updated April 25, 2023

1710 County Hwy 10

Spring Lake Park, MN 55432

763- 231-1806

Spring Lake Park- Blaine- Mounds View Fire Department

Application Packet

Duty Crew Firefighter

Dear Applicant,

Thank you for your interest in the position of Duty Crew Firefighter with the SBM Fire Department. This packet contains all the information regarding our hiring process, the job duties of a Duty Crew Firefighter, 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 this material included in this packet or general concerns, please contact Recruitment and Retention Coordinator Natalie Streich.

Thank you for *answering the call.*

Sincerely,

Natalie Streich

Recruitment and Retention Coordinator

SBM Fire Department

(763) 231-1806 (office)

(763) 587-1863 (cell)

nstreich@sbmfire.org

**Position Title:**

Duty Crew Firefighter

**General Duty Statement:**

Performs protective services work by preventing and responding to emergency situations. Under the direction of a supervisor, administers life and property saving actions. Maintains fire department equipment, apparatus, facilities, and property. Work involves frequent strenuous physical involvement. Performs other elated duties and responsibilities as assigned. This position is scheduled and will have varying hours and days as required. Commits to the ongoing training and progression of the Fire Department and its Mission, Values, and Beliefs.

**Compensation:**

Compensation is TBD.

**Overseeing Position:**

Commanding Officer (Lieutenant, Captain, Chief, or their designee)

**Position Supervised:**

None

**Minimum Requirements:**

* H.S. Diploma or GED equivalent.
* Must be at least eighteen (18) years of age.
* Must possess and maintain a valid Minnesota Driver’s License.
* Reside within a 5-minute drive-time response to a SBM Fire Station.
* Basic computer skills.

**Desirable Qualifications:**

* EMS certification (Emergency Medical Responder or Emergency Medical Technician).
* Firefighting or Fire Explorer experience.
* 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 a 2-minute drive-time response to a SBM Fire Station.
* Excellent physical condition.
* MN Class A or Class B Driver’s License.
* 2-year associate degree in Fire Science or related field.

**Knowledge, Skills and Abilities:**

* Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local emergency operations for the protection of life and property.
* Knowledge of principles and processes for providing exceptional customer service.
* Knowledge of driver safety and the importance of maintaining a safe driving record.
* Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* Adjust actions in relation to a changing problem and others’ actions in a high stress environment.
* Watching gauges, dials, or other indicators to make sure a device is working properly.
* Monitoring/Assessing performance of yourself and others to make improvements or take corrective action.
* Actively looking for ways to help others.
* Teaching others how to do something well.
* Considering the relative costs and benefits of potential actions to choose appropriately.
* Selecting and using training/instructional methods and procedures appropriately.
* Ability to manage one’s own time effectively.
* Ability to establish effective working relationships with staff members, other agencies, and the general public.
* Ability to think and act effectively in emergency situations compounded with intense stress and physical exertion.
* Ability to quickly respond and recognize a situation that is likely to go wrong.
* Ability to apply general rules to specific problems to produce effective answers and solutions.

**Education and Experience:**

High School 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), hydraulic equipment, electric and air-operated rescue tools, fire apparatus, fire pumps, hoses, ladders, radios, pagers, gas meters, thermal imaging cameras, computers, phones, and cleaning/maintenance equipment.

