



Steese Volunteer Fire Department, Inc.

800 William C Leary Lane

Fairbanks, Alaska 99712

Phone: (907) 457-3710 Fax: (907) 457-1512

Opening Date: March 6, 2020

Closing Date: Monday, March 23, 2020 @ 1700

Position Open: 1 (one)

Position Title: Fulltime paid – Firefighter/Medic, Engineer/Medic or Shift Captain

Wage: \$41,952.00 - \$60,931.00 per year (pay depends on position qualified for) +
Benefits (including health, dental, vision, life insurance, 401k with 3% match)

Application Packet Requirements:

1. Completed application (downloaded from www.steesefire.org)
2. Resume
3. Copies of all required certifications
4. Two letters of reference
5. Applicant Questionnaire (**Captains Only**)

About the Position: This position is being announced at multiple levels and may be filled at any level. If selected at the developmental level, an individual may be promoted to the full performance level after meeting the requirements of the position. Promotion is neither implied nor guaranteed. Please note on your application which position you are applying for.

RESPONSIBILITIES (Responsibilities unique to each position will be listed under the position. All candidates shall be responsible for):

- Shall provide leadership and mentorship to the members of this organization by teaching, equipping, and encouraging potential volunteers, recruits, scholarship firefighters, and sustaining members.
- This position performs emergency firefighting activities to include but not limited to, driving emergency apparatus on response, interior attack, wildland firefighting, rescue operations, motor vehicle extrication, and hazardous materials operations.
- Functions on EMS calls as a Medic but may also serve as Ambulance Driver, depending on response needs at that time.
- Assists in instructing recruits, drivers training, organizing drills, and special department training classes.
- Participates in daily and weekly vehicle checks, preventative maintenance on apparatus/ambulances/vehicles/equipment.

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- Participates in the maintenance of stations and grounds to include cleaning/janitorial, stocking of supplies, mowing, plowing/shoveling, light repairs such as painting, etc., and other tasks as required to keep facilities clean, orderly and functional at all times.
- Assists in performing computer data entry of EMS reports, training reports, PPE assigned to personnel, hose records, SCBA records, and other projects as assigned.
- Abides by Department's Standard Operating Procedures, Policies, and Guidelines.
- This position may be called upon to perform duties outside of regularly scheduled work hours when department staffing, critical incidents, or important department projects are in need.
- This position shall perform other duties as assigned by the Fire Chief or designee that assists in the daily operation and organization of the Department.

CAPTAIN RESPONSIBILITIES (All of the above plus the following):

- The Captain serves as Company Officer, or Driver/Operator when necessary, on initial response to all fire, rescue, and hazardous materials emergencies performs "On-Scene Reports" and acts as Incident Commander until relieved by a Chief Officer.
- The Captain serves as Lead Medic of the ambulance crew when necessary.
- The position shall initiate work orders for repairs to apparatus, facilities, and equipment that cannot be performed by them, accurately documenting conditions and discrepancies found.
- This Captain regularly is involved with instruction of fire, rescue, and ems topics to serve the volunteers in meeting their needs with "check-off" procedures, task performances, and driver training. The Captain will be assigned to assist instructors, prepare equipment, facilities, materials for training sessions and perform as an instructor in areas of during their assigned shift and department-wide training; participate in department fire prevention presentations, accident prevention, and community awareness programs as assigned.
- This position supervises paid & volunteer personnel assigned to their shift and may occasionally supervise community service workers. The Captain conducts crew assignments, the delegation of tasks, counseling of members not meeting department standards, and quality control.
- The Captain conducts annual performance evaluations of all personnel assigned to their shift.

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- Ensures departments General Policies, Safety Policies, directives, and Dept. Operating Guidelines are followed.
- Serve as Battalion Chief, a minimum of two (2) evenings per month, when not assigned to a 48-hour shift.

MINIMUM QUALIFICATIONS (all positions):

- Must be at least 19 years of age
- Physically fit to perform fire ground duties/task performances to include entry into structure fires. Department physical ability test must be passed prior to hiring and on an annual basis.
- Pass the Department's medical physical prior to hiring and pass on an annual basis.
- Current valid Alaska Driver's License with three (3) years of driving experience and insurable under SVFD's vehicle insurance policy.
- Current BLS for Healthcare Providers certification
- IS-100, IS-700 certificates
- Proficient in the use of Microsoft Word, Excel, and PowerPoint.

