



FIREFIGHTER APPLICANT INFORMATION

2018/2019



MINIMUM REQUIREMENTS TO APPLY:

- US Citizen
- High school diploma or equivalent
- Good driving, police, personal and employment record
- Age 18 by July 28, 2018
- Valid Driver's License
- Males between 18 & 26 registered with Selective Services

SALARY: \$40,304 annual rate; additional \$1600 per year for EMT Certification paid bi-weekly. Police and Fire earn an additional \$4,000 annual supplement upon completion of basic training; supplement is paid on a monthly basis.

MATERIALS TO UPLOAD WITH APPLICATION

ALL ITEMS MARKED WITH AN "★" MUST BE SUBMITTED/UPLOADED TO COMPLETE YOUR APPLICATION

- ★ Upload copy of High School Diploma/Transcripts
- ★ Upload copy of EMT Certification Card (if applicable)
- ★ Upload copy of CPAT Certification (if already certified – must be valid until **January 2, 2019**)

APPLICATION DEADLINE: Deadline to electronically submit your application is **Friday, July 15.** No application will be accepted after the deadline.

As confirmation of your complete application submission; Human Resources will mail applicants the following items listed below:

1. Test information letter
2. Test Study Guide Information
3. Pre-Polygraph Questionnaire (**due at test registration – Saturday, July 28, 2018**)

Applicants can apply online or at the computers available in Human Resources Department, City Hall ground floor, 1001 College Street weekdays from 7:30 a.m. – 4:30 p.m.

The City of Bowling Green is an Equal Opportunity Employer and a Drug-Free Workplace

HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT

City Hall

1001 College Street

PO Box 430

Bowling Green, KY 42102

Phone: (270) 393-3689

(877) 260-3987

Fax: (270) 393-3298

www.bgky.org

2018/2019 FIREFIGHTER SELECTION/TESTING SCHEDULE

DATES / TIMES	LOCATIONS/TIMES	EVENTS
Sunday, July 15, 2018		Deadline to submit application.
Saturday, July 28, 2018	SLOAN CONVENTION CENTER 1021 Wilkinson Trace Bowling Green KY 42101	(POLYGRAPH QUESTIONNAIRE DUE @ REGISTRATION) 7:30 – 8:00 a.m. Registration 8:00 – 12:00 p.m. Written Test
August 13 – August 24		HR contacts applicants for initial interviews
August 27 – August 28	BG Fire Administration 625 East 6 th Ave	Initial Interviews
September 1	Medical Center EMS 210 East 3 rd Ave	CPAT Orientation (Mandatory)
September 3 – 14		HR contacts applicants for interview/written exercise
September 17 - 21	City Hall 1001 College St. / BG Fire Administration 625 East 6 th Ave	Interview / Exercise
September 22	Medical Center EMS 210 East 3 rd Ave	CPAT Practice Session #1
October 13	Medical Center EMS 210 East 3 rd Ave	CPAT Practice Session #2
October 8 – October 19		HR contacts applicants to schedule Polygraphs
October 27	Medical Center EMS 210 East 3 rd Ave	CPAT TEST
October 29 – November 2	City Hall (Human Resources) 1001 College St (bottom floor)	Polygraphs
December 3 - December 14		Conditional Job Offers
December 18, 2018	City Hall Commission Chambers 1001 College Street 3 rd Fl	Board of Commission Appointment Date
Wednesday, January 2, 2019	Northside Fire Station	First day of employment

This schedule is tentative. Dates, times, and locations are subject to change.

PUBLIC SAFETY EMPLOYEE BENEFITS

PAID TIME OFF

Firefighters accrue 21 days per year; however one 24-hour shift off equals three vacation days used. Maximum accrual of vacation leave is equal to number of days earned in two years. Fire earns six 24-hour shifts plus 12 hours. After one year of employment, two additional personal days are allowed per year.

SICK LEAVE

Accumulated at the rate of one day per month up to 180 days maximum. Firefighters earn 12 hours/month; one full shift missed is charged as two sick days.

RETIREMENT PROGRAM

Employees join County Employee Retirement System, which is part of a state retirement system. The City contributes 35.34% of employee's salary to that fund and the employee contributes 8% (9% if new to CERS). Employee contributions are tax deferred and refundable upon termination. Public safety personnel do not pay FICA (Social Security 6.2%), but do pay 1.45% toward Medicare.