**Physical Requirements:**

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 judgement, these are essential to completing the job duties of a Duty Crew Firefighter. They are provided here as a written guideline before advertising for this position or interviewing employees.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Physical Effort  | Essential Y/N?  | Description  | Rare 0-30%  | Occasional 30-60%  | Frequent 60+%  |
| Hand Grasping  | Y  | Doors, equipment, tools  |   | X  | X  |
| Holding  | Y  | Maintaining a load under weight  |   | X  | X  |
| Finger Dexterity  | Y  | Use of tools while in PPE  |   | X  | X  |
| Reading  | Y  | SOG’s, placards, 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  | N  |   |   | X  |   |
| Hearing  | Y  | Oral commands and instruction  |   |   | X  |
| Speaking  | Y  | Oral communication  |   |   | X  |
| Standing  | Y  | Operating on emergency scene  |   |   | X  |
| Sitting  | Y  | Responding in apparatus  |   |   | X  |
| Walking  | Y  | Operating on emergency scene  |   |   | X  |
| Lifting 0-50 lbs.  | Y  | Victims and equipment  |   |   | X  |
| Lifting 50-100 lbs.  | Y  | Victims and equipment  |   |   | X  |
| Lifting >100 lbs.  | N  |   |   | X  |   |
| Pushing/Pulling  | Y  | Overhaul and hose loads  |   |   | X  |
| Climbing  | Y  | Ladders  |   | X  |   |
| Bending  | Y  | Operating on emergency scene  |   |   | X  |
| Squatting  | Y  | Operating on emergency scene  |   |   | X  |
| Crawling  | Y  | Search and rescue, fire control  |   | X  |   |
| Reaching  | Y  | Operating on emergency scene  |   | X  |   |
| Driving Car  | Y  | Responding to fire station  |   |   | X  |
| Driving Truck  | N  |   |   | X  |   |
| Working on Roof  | Y  | Vertical ventilation, fire control  | X  |   |   |
| Working on Ladder  | Y  | Rescue, fire control, ventilation  | X  |   |   |
| Working in Dark  | Y  | Operating on emergency scene  |   |   | X  |
| Working in Extreme Noise  | Y  | 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  | Y  | Operating on emergency scenes  | X  |   |   |
| Working in Smoke  | Y  | Operating on fire scenes  | X  |   |   |
| Working in Chemicals  | Y  | 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  | Y  | SCBA on emergency scenes  |   | X  |   |
| Exposure to Death and Tragedy  | Y  | Emergency medical scenes  |   | X  |   |

**General Competencies and Cultural Fit:**

The SBM Fire Department prides itself on 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 a typical firefighter 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, or 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-performance and dynamic organization which exceeds the expectations of all our stakeholders. Our personnel provide 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 Recruiting Expo (group or individual)
* Physical Abilities Evaluation (Non-Timed)
* Panel Interview (Officer Staff) (Denied or Accept)
* Panel Interview (Command Staff) (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)
* Optional Reconciliation Interview with Command Staff and Officer Staff
	+ - Review Developmental needs identified through previous steps.
		- Candidate given opportunity to address the concerns.
		- Conditional Offer confirmed or revoked.
* Firefighter I (100 – 120 hours) Firefighter II (72 hours) SBM Department Familiarization
* (10-20 hours) and Emergency Medical Services (80+ Hours) (Total – 12 months)
* Activation Interview
* Sign Oath of Membership
* Probation (18 months)

