



CITY OF PLYMOUTH DEPARTMENT OF FIRE AND EMS



Phone: 574-936-2156 • Fax: 574-936-5256

Steve Holm
Chief

111 N. Center Street • Plymouth, IN 46563

Dear Applicant,

The Plymouth Fire Department will be accepting applications for the position of Career Firefighter/Paramedic. All information shall be returned to the City of Plymouth Fire Station.

Please place your application and related materials in a sealed envelope and return to the City of Plymouth Fire Department, ATTN Steve Holm, 111 N. Center St., Plymouth, IN 46563, with the notation "Application Enclosed" on the envelope. After review of your application, you will be notified by telephone with instructions to continue in the application process.

Certified Firefighter written exam. (TBD)

Internal interview. (TBD)

Board of Public Works and Safety interview. (TBD)

The application packet includes the following:

1. Position advertisement
2. Application - 5 pages
3. Job description
4. Summary of Benefits

The following information shall be returned to the Plymouth Fire Station, in a sealed envelope with the notation "Application Enclosed" clearly marked on the envelope:

1. Application
2. Copy of Firefighter 1/11 Certification
3. Copy of Paramedic Certification
4. Copy of Birth Certificate
5. Copy of ACLS, PALS or PEPP, and Healthcare Providers BLS
6. Copy of current CPAT card (must not be older than 12 mos.)
7. Copy of Current valid driver's license
8. Copy of High School Diploma or GED
9. Copy of DD form 214 (Military Service Record), if applicable
10. Signed Job description

EMPLOYMENT OPPORTUNITY

The City of Plymouth Fire Department is seeking applications for CAREER Firefighter/Paramedic. The base rate for this position pays \$58,142.88 plus an additional stipend. Overtime is available along with Longevity bonus.

This position offers competitive wages, benefits, and requires qualifying into the Police and Fire 77 Pension Fund. For more information or for an application, please contact the Plymouth Fire Department, (574)936-2156, 111 N. Center St., Plymouth, IN 46563. Applications are available on the City of Plymouth webpage at www.plymouthin.com or may be picked up from the Plymouth Fire Department from 8:00 am – 4:00 pm, Monday – Friday.

Application packet must be sent to:

ATTN: Steve Holm

Plymouth Fire Chief

111 N. Center St., Plymouth, IN 46563

The City of Plymouth is an Equal Opportunity Employer.

Plymouth Fire Department
Application for Employment
Probationary Firefighter / EMT-B / EMT-P

This application must be completed either by printing in black ink or by being typed. In providing your responses, if necessary, attach additional sheet(s) of paper along with this application.

Name:

	Last	First	Middle	Maiden
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Address:

	Street	City	State	Zip Code
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Number

Telephone:	Date of Birth:	/	/	Soc. Sec. #
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Drivers License No.:	State:	Restrictions:
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Emergency Contact:	Relationship:	Telephone:
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To the Plymouth Board of Public Works and Safety

1. I understand that any permanent appoint is dependent upon and subject to a probationary period of one (1) year from date of hire, during which time, I must demonstrate my fitness and qualifications as a Probationary Firefighter to the entire satisfaction of the Fire Chief.
2. I further understand that any appointment is also subject to the acceptance and approval of the 1977 Indiana Police Officers and Firefighters Pension Fund. (PERF)
3. I further understand that, if at any time during the probationary period I am not qualified in the opinion of the Fire Chief on all requirements as a Probationary Firefighter I will not receive a permanent appointment to the Plymouth Fire Department.

In signing this application, I understand that all information I furnish and all requested attachments will be subject to investigation and that any false information shall be grounds for rejection as an applicant and/or for immediate dismissal if appointed. Additionally, I understand that if I fail to fully complete this application or any part thereof, or if I fail to attach any required documentation, my application will be rejected and I will no longer be considered for employment purposes by the City of Plymouth Fire Department.

Signature of Applicant

Date

Return application to: Plymouth Fire Chief
111 N. Center St.
Plymouth, IN 46563

Employment History

Do you have any prior Firefighting experience? Yes No
If Yes, where? _____

Are you currently a member of the Indiana 1977 Police Officers and Firefighters Pension Fund?
 Yes No

Starting with your present or most recent employment, list all of your employers over the past five years.

Employer: _____

Address: _____

Telephone: _____ Dates of Employment: From ___/___/___ to ___/___/___

Immediate Supervisor: _____

Brief Job Description: _____

Reason for Leaving: _____

Employer: _____

Address: _____

Telephone: _____ Dates of Employment: From ___/___/___ to ___/___/___

Immediate Supervisor: _____

Brief Job Description: _____

Reason for Leaving: _____

References: List the name, address, and telephone number of three (3) persons not related to you, who you have known for at least two years

1. _____
2. _____
3. _____

Educational History

(Copies of Diplomas & Transcripts must be attached)

Firefighter I/II or (1st & 2nd Class) Certifications [] Yes [] No
 If yes, attach Certification