MINIMUM QUALIFICATIONS Firefighter/Medic (all of the above plus):

- State of Alaska or IFSAC Firefighter 1
- Current State of Alaska EMT-2 (must obtain SVFD Lead Medic status with six (6) months of hire)

MINIMUM QUALIFICATIONS Engineer/Medic (all of the above plus):

- Two (2) years of active experience as a Structural Firefighter.
- State of Alaska or IFSAC Firefighter II
- State of Alaska Fire Apparatus Driver/Pumper/Mobile Water Supply operator (FADO) Certification or the ability to obtain within one (1) year of hire date.
- Certified by a fire department to operate a fire apparatus (attack engine or tanker) for emergency response.
- Must be certified to drive/operate all Steese VFD apparatus and vehicles within three (3) months

MINIMUM QUALIFICATIONS Captain (all of the above plus):

- Have a minimum of five (5) years' experience as a Firefighter, three (3) of which are at an Officer level or equivalent.
- Current State of Alaska or IFSAC Fire Instructor I
- State of Alaska or IFSAC Fire Officer I
- Current State of Alaska EMT 3
- Current HazMat Operations certificate
- IS-200, IS-800 certificates



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PREFERRED QUALIFICATIONS (all other positions):

- Associates degree in municipal fire control or related field
- Associates degree in paramedicine or related field
- Bachelor's Degree
- Current AK-MICP license
- AHA BLS Instructor
- State of Alaska EMT Instructor

PREFERRED QUALIFICATIONS Firefighter/Medic & Engineer/Medic (all of the above plus):

- Certified by a fire department to operate a fire apparatus (attack engine or tanker) for emergency response.
- Two (2) years of active experience as a Structural Firefighter.
- Current State of Alaska EMT-3 or Alaska – AEMT certification.
- FADO Certification – Driver/Pumper Operator & Mobile Water Supply Operator.
- IFSAC Firefighter II
- State of Alaska or IFSAC Fire Instructor I
- IS-200, IS-300, IS-400, IS-800 certificates

PREFERRED QUALIFICATIONS (Captain only):

- IFSAC Fire Officer II
- Rapid Intervention Technician certificate

REQUIREMENTS TO PERFORM WORK:

Knowledge of:

Safety principles and practices of fire suppression and prevention. The safe use and maintenance of firefighting equipment and apparatus. Knowledge of Departmental Policies, Procedures, and Guidelines. Familiar with local geography, cold weather operations, and resources of the fire service area. Knowledgeable of patient care in rural environments.

Ability to: Operate all types of firefighting equipment and apparatus safely and to instruct others in such operations; establish and maintain positive and effective working relationships with the public, peer agencies, and other employees. Employee shall maintain physical fitness equivalent to the duties required to perform physical tasks of entry firefighting, EMS emergencies, and training duties.

Skills: Communication, both written and verbal forms; ability to read maps; observation; firefighting techniques; application of advanced life support procedures and CPR.

JOB CONTACTS:

- Department Operations, Training, Administrative, and Support.
- General Public
- Steese Fire Service Area Commissioners
- FNSB Staff

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- Other area emergency services organizations

Firefighter/Medic JOB SUMMARY:

This is a non-exempt position reporting directly to a Shift Captain. The position provides initial response to fire, ems, rescue, and hazardous materials in the Steese Fire and EMS Service areas. Serves as an emergency firefighter, ambulance driver, and emergency medical provider. Performs daily fire department business, facility & equipment maintenance, and equipment checks. May be assigned special areas of responsibility (i.e., PPE & Uniforms, Hose Testing, EMS) The position requires attendance at all weekly and assigned training classes, instructs during recruit training and participates in training drivers. The Firefighter/Medic must achieve developmental benchmarks as outlined in the "Terms of Employment" of this document. The position calls for working a rotating 48-hour shift, 96 hours off, or 8 hours per day/ 40 hours per week schedule.

Firefighter/Medic TERMS OF EMPLOYMENT:

1. The employee shall be required to maintain physical fitness equal to the demands of structural firefighting, EMS emergencies, and training duties. The individual must pass the Department's physical ability test annually.
2. The employee shall be required to cultivate a positive attitude and work ethic with members of this organization while performing the duties of the position.
3. Yearly performance evaluations will take place. The employee shall meet the expectations of the job.
4. All members with Steese Volunteer Fire Department Inc., whether volunteer or paid, are at-will. The Fire Chief may dismiss your membership at any time, for any reason, with or without notice. There are no contracts for membership for either paid or volunteer personnel.
5. There is no probationary period for volunteer or paid positions within the Steese Volunteer Fire Department, Inc.
6. Certified to operate all department apparatus within six (6) months of hire date.
7. Achieve IS-200, IS-800 certificates within one (1) year of hire date.
8. Achieve Alaska – AEMT & Lead Medic status within two (2) years of hire date.
9. Achieve IFSAC Firefighter II certification within one (1) year of hire date.



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Engineer/Medic JOB SUMMARY:

This is a non-exempt position reporting directly to a Shift Captain. The position provides initial response to fire, ems, rescue, and hazardous materials in the Steese Fire and EMS Service areas. Serves as apparatus driver for emergency response when needed as well as Lead Medic. Performs daily fire department business, facility & equipment maintenance, and equipment checks. May be assigned special areas of responsibility (i.e., PPE & Uniforms, Hose Testing, EMS) The position requires attendance at all weekly and assigned training classes, instructs during recruit training and participates in training drivers. The Engineer/Medic must achieve developmental benchmarks as outlined in the "Terms of Employment" of this document. The Engineer/Medic may function as an acting Captain when needed. The position calls for working a rotating 48-hour shift, 96 hours off, or 8 hours per day/ 40 hours per week schedule.