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| **APPLICATION FOR EMPLOYMENT**  |  Date Received:  |  Office Use Only  |
| A picture containing emblem, badge, symbol, crest  Description automatically generated    **Mailing Address:** **Spring Lake Park Fire Department, Inc.** **1710** **County Highway 10 NE** **Spring Lake Park, MN 55432** **Telephone: 763/786-4436** |   |
|  Email Address:Click or tap here to enter text. |
|  Title of specific position for which you are applying: **Duty Crew Firefighter** | Date of application:Click or tap here to enter text. |  Date available for work: Click or tap here to enter text. |
| Last Name: First Name: Middle Name:  Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.  |
|  Are you over the age of 18?  [ ]  Yes [ ]  No If no, state date of birth: Click or tap here to enter text.  |  Home Telephone: Click or tap here to enter text. |  Business Telephone: Click or tap here to enter text. |  County: Click or tap here to enter text. |
|  Street address: Click or tap here to enter text.   |  City: Click or tap here to enter text. |  State and Zip Code: Click or tap here to enter text. |
|  Were you referred to by a member of the SBM Fire Department?  [ ]  Yes [ ]  No If yes, Name Click or tap here to enter text.Relationship: Click or tap here to enter text. |
|  Employment condition desired:  |  Have you previously been employed by the Spring Lake Park Fire Department?  |
|  *(check one) (check one)* [ ]  Regular [ ]  Full-time [ ] Temporary [ ]  Part-time  |   [ ]  Yes [ ]  No If yes, date \_\_Click or tap here to enter text. Position: Click or tap here to enter text. |
|  If position involves driving, please indicate driver’s license number:  Number: Click or tap here to enter text. State: Click or tap here to enter text. Class: Click or tap here to enter text.  |
| **EDUCATION:** Did you graduate from high school or receive a GED? [ ] Yes [ ]  No School attended: Click or tap here to enter text.  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:  |
|  Click or tap here to enter text. | [ ]  Yes [ ]  No  |  Click or tap here to enter text. |  Click or tap here to enter text. |
|  Click or tap here to enter text. | [ ]  Yes [ ]  No  |  Click or tap here to enter text. |  Click or tap here to enter text. |
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| Employment Firm: Click or tap here to enter text. | Length of Employment:  From: Click or tap here to enter text.To: Click or tap here to enter text.Total: Click or tap here to enter text. Hours per Week: Click or tap here to enter text.  Last Salary: Click or tap here to enter text. Reason for Leaving: Click or tap here to enter text.  May we contact your present employer? [ ]  Yes [ ]  No If No, explain: Click or tap here to enter text.   |
| Address: Click or tap here to enter text. |
| Telephone Number: Click or tap here to enter text. | Supervisor: Click or tap here to enter text. |
| Your Title: Click or tap here to enter text. | Supervisor’s Title: Click or tap here to enter text. |
| Number and type of positions you supervised: Click or tap here to enter text. |
| Principal Responsibilities – Be Complete  Click or tap here to enter text. |

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| Employment Firm:Click or tap here to enter text.  | Length of Employment:  From: Click or tap here to enter text.  *Month Year* To: Click or tap here to enter text.  *Month Year* Total: Click or tap here to enter text.  *Month Year* Hours per Week: Click or tap here to enter text.Last Salary: Click or tap here to enter text. Reason for Leaving: Click or tap here to enter text.May we contact your present employer? [ ]  Yes [ ]  No If No, explain: Click or tap here to enter text. |
| Address: Click or tap here to enter text. |
| Telephone Number:Click or tap here to enter text. | Supervisor:Click or tap here to enter text. |
| Your Title:Click or tap here to enter text. | Supervisor’s Title: Click or tap here to enter text. |
| Number and type of positions you supervised:Click or tap here to enter text. |
| Principal Responsibilities – Be Complete  Click or tap here to enter text. |

***Copy this page if you wish to provide further employment history.***

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| Relevant current professional memberships, registrations, or licenses. Include date when first issued.  Click or tap here to enter text. |
| **JOB-RELEVANT VOLUNTEER AND UNPAID WORK EXPERIENCE:**  |
| Kind of volunteer activity (Do not specify organization)  |  Major responsibilities  |  # Hours per month  | Years  |
|  From To  |
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| Describe any additional experience or training that qualifies you for this job:  Click or tap here to enter text. |
|  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. [ ]  Yes [ ]  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? [ ]  Yes [ ]  No If “Yes”, are you a permanent resident of the State of Minnesota? [ ]  Yes [ ]  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**  |
|  Click or tap here to enter text. |  Click or tap here to enter text. |  Click or tap here to enter text. |  Click or tap here to enter text. |
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| The Spring Lake Park Fire Department does not discriminate based on 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 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**  |

**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 his 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 requesting such information from any person.

|  |  |  |
| --- | --- | --- |
| [ ] YES | [ ] YES, but not resent 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:** Click or tap here to enter text. **Signature:** Click or tap here to enter text. |

|  |
| --- |
| **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 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 the cause for rejecting an application.  |
| Date of Birth (when requested on a separate form) | To distinguish you from all other applicants.  | No | Failure to provide information may be the cause for rejecting an application.  |
| Address | To be able to send you notices. | Yes | Failure to provide information may be the 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 job-related consideration. | Yes | We will not be able to make determinations required by law. Failure to provide relevant conviction information may be ground for dismissal. |