DEFERRED COMP

Tax-deferred supplemental retirement plans available for employee contribution through 401(k) and 457 deferred compensation plans.

INSURANCE BENEFITS

Comprehensive Major Medical Group Health Plan with a two tier level of coverage.

\$50,000 Term Life Insurance Policy provided by the City. Additional term coverage and/or whole life plan with supplemental retirement savings are also available.

Dental and Vision Care Insurance for employee is provided by the City; available for dependents at a reasonable cost to the employee. Whole life, disability, critical care, and accident insurances are also offered for the employee and dependents at a reasonable cost to the employee. ***INSURANCE BENEFITS ARE EFFECTIVE THE FIRST DAY OF THE MONTH FOLLOWING HIRE DATE.***

FLEXIBLE SPENDING

Day care and eligible medical expenses can be paid from pre-tax dollars through flexible spending accounts.

TUITION ASSISTANCE

The City helps pay for qualified college courses by reimbursing employee for approved tuition and book expenses. Time to take classes must be negotiated and approved in advance.

CERTIFICATION

The City may pay for employees not possessing their EMT Certification to obtain their certification once completing basic training. As a condition of City payment, the employee shall be required to sign a statement agreeing to reimburse (at a pro-rated amount) the City for its direct related expenses if the employee leaves employment within 12 months of City payment.

OTHER BENEFITS

All uniforms and necessary equipment are provided. An annual allowance is provided for replacement.

Free access to fitness facility and equipment; discounted rate for immediate family.

Free employee assistance counseling program for employees and dependents.

GENERAL INFORMATION

Bowling Green is located in south central Kentucky, one hour north of Nashville, TN. The City has a population of 56,000; the entire county's population is 110,000. The area is one of the fastest growing in Kentucky. Western Kentucky University has over 18,000 students at its Bowling Green campus.

The City consists of 39 square miles. The Bowling Green Police Department employs 117 sworn officers and a civilian support staff of almost 50 full-time and part-time employees. The Fire Department has 125 full-time employees, 116 of whom are in the Fire Suppression Division. Central communications personnel are responsible for dispatching City Police, City and County Fire calls, and all 911 Emergency calls.

Sworn public safety personnel are selected after completing a rigorous testing process, consisting of written, physical skills, oral interview, polygraph, and personality profile testing, as well as a complete background investigation. Each phase must be successfully completed before continuing on to the next.

Once employed, personnel are expected to complete required training, maintain an adequate level of physical fitness, follow all rules and regulations of the City, deal fairly with citizens, exercise good judgment in complex situations, and act within the law at all times. All new employees serve a twelve-month probationary period.

MINIMUM REQUIREMENTS

1. Must be at least 18 years old by written test date.

The City strictly enforces a mandatory retirement age of 57, regardless of years of service. Contact Human Resources at 270-393-3689 for clarification of eligibility.

2. Must be able to provide, upon employment: written proof of high school diploma or equivalent (GED); copy of birth certificate; and valid driver's license; DD-214 for military separation; copy of college diploma if applicable.
3. Must be U. S. Citizen.
4. Males between the ages of 18 and 26 must be registered with the Selective Service to be eligible for employment with the City.
5. There are no specific height/weight requirements; candidate must pass physical agility/skills test. There are minimum vision and hearing standards for entry-level firefighters. In compliance with the National Fire Protection Association 1582 medical standards:

Vision - far visual acuity at least 20/30 binocular corrected, and uncorrected at least 20/100. (Successful long term soft contact lens wearers not subject to uncorrected criterion).

Vision requirements for fire include peripheral/horizontal visual fields of at least 140 degrees uncorrected, and potential disqualifications for specific eye diseases and impairments.

Hearing - hearing deficit in the pure tone thresholds in the unaided worst ear,

EITHER

1. greater than 25db in three of the four frequencies (500, 1000, 2000, 3000 Hz);

OR

2. greater than 30db in any one of the three frequencies (500, 1000, 2000 Hz);

AND

an average greater than 30db in the four frequencies (500, 1000, 2000, 3000 Hz).



MINIMUM REQUIREMENTS (CONTINUED)

6. The following are examples of violations which will result in rejection of an applicant:
- failure to disclose any convictions on the employment application
 - any felony convictions
 - significant use of illegal drugs/substances within the past two years; *use of illegal drugs that would be considered a felony*; or a history of regular drug use, unless rehabilitated.
 - conviction for sale or trafficking of illegal drugs/substances
 - conviction for driving under the influence within the past two (2) years.