Engineer/Medic TERMS OF EMPLOYMENT:

1. The employee shall be required to maintain physical fitness equal to the demands of structural firefighting, EMS emergencies, and training duties. The individual must pass the Department's physical ability test annually.
2. The employee shall be required to cultivate a positive attitude and work ethic with members of this organization while performing the duties of the position.
3. Yearly performance evaluations will take place. The employee shall meet the expectations of the job.
4. All members with Steese Volunteer Fire Department Inc., whether volunteer or paid, are at-will. The Fire Chief may dismiss your membership at any time, for any reason, with or without notice. There are no contracts for membership for either paid or volunteer personnel.
5. There is no probationary period for volunteer or paid positions within the Steese Volunteer Fire Department, Inc.
6. Certified to operate all department apparatus within three (3) months of hire date.
7. Achieve EMT- 2 Lead Medic status within six (6) months of hire date.
8. Achieve IS-200, IS-800 certificates within one (1) year of hire date.
9. Achieve State of Alaska Fire Apparatus Driver/Pumper/Mobile Water Supply operator (FADO) Certification within one (1) year of hire date.

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10. Achieve Alaska – AEMT & Lead Medic status within two (2) years of hire date.
11. Achieve Fire Instructor 1 certificate within two (2) years of hire date.
12. Fill in as "Acting Captain" when needed.

Captain JOB SUMMARY:

This is a non-exempt position reporting directly to the Deputy Chief or designee. The position provides initial response to fire, ems, rescue, and hazardous materials in the Steese Fire and EMS Service areas, and establishes Command of the incident until relieved by a superior officer. Performs daily fire department business, facility & equipment maintenance, and equipment checks. The position requires attendance at all weekly and assigned training classes and participates as an instructor. The Captain must become certified to drive all fire department apparatus, be certified to perform Firefighting duties at the level of Firefighter II and be authorized by the Department to function at an EMT III-Advanced level under the standing orders of the department physician sponsor and Fairbanks North Star Borough. This is a supervisory position for operational and educational issues and includes management, leadership, and training responsibilities for all assigned personnel. Captains may also function as acting Battalion Chiefs after the check-off process is complete. The position calls for working a rotating 48-hour shift, 96-hours off, or 8 hours per day/ 40 hours per week schedule.

Captain TERMS OF EMPLOYMENT:

1. The employee shall be required to maintain physical fitness equal to the demands of structural firefighting, EMS emergencies, and training duties. The individual must pass the Department's physical ability test annually.
2. The employee shall be required to cultivate a positive attitude and work ethic with members of this organization while performing the duties of the position.
3. Yearly performance evaluations will take place. The employee shall meet the expectations of the job.
4. All members with Steese Area Volunteer Fire Department Inc., whether volunteer or paid, are at-will. The Fire Chief may dismiss your membership at any time, for any reason, with or without notice. There are no contracts for membership for either paid or volunteer personnel.
5. There is no probationary period for volunteer or paid positions within the Steese Volunteer Fire Department Inc.

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6. Certified to operate all department apparatus within three (3) months of hire date.
7. Achieve State of Alaska Fire Apparatus Driver/Pumper/Mobile Water Supply operator (FADO) Certification within one (1) year of hire date.

Captain Applicant Questionnaire

These questions will give us a better idea of the level of your emergency response experience, your solution to challenges you have faced and your capabilities that often an interview does not bring out in the individual.

Your answers to these questions are to be submitted along with your application. If you have any questions, please contact Deputy Fire Chief David Daniell at 907-457-5861.

1. Fire Experience
Describe your fire experience on actual emergencies that you responded to and what tasks were you assigned (i.e., first in attack line on a structure fire, care fires, wildland fires, approximately how many working fire calls have you responded to, etc.)
2. EMS Experience
Describe your EMS experience, and what tasks in the course of patient care have you performed. Have you operated as a Lead Medic on calls? What types and quantities of EMS calls have you responded on.
3. Instruction and Presentations
What topics or courses have you trained other individuals on? What logistical challenges have you faced in preparation for your class? Have you trained or given presentations to audiences outside of your Department?
4. Supervision
Describe your supervisory experience. How many people did you oversee? What challenges did you encounter as a supervisor, and what were your solutions? What accomplishments did your group achieve through your oversight?
5. Leadership
Describe how your leadership made a difference in others within your Department.
6. Special Projects
What special projects did you take the initiative to undertake, and what did you achieve? What programs have you been assigned and what changes did you make to enhance the program?



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7. Preparation for the position

What have you done to prepare yourself for a Captain's position in the fire service?

8. Accomplishments

What are your top three accomplishments that enhanced the operations of your Department?

Expound on each