department. It is important that you understand this and are willing to take on that responsibility. As a family environment, it is also extremely important that you are supported by a strong network in your personal life. The commitment and dedication required to this service is unparalleled. While we do not profile for a typical candidate, there are characteristics that will benefit you throughout this process. The successful candidate is rooted in the community and typically works another full-time occupation. The successful candidate is physically fit and is committed to his or her personal health. The successful candidate is driven, trustworthy, honest, committed, loyal, helpful, friendly, joyful, respectful, courageous, brave, self-motivated, calm, dependable, sensitive, humble, empathetic, a team player and a hard worker. The Department does not discriminate against age, nor gender or race. While a member of the Department, all personnel shall maintain a clean and professional appearance to meet or exceed OSHA standards. All members shall also sign an annual agreement that prohibits the use of tobacco products while on or off-duty.

SPECIAL REQUIREMENTS:

Convictions for felony offense and/or misdemeanor charges will be taken into consideration when determining successful candidates.

*Spring Lake Park – Blaine – Mounds View
Fire Department
Vision & Mission Statement
Beliefs and Values*

Vision Statement:

Spring Lake Park, Blaine Mounds View Fire Department will be an industry leader in fire prevention, all hazard emergency mitigation and customer service by possessing an innovative spirit; exhibiting steadfast dedication to the wellbeing of our personnel and the communities we serve; exercising competent and caring leadership at all levels; championing collaboration and embracing continual organizational change.

Mission Statement:

The Spring Lake Park/Blaine/Mounds View Fire Department will preserve life and property by providing exceptional fire prevention, innovative public education and effective all hazard emergency response ensuring customers receive unrivaled service.

Beliefs, Values and expectations:


The SBMFD is a high performing and dynamic organization which exceeds expectations of all of our stakeholders. Our personnel are dedicated to providing innovative and exceptional services, now and in the future. To achieve our vision, we accept that we must:

- Provide innovative fire prevention and all hazard emergency response through continuous program development, implementation of industry best practices, use of cutting edge technology and integration of emerging methodology.*
- Create high performance personnel through intensive training, professional development, mentorship and altruistic leadership.*
- Provide an agile, effective and efficient force by ensuring personnel possess state of the art equipment, employ sound tactics and strategy, and utilize efficient and effective resource management.*
- Provide the highest level of customer service with integrity, pride and commitment, which, exceeds the expectations of all external and internal stakeholders.*
- Grow our business, capitalizing on new opportunities by leveraging our organizational strengths, resources and our personnel's knowledge, skills and abilities.*
- Maintain our unique service model, ensuring our stakeholders receive exceptional service while striving for equity between efficiency and effectiveness.*
- Create an organizational culture that is built upon integrity, selfless dedication to service, honesty and extraordinary excellence.*
- Engage in collaborative teamwork at all levels to ensure the success of our programs as well as those of our response partners.*

HIRING PROCESS:

- Application
- Orientation Meeting or Information Session (group or individual)
- Panel Interview (Denied or Conditional Offer)
- Background Check (Conditional Offer confirmed or revoked)
 - Criminal history (Federal)
 - Driving record
 - Employer and reference check
- Psychological Examination (Martin-McAllister)
- Medical Examination (Health Strategies)
- Activation Interview
- Sign Oath of Membership
- Probation (12 months)

Public Fire & Life Safety Educator Application Packet – Updated 2018

APPLICATION FOR EMPLOYMENT	Date Received:	Office Use Only	
 <p>Mailing Address: Spring Lake Park Fire Department, Inc. 1710 County Highway 10 NE Spring Lake Park, MN 55432 Telephone: 763/786-4436</p>			
	Email Address		
Title of specific position for which you are applying: PUBLIC FIRE EDUCATOR	Date of application:	Date available for work:	
First Name:	Middle Name:	Last Name:	
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, state date of birth	Home Telephone:	Business Telephone:	County:
Street address:	City:	State and Zip Code:	
Were you referred by a member of the SBM Fire Department? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name _____ Relationship _____			
Employment condition desired: (check one) <input type="checkbox"/> Regular <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Part-time	Have you previously been employed by the Spring Lake Park Fire Department? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date _____ Position _____		
If position involves driving, please indicate driver's license number: _____ State _____ Class _____			
EDUCATION: Did you graduate from high school or receive a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No School attended _____			
How many years of education have you had? (circle one) 7 8 9 10 11 12 13 14 15 16 17 18 19 20			
Names and locations of colleges, universities, technical schools	Did you graduate?	Certificate/Degree:	Course of Study:
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Public Fire & Life Safety Educator Application Packet – Updated 2018