The applicant's driving record history is verified with the state driver's licensing authority. Misdemeanor convictions and other traffic violations will be reviewed on an individual basis; the nature, frequency, and time elapsed will determine whether rejection might occur. Patterns of driving violations are reviewed. The City's policy on an unacceptable driving record is as follows:

- Employees who accumulate 7 or more points within a two year period are required to attend a driver improvement clinic. Any employee accumulating 9 or more points within a two year period will be subject to review by the Human Resources & Risk Management Department and the employee's respective supervisor/manager.
- Employees convicted of any moving violation during the operation of a City vehicle, or their own vehicle while performing City business will be subject to review.
- Any employee who is habitually involved in preventable vehicle accidents will be subject to review.
- Any employee who exhibits gross negligence while operating a vehicle while performing City business will be subject to review.

** Any employee involved in two or more at-fault accidents within a one year period, or more than three within a two year period (regardless of accident type or monetary loss), will be required to attend a driver improvement clinic. The employee's respective Department shall be responsible for ensuring that the employee receives this training within a reasonable time frame, training is documented, and all documentation is forwarded to the Human Resources & Risk Management Department. The respective department shall be responsible for determining the appropriate corrective/disciplinary action for any employee whose driving privileges have been denied, withdrawn, suspended, or revoked under the Transportation Cabinet's administrative regulations.

While an employer cannot deny employment solely due to bankruptcy or garnishments, failure to pay creditors in a timely manner will be considered in evaluating a candidate for employment.

7. Must not be related to the City Manager, a member of the City Commission, and may not work in a position where he/she would be supervised by a relative.

TESTING INFORMATION

WRITTEN TEST

The City will provide study guide information to all applicants who submit a completed application and other required materials by the advertised deadline. There are no make-up dates for test administration.

All of the questions deal with the abilities which are important to successful performance as a public safety employee. Most deal with situations of a kind which an employee might encounter. However, no related training is necessary in order to answer the questions.

This test is an entrance test for firefighter developed from a task analysis performed by Bowling Green Firefighters. The test has approximately 170 questions pertaining to the following test areas: human relations; animated mechanical aptitude test; reading test; and math test.

TESTING PROCEDURES

Testing will begin promptly at the times and dates indicated. Anyone arriving late will not be allowed to take the test. Applicants not familiar with the test site should plan extra time to allow for any unforeseen circumstances, such as finding a parking place and registration. More specific directions will be provided when application receipt is acknowledged. Applicant will be required to present positive identification (driver's license is sufficient) and their **completed Pre-Polygraph Questionnaire (Form I-2)** upon registering at the test site.

Applicants need to plan on being at the testing location until 1:00 p.m. Testing for the day will consist of: an entry level written test for firefighter, including initial instructions, the written test will take 2 to 3 hours; a Personality Assessment Inventory (PAI) could take up to 1.5 to 2 hours to complete. Your written test will be scored by the testing company. Applicants will be notified in writing of their test scores.

ADA ACCOMMODATION

In order to comply with the Americans with Disabilities Act, if any candidate needs an accommodation to be made for an eligible disability, in order to complete the physical test on the date assigned, please notify Human Resources (270-393-3689) by the advertised application deadline, and specify the accommodation needed.

SELECTION / HIRING PROCESS

Human Resources and the administration staff of the Bowling Green Fire Department will conduct a preliminary review of test scores, applications and pre-polygraph questionnaires. The criteria used to determine applicants for interview and polygraph will include: EMT certification or previous related experience as a paid firefighter or firefighter with military service. Consideration may also be given to applicants with a college degree or at least two years as a volunteer firefighter

POLYGRAPH EXAMINATION

A polygraph is required during the selection process, which includes the following: general truthfulness; truthfulness on the application; drug usage, buying or selling; serious crimes committed; past thefts; arrest record; currently being wanted; and withholding background information. During the pre-test portion of the examination, the examiner will review the actual questions with the candidate. If there are any admissions or problems regarding any questions, notations will be made and the questions will be reworded to address any admissions or problems.



SELECTION / HIRING PROCESS (CONTINUED)

HIRING/ELIGIBLE LIST

Once the CPAT testing process is complete, candidates passing all phases will be placed on an eligible list. The oral board, chief and his staff will decide the ranking of each candidate and the order in which they will be hired. Qualified candidates may be appointed only from this list until the next testing process is conducted. Employment is conditional upon a successful medical physical and approval by the City Commission.

NOTIFICATION

It is imperative that applicants successfully passing each phase make themselves available for the next phase. Except for the final notification of eligibility, candidates required to continue on to each phase will be notified by telephone. It is important to provide phone numbers where you may be contacted or a message may be left for you. If you have a change of address/phone or work location after submitting your application, it is also important to provide the Human Resources Department with your current phone numbers and mailing address. Applicants will be provided final notification of their status in writing.

TRAINING & UNIFORMS

Firefighters are trained in-house and receive an initial 12-week training program before being assigned to a shift. The employee must complete 400 hours to receive certification and the \$4,000 pay supplement. New public safety employees are provided with all necessary uniforms and equipment.

WORK HOURS

Firefighters work a 24 hours on/48 hour off shift. While in basic training, firefighter recruits work and are paid according to an eight-hour day.

PERTINENT PERSONNEL POLICIES

New public safety employees are subject to random drug testing. A mandatory physical fitness or essential skills program covers all public safety positions as well. Probationary employees are required to pass the departmental physical standards, which are similar to the entry-level requirements. Unless excused by a written statement from a physician, employees must participate in the annual fitness assessment. Public safety employees may also receive a series of vaccinations to prevent hepatitis.

FREQUENTLY ASKED QUESTIONS

Q. I am only 18 years old. Can I apply?

A. If you turn 18 by the written test date and meet all other minimum requirements, you can apply. Otherwise, you will need to wait until next year.

Q. What kinds of shifts do firefighters work?

A. After the initial 12 weeks of training, one will work one 24 – hour shift and be off 48 hours. The work day starts at 7:00 a.m.

Q. What qualifications are required to apply?

A. Minimum qualifications to apply are to be age 18; have a high school diploma or GED. Males between the ages of 18 and 26 must be registered with the Selective Service. You are then eligible to apply.

FREQUENTLY ASKED QUESTIONS (CONTINUED)

- Q. I am already CPAT Certified do I still have to attend the orientation and take the CPAT test?**
- A. If your CPAT certification does not expire before/on the hire date then “No” you do not have to take the CPAT test or attend the orientation. However you will have to provide a copy of your certification with your application and a valid CPAT Certification card upon hire.
- Q. My CPAT Certification expires on the hire date, do I need to attend the orientation and take the CPAT test?**
- A. Since your certification expires on the hire date you will need to attend both the CPAT orientation and take the CPAT test.
- Q. I wasn’t chosen as one of the applicants to get an interview. Does this mean I am no longer being considered?**
- A. If there is an adequate candidate pool produced then you are no longer being considered. Your application will remain active for one year and is transferrable to another advertised job (except for any public safety position).
- Q. Is there a lateral transfer program?**
- A. No. The City does not have an automatic lateral transfer program for in-state or out-of-state applicants. Kentucky does not have reciprocal agreements with other states, regarding transfers or automatic acceptance of training credentials. However, previous experience is considered in the hiring process. Firefighters with paid experience out-of-state will need to submit certification of training from their state’s fire training office after employment to determine what training will be accepted by Kentucky.
- Q. How many times will I have to come for different parts of the selection process?**
- A. It may not seem like it at times, but we do try to make the schedule convenient for the candidate. However, when dealing with as many different phases and people, it is not always possible. The scheduling is always difficult and inconvenient for some. Firefighter applicants who live further away (more than an three hours from Bowling Green) will probably have to come: once for the written test; once for interviews, polygraphs, **and MANDATORY CPAT ORIENTATION (if obtaining CPAT Certification through Bowling Green Testing)**; once for the CPAT test and once for the pre-employment physical (if offered the position). Those who live in Warren County or adjacent counties may have to make more visits to complete these phases.
- Q. I have turned in my application, but later decide not to pursue employment. What should I do?**
- A. If you decide to withdraw from consideration, contact the Human Resources Department as soon as possible.

CANDIDATE PHYSICAL ABILITY TEST (CPAT)

BASIS OF TEST

The CPAT test for the Bowling Green Fire Department is a nationally used test, created by the International Association of Firefighters and the International Association of Fire Chiefs, in which each of the test taker's scores is compared to the scores of the other individuals in a reference group rather than competing to some pre-established cut-off score. Norm-referenced testing is sometimes referred to as health-based testing. The rationale underlying health-based testing is that all job incumbents should be sufficiently physically fit to enable them to perform the job satisfactorily with minimum risk of injury. "Physically fit" refers to being able to perform a standard battery of physical tasks at a level comparable with others at the same age and sex.