Employment Firm:		Length of Employment:	
Address:		From: _____ <i>Month</i> <i>Year</i>	
Telephone Number:	Supervisor:	To: _____ <i>Month</i> <i>Year</i>	
Your Title:	Supervisor's Title:	Total: _____ <i>Month</i> <i>Year</i>	
Number and type of positions you supervised:		Hours per Week _____	
Principal Responsibilities – Be Complete		Last Salary _____	
		Reason for Leaving: _____	

		May we contact your present employer?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		If No, explain: _____	

Employment Firm:		Length of Employment:	
Address:		From: _____ <i>Month</i> <i>Year</i>	
Telephone Number:	Supervisor:	To: _____ <i>Month</i> <i>Year</i>	
Your Title:	Supervisor's Title:	Total: _____ <i>Month</i> <i>Year</i>	
Number and type of positions you supervised:		Hours per Week _____	
Principal Responsibilities – Be Complete		Last Salary _____	
		Reason for Leaving: _____	

		May we contact your present employer?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		If No, explain: _____	

Copy this page if you wish to provide further employment history

Public Fire & Life Safety Educator Application Packet – Updated 2018

Relevant current professional memberships, registrations, or licenses. Include date when first issued.				
JOB-RELEVANT VOLUNTEER AND UNPAID WORK EXPERIENCE:				
Kind of volunteer activity (Do not specify organization)	Major responsibilities	# Hours per month	Years	
			From	To
Describe any additional experience or training that qualifies you for this job:				
In accordance with the Immigration Reform and Control Act of 1986, the Spring Lake Park Fire Department hires only U.S. citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.				
Minn. Stat. Sec. 518.611, Subd. B, requires employers to obtain information from all new employees regarding court-ordered child support obligations that are required by law to be withheld from income. If hired, you will be required to provide such documentation. Failure to provide said documentation will result in dismissal.				
Have you been convicted of a misdemeanor, gross misdemeanor, or felony? You may answer "No" if the conviction or criminal records have been annulled or expunged. <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", please attach a separate sheet with explanation. Information concerning this question will not be used to automatically bar you from employment unless it is related to the position which you are seeking.				
Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", are you a permanent resident of the State of Minnesota? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Describe your duties and any special training:				
If you are hired for this position, you may be required to undergo a physical examination at this employer's expense to determine whether or not you are able to perform the duties of this position in an effective and safe manner, and whether or not accommodations are necessary for you.				
REFERENCES: Give the names of four people other than relatives who can be contacted regarding your qualifications, work habits, and character.				
Name	Address	Telephone Number	Position and Relation to your Work	
The Spring Lake Park Fire Department does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs or activities. It is the policy of the Spring Lake Park Fire Department to provide reasonable accommodations to the known physical and mental limitations of qualified handicapped applicants and employees in order for them to perform the essential functions of the job in question.				
THE SPRING LAKE PARK FIRE DEPARTMENT IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER				

Public Fire & Life Safety Educator Application Packet – Updated 2018

SIGNATURE

The Spring Lake Park Fire Department has the right to verify information provided in this application. I may be discharged if there are any misrepresentations on this application or my resume or made by me in the interview which may be discovered now or anytime in the future. False information or misrepresentation may also subject me to the penalty provision of Minn. Stat. 43A.39.

In connection with this application for employment, I authorize the Spring Lake Park Fire Department and any agent acting on its behalf to conduct any inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the Spring Lake Park Fire Department and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

- YES
 YES, but not present employer until job is offered
 NO (We may be unable to hire you without this information.)

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and I understand the information below.

Date: _____ Signature: _____

(Do Not Print)

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with Minn. Stat. 13.43, Subd. 2). If you become employed by the Spring Lake Park Fire Department, the data will be available to the Department of Finance, the Internal Revenue Service and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the Executive Assistant by letter.

Private Data	Why We Ask For It	Are You Legally Obligated To Provide It	What May Happen If You Don't Provide It
Social Security Number	To distinguish you from all other applicants and to make processing more efficient.	No	In most cases, nothing. However, it will help to ensure that your records are not confused with those others.
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Date of Birth (when requested on a separate form)	To conduct a check of criminal records for certain positions.	No	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice.	No	We may not be able to employ you in certain jobs when you may be required to come to work on short notice.
Sex, Racial/Ethnic Group, Handicapped Status, Veteran Status (This information is requested on a separate form)	To be able to make Equal Opportunity reports as required by law.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Conviction Record	To determine whether we may legally accept an application from you to determine whether your record may be a job-related consideration.	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC; THAT IS, IT MAY BE GIVEN TO ANYONE FOR ANY PURPOSE.

Applicant Flow Survey

POSITION APPLIED FOR: Volunteer Firefighter

How did you hear about this position? (Check all that apply)

City Newsletter

Local Newspaper

Billboard

Postcard

Flyer

Word of Mouth

SBM Referral Name: _____

SBM Website

Social Media Site

City Website

Local Television Ad

Signage on Fire Station

MNFireHire

Other Describe: _____