The CPAT is a pass/fail timed test (10 minutes 20 seconds) which consists of eight separate events (stair climb, hose drag, equipment carry, ladder raise and extension, forcible entry, search, rescue, and ceiling breach and pull). The test is a sequence of events that requires the candidate to progress along a predetermined path from event to event in a continuous manner. In these events the candidate wears a 50 pound vest to simulate the weight of self-contained breathing apparatus (SCBA), and the firefighter protective clothing. An additional 25 pounds, using two 12.5 pound weights that simulate a high-rise pack (hose bundle), is added for the stair climb event. The events are placed in a sequence that best simulates their use in a fire scene while allowing an 85 foot walk between events. To ensure the highest level of safety and to prevent candidate exhaustion, no running is allowed between events. This walk allows the candidate approximately 20 seconds to recover and regroup before each event.

DESCRIPTION OF ACTIVITIES

STAIR CLIMB



Purpose: The event is designed to simulate the critical tasks of climbing stairs in full protective clothing while carrying a high-rise pack (hose bundle) and climbing stairs in full protective clothing carrying firefighter equipment.

Procedure: The candidate is required to wear two 12.5 pound weights on the shoulders to simulate the weight of a high-rise pack (hose bundle). Prior to the initiation of the timed CPAT, the candidate has a 20-second warm-up on the Step Mill at a set stepping rate of 50 steps per minute. If the candidate falls or steps off the Step Mill during the 20-second warm-up period, the candidate is required to remount the Step Mill and restart the entire 20-second warm-up period. There is no break in time between the warm-up period and the actual timing of the test. Timing of the test begins at the end of this warm-up period when the proctor calls out "START". For the test, the candidate is required to walk on the Step Mill at a set stepping rate of 60 steps per minute for 3 minutes.

HOSE DRAG

Purpose: This event is designed to simulate the critical tasks of dragging an uncharged hose line from the fire apparatus to the fire occupancy and pulling an uncharged hose line around obstacles while remaining stationary.

Procedure: The candidate grasps an automatic nozzle attached to 200 feet of 1¾ inch hose. The candidate places the hose line over the shoulder or across the chest, not exceeding the 8-foot mark. The candidate is permitted to run during the hose drag.



The candidate drags the hose 75 feet to a pre-positioned drum, makes a 90 degree turn around the drum and continues an additional 25 feet. The candidate then stops within the marked 5 foot x 7 foot box, drops to at least one knee and pulls the hose line until the hose line's 50 foot mark is across the finish line. During the hose pull, the candidate must keep at least one knee in contact with the ground and knee(s) must remain within the marked boundary lines.



EQUIPMENT CARRY



Purpose: This event is designed to simulate the critical tasks of removing power tools from a fire apparatus, carrying them to the emergency scene and returning the equipment to the fire apparatus.

Procedure: During this event, the candidate removes two saws from the tool cabinet, one at a time, and places them on the ground. The candidate then picks up both saws, one in each hand, and carries them while walking 75 feet around the drum, then back to the starting point. The candidate is permitted to place the saw(s) on the ground and adjust the grip. Upon return to the tool cabinet, the candidate places the saws on the ground, then picks up each saw one at a time, and replaces the saw in the designated space in the cabinet.

LADDER RAISE AND EXTENSION

Purpose: This event is designed to simulate the critical tasks of placing a ground ladder at a fire structure and extending the ladder to the roof or window.

Procedure: During this event, the candidate walks to the top rung of the 24-foot aluminum extension ladder, lifts the unhinged end from the ground, and walks it up until it is stationary against the wall. This must be done in a hand over hand fashion, using each rung until the ladder is stationary against the wall. The candidate immediately proceeds to the pre-positioned and secured 24-foot aluminum extension ladder, stands with both feet within the marked box of 36 inches X 36 inches and extends the fly section hand over hand until it hits the stop. The candidate then lowers the fly section hand over hand in a controlled fashion to the starting position.



FORCIBLE ENTRY



Purpose: This event is designed to simulate the critical tasks of using force to open a locked door or to breach a wall.

Procedure: During this event, the candidate uses a 10-pound sledgehammer and strikes the measuring device in the target area until the buzzer signal is activated. The candidate's feet must remain outside the toe-box. After the buzzer is activated, the candidate places the sledgehammer on the ground.

SEARCH EVENT

Purpose: This event is designed to simulate the critical task of searching for a fire victim with limited visibility in an unpredictable area.

Procedure: During this event, the candidate crawls on hands and knees through a tunnel maze that is approximately 3 feet high, 4 feet wide and 64 feet in length with two 90 degree turns. At a number of locations in the tunnel, the candidate navigates around, over and under obstacles. In addition, at two locations, the candidate crawls through a narrowed space where the dimensions of the tunnel are reduced. The candidate's movement is monitored through the maze.



RESCUE EVENT



Purpose: This event is designed to simulate the critical task of removing a victim or injured partner from a fire scene.

Procedure: During this event, the candidate grasps a 165 pound mannequin by the handle(s) on the shoulder(s) of the harness (either one or both handles are permitted), drags it 35 feet to a pre-positioned drum, makes a 180 degree turn around the drum, and continues an additional 35 feet to the finish line.

CEILING BREACH AND PULL

Purpose: This event is designed to simulate the critical task of breaching and pulling down a ceiling to check for fire extension.

Procedure: During this event, the candidate removes the pike pole from the bracket, stands within the boundary established by the equipment frame, and places the tip of the pole on the painted area of the hinged door in the ceiling. The candidate fully pushes up the hinged door in the ceiling with the pike pole three times. The candidate then hooks the pike pole to the ceiling device and pulls the pole down five times. Each set consists of three pushes and five pulls. The candidate repeats the set four times.



AERIAL LADDER CLIMB: Also required but not part of the timed exercise. Climb the 75 foot ladder on the aerial ladder truck. Once reaching the top, touch the top rung and upon being signaled, return to the ground.

OTHER INSTRUCTIONS

- All candidates are required to complete and sign the Candidate Physical Ability Test Waiver of Claim for Injury, relieving the City of Bowling Green of any liability for any injury received during the physical fitness test/practical exercises.
- It is recommended that candidates wear loose fitting clothing and appropriate running shoes. Applicants may wish to bring a towel.

LONG PANTS ARE REQUIRED TO COMPLETE THE PHYSICAL AGILITY TESTING.

CITY OF BOWLING GREEN, KENTUCKY
POSITION DESCRIPTION

TITLE: FIREFIGHTER

DATE: JUNE 2018

PURPOSE OF POSITION

The purpose of this position is to provide protection of life and property through general firefighting activities. Duties and responsibilities include performing general firefighting; handling hazardous materials, and man-made and natural disasters; performing routine maintenance work in the upkeep of equipment and fire station; conducting inspections; and completing routine clerical work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responds to emergency calls involving fires, hazardous materials, and vehicle accidents; lays and connects hose, acts as nozzle or backup man in the direction of water streams, uses chemical fire extinguishers, and raises and climbs ladders.
- Operates forcible entry tools such as axes, claw tools, ceiling hooks, and other equipment and tools to make openings for ventilation.
- Performs rescue operations by removing persons from danger and administering first aid to victims as required.
- Performs salvage and overhaul operations.
- Performs general maintenance duties in the upkeep of Fire Department property and equipment, including general cleaning, painting, minor repairs to equipment, washing, drying, changing hose, and cleaning and maintaining aerial ladder.
- Participates in in-service inspections of public occupancies.
- Maintains training and knowledge through fire drills, and classes and seminars in firefighting, first aid, and related subjects.
- Acts as Apparatus Operator in absence of regular personnel, and performs routine typing and clerical work as required.
- Performs public relations by promoting fire prevention.



ADDITIONAL JOB FUNCTIONS

- Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High School diploma, or GED required. Prior to employment, applicant must (1) be at least 18 years of age, (2) be in good physical condition as determined by the medical examination, (3) meet minimum physical fitness requirements as mandated by the City of Bowling Green, (4) must be able to meet minimum training requirement provided in the National Fire Protection Associate (NFPA) standards 1001, 1021, and 1041, and (5) possess a valid driver's license.

At the conclusion of 400 hours of state-approved basic training, must be able to pass a minimum-level written and skills Firefighter I test based on NFPA 1001, Standards for Firefighter Professional Qualifications. In addition, must acquire the following within one year of completing basic training:

- Knowledge of City geography and related laws, ordinances, rules, and regulations
- IFSAC Firefighter I & II
- EMT (Kentucky or National Registered)

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize design data and information such as high tech manuals, engineering manuals and educational curricula.

MATHEMATICAL ABILITY

- Ability to calculate percentages, fractions and decimals; ability to calculate volume, ratios, present values, spatial relationships; and ability to interpret basic descriptive statistical reports.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

PHYSICAL REQUIREMENTS

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to operate complex equipment and machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as equipment operation.
- Ability to exert heavy physical stress in moderate to heavy work, including stooping, crouching and crawling. Ability to handle, finger and feel. Ability to lift, carry, push and pull. Ability to climb and balance.

Essential Functions

1. Must be able to perform victim rescue.
2. Must be able to perform tasks associated with forcible entry of buildings/vehicles and tasks associated with ventilation.
3. Must be able to perform daily and periodic cleaning/maintenance tasks on rescue equipment and vehicles as necessary.
4. Must be able to perform investigative duties requiring both physical and mental aptitude.
5. Must maintain records of daily activities and prepare routine reports.
6. Must attend staff meetings, in-service training and technical/professional classes or seminars as required.

Physical Demands of Job

Never	Occasional	Frequent	Constant
0% of an 8 hour day	1-33% of an 8 hour day	34-66% of an 8 hour day	67-100% of an 8 hour day
0 hrs of an 8 hour day	≤ 2.6 hours	≤ 2.7 - 5.2 hours	≥ 5.3 hours

Standing: (Constant) Required to complete various duties associated with essential job functions.

Walking: (Constant) Required to complete various duties associated with essential job functions.

Sitting: (Constant) Required to complete various duties associated with essential job functions.

Lifting: (Occasional) Required to lift various equipment or persons weighing up to **100 pounds from ground to waist level**. Also, required to lift equipment weighing up to **75 pounds to overhead/crown level**.

Carrying: (Occasional) Required to complete either front or side carries of equipment or materials weighing up to **100 pounds for distances of up to 100 feet**.

Pushing/Pulling: (Constant) Required to generate **push and pull forces of ≥ 100 pounds** for the moving of equipment, vehicles and persons in emergency and non-emergency situations.

Climbing: (Constant) Required to ascend/descend steps varying from 7–12 inches in height, ladders with 12- inch rung heights, fences, walls and/or various outdoor terrain.

Forward Bending/Stooping: (Constant) Required to complete various duties associated with essential job functions.



Trunk Rotation: (Constant) Required to complete various duties associated with essential job functions.

Kneeling: (Occasional) Required to complete various duties associated with essential job functions.

Crouching: (Occasional) Required to complete various duties associated with essential job functions.

Crawling: (Occasional) Required to complete various duties associated with essential job functions.

Squatting: (Occasional) Required to complete various duties associated with essential job functions.

Reaching: (Constant) Required to complete overhead and forward reaching to complete various duties associated with essential job functions

Manipulating/Handling/Gripping: (Constant) Required to allow for gripping, pinching and manipulation of various pieces of equipment utilized for the performance of essential job functions. A **grip force of ≥ 100 pounds** is necessary for the completion of essential job functions.

Postural Balancing: (Constant) Required to complete various duties associated with essential job functions.

Work Level:

Heavy Work (Level 4) as defined by the Dictionary of Occupational Titles.

	Sedentary (1)	Light (2)	Medium (3)	Heavy (4)	Very Heavy (5)
Occasional	≤ 10 lbs.	≤ 20 lbs	≤ 50 lbs.	≤ 100 lbs.	> 100 lbs.
Frequent	Negligible	≤ 10 lbs	≤ 25 lbs.	≤ 50 lbs.	> 50 lbs.
Constant			≤ 10 lbs	≤ 20 lbs.	> 20 lbs

Significant Worksite Measurements:

Equipment: weighing up to 100 pounds (i.e. smoke ejector, ladders, hose packs, extinguishers).

Other: weighing ≥100 pounds (i.e., various materials or individuals).

Tools/Equipment Used to Perform Job:

Smoke ejector, ladders, hose packs, extinguishers, pry bar, ax, sledgehammer, etc.

Tools/Equipment Used to Perform Job:

Smoke ejector, ladders, hose packs, extinguishers, pry bar, ax, sledgehammer, etc.

ENVIRONMENTAL ADAPTABILITY

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under extremely unsafe and uncomfortable conditions.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Bowling Green is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