Emergency Medical Certifications [] Yes [] No
 If yes, attach Certification

Do you possess a High School Diploma or a GED? [] Yes [] No

High School _____ Graduation Date _____

Address _____

Colleges/ Technical School _____

Address _____

Graduate [] Yes [] No Years Attended _____

Area of Study _____ Degree _____

Do you have a current / Valid Drivers license? [] Yes [] No State: _____

Have you held a drivers license in any other State? [] Yes [] No State: _____

Approximately how many years have you driven motor vehicles? _____

Has your driving privilege in any state ever been revoked or suspended? [] Yes [] No

If yes, explain: _____

Other Training (List any other vocational or special training that you have received)

Skills (List special skills, experiences, etc. that you have acquired)

Special

Do you speak any language other than English? Yes No

List and advise your proficiency level _____

Computer Familiarization Level None Some Proficient

List systems / software: _____

Military Service

Have you registered with the Selective Service? Yes No Have you ever served in any branch of the U.S. Military? Yes No Are you presently a member of a National Guard or Reserve Unit? Yes No

Branch _____ Rank last held _____ Status _____

Dates of service: From ___/___/___ to ___/___/___ Last Duty Station _____

C.O./Supervisor name? _____

Date of Discharge / Eligibility for Discharge? _____ Discharge type _____

Did you ever receive any disciplinary action against you? Yes No

If yes, explain: _____

Remaining obligation? _____

Arrest / Criminal History (include driving infractions and /or citations)

Have you ever been arrested for any of the following?

Moving Traffic Violation Yes No Misdemeanor Yes No
Felony Yes No

If yes: Date _____ Agency _____
(Name and full address)

Charge _____ Disposition _____

Date _____ Agency _____
(Name and full address) Charge _____

Disposition _____

To the best of your knowledge, are you or any member of your immediate family presently under investigation(s) and/or indictment(s) for any offense(s)? Yes No

If yes, explain: _____

Have you ever used an alias name?

Yes No

If yes, explain by providing the name, date, location, and reason: _____

Personal / Miscellaneous

What hobbies, special interests or leisure activities do you enjoy? _____

What community organizations, clubs or civic activities do you participate in or have you participated in over the past five years? _____

List the addresses you have had for the past eight years, starting with your current address and provide the name and addresses of applicable landlord(s).

1. _____
Landlord _____ from _____ to _____

2. _____
Landlord _____ from _____ to _____

3. _____
Landlord _____ from _____ to _____

**POSITION DESCRIPTION
CITY OF PLYMOUTH, INDIANA**

POSITION: Firefighter/Paramedic
DEPARTMENT: Fire
WORK SCHEDULE: 24-hour shift of 7:30 a.m. - 7:30 a.m. on assigned schedule
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: July 2017
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Plymouth provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Firefighter/Paramedic for the City of Plymouth Fire Department, responsible for responding to alarms for the medical treatment and transportation of injured/sick emergency victims, preventing and suppressing fires, and protecting the lives and property of citizens of Plymouth.

DUTIES:

Enforces local, state, and federal laws by implementing effective policy for the prevention and investigation of arson and other violations and the protection of lives of the public.

Responds to various alarms, including fires, auto accidents, medical calls, hazardous material spills and rescues, riding on and/or driving appropriate vehicle to emergency or fire scene and carrying/dragging/setting up various equipment as necessary.

Assesses, treats, and transports victims following Paramedic Protocols established by the State of Indiana and the PFD.

Lifts, carries, drags, lays and connects hose lines from hydrants and equipment to scene. Carries resuscitators, tools and other equipment from vehicle to scene.

Suppresses fires, including climbing ladders, crawling/walking on roofs and floors, operating proper hand/power tools and equipment to force entry and/or open holes and windows to supply adequate ventilation, focusing streams of water and/or chemicals toward fire, and moving into fire areas as trained.

Maintains constant communication with fellow firefighters and other emergency personnel involved in emergency situations to provide and/or receive pertinent information.

Searches for and rescues victims from dangerous situations, including carrying unconscious persons and/or assisting victims up/down ladders and stairs, extricating victims trapped in confined areas, and stabilizing victims by performing basic first aid or CPR. Offers comfort to distraught individuals at emergency scenes as appropriate, such as victims, relatives and/or spouses.

Responds to reports of hazardous materials, including identifying and containing hazardous materials to minimize or prevent damage, and evacuating persons from hazardous areas as training and conditions will safely permit.

Salvages and overhauls fire scenes and damaged structures, monitoring sites for recurrence of fire and protecting and preserving evidence at fire scenes.

Completes and submits various reports as required, including fire scene observation reports, run sheets, inspection reports, and injury and bloodborne pathogens exposure reports.

Monitors and maintains equipment and vehicles to ensure proper working order and readiness for service, including cleaning/washing, checking fluids and tire pressure, filling air tanks, checking regulators, examining equipment for damage and returning to proper storage location. Replenishes supplies as needed.

Performs maintenance duties in and around station, such as sweeping/mopping floors, dusting, cleaning toilets, and removing trash.

Attends prescribed in-service or other training programs for certification/recertification as required.

Maintains current knowledge of manuals, street maps, hydrant system, and other related documents.

Responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 21 years of age but not have reached the age of 36 years prior to appointment/hiring date, in accordance with 1977 PERF guidelines and regulations.

Firefighter I & II certifications, current EMT-P or EMT-A certification, and all other State mandated training.

Current certifications in ACLS, PALS, and AHA BLS for Healthcare Providers.

Ability to meet all department hiring and retention guidelines, including meeting minimum standards of the Police and Firefighters Public Employees Retirement Fund. Must pass medical and psychological examinations, a written test, and a drug screen. Must not pose a direct threat to the health and safety of other individuals in the workplace.

Thorough knowledge of and ability to effectively administer various emergency medical procedures, such as application of splints, treatment of wounds and abrasions, and artificial resuscitation.

Extensive knowledge of fire suppression techniques/equipment and rescue and salvage procedures, and ability to make practical application of customary practices, procedures, rules and regulations of the department and applicable city, state and federal laws, ordinances and codes. Ability to take authoritative action as situations demand.

Working knowledge of fire service hydraulics and ability to properly operate and maintain department vehicles and equipment, including, but not limited to, protective clothing, breathing apparatuses, axes, power saws, fans, cutting torch, jaws-of-life, crowbar, ladders, aerial devices, hoses, thermal imaging camera, radio, computer, cardiac monitor, and intubation equipment.

Working knowledge of Department bloodborne pathogen exposure reporting procedures and ability to utilize universal health precautions to prevent infection from bloodborne pathogens.

Considerable knowledge of geographical areas, City layout, street names, locations and landmarks within designated fire district and the hydrant system.

Working knowledge of and ability to effectively apply evidence collection and preservation techniques.

Working knowledge of radio frequencies, codes, procedures and limitations, and ability to speak clearly and distinctly, and hear and be heard and understood in person, by radio, and by telephone.

Knowledge of tornado procedures and ability to assist with property damage and/or personal injuries caused by tornadoes or storms.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare written reports within departmental deadlines.

Ability to respond swiftly, rationally and decisively to emergency situations, perform necessary duties and take appropriate actions, despite stress of personal injuries, life and death situations, extreme heat and poor visibility due to smoke.

Ability to effectively communicate orally and in writing with co-workers and department superiors, other City/County agencies, hospitals, law enforcement agencies, victims and their families, and members of the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to obey all verbal and written orders and directives from department superiors.

Ability to work independently and as a team member at incidents of uncertain duration.

Ability to work for long periods of time, requiring sustained physical activity and intense concentration.

Ability to apply knowledge of people/locations, plan/layout work assignments, and utilize good judgment in extreme and uncommon situations.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to maintain good physical condition and to physically perform all essential duties of the position, including, but not limited to, lifting and carrying other persons, heavy equipment and fire hoses, climbing stairs and ladders, crawling through confined spaces, forcing entry into buildings, climbing over obstacles, jumping up/down from elevated areas, and running short distances. Ability to complete and pass annual physical agility test.

Ability to maintain certifications as required by OSHA, State of Indiana, and the Fire Chief through continuing education or training sessions.

Ability to work extended, irregular, evening, and weekend hours as scheduled and occasionally travel out of town for training, sometimes overnight.

Ability to serve on-call and respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to standard department operating procedures, making independent decisions and taking authoritative action in response to situational demands. Incumbent works according to a formal schedule with priorities primarily determined by service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual or unprecedented matters. Incumbent receives indirect or occasional supervision and has moderate flexibility in the job. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor. Errors in work are primarily detected or prevented through procedural safeguards and legally defined procedures. Undetected errors could result in substantial property loss, endangerment to self or others, and/or damage to equipment.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with department superiors and co-workers, other City/County agencies, hospitals, law enforcement agencies, victims and their families, and members of the public for purposes of exchanging information, providing instruction, and resolving problems.

Incumbent reports directly to Assistant Chief and/or officer in charge of emergency scene. Supervision follows clearly defined chain of command to Fire Chief.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a fire station and at emergency scenes, involving sitting/walking at will, standing/walking for long periods, pushing/pulling heavy objects, climbing ladders/stairs while carrying persons, heavy equipment or hoses, reaching, bending, crouching/kneeling, crawling through confined spaces, forcing entry into buildings, climbing over obstacles, jumping up/down from elevated areas, running short distances, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is regularly exposed to hazardous conditions normally associated with firefighting, including smoke, toxic chemicals, noxious gases/fumes, extreme heat, dangerous heights, varying weather conditions, slippery surfaces, rough terrain, excessive noise, limited visibility, grotesque sights and smells, violent/distraught individuals, and communicable diseases. Universal health/safety precautions must be followed at all times to avoid contamination, infection, and/or injury to self and others.

Incumbent works extended and irregular hours, evenings and weekends as scheduled and occasionally travels out of town for training, sometimes overnight. Incumbent serves on-call and responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Firefighter/Paramedic for the City of Plymouth Fire Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name



2022 Employee Benefit Schedule City of Plymouth Firefighters

1) Health Insurance – Begins the first day of the month after 30 days of employment

Your cost (<u>per check</u>) Employee	\$12.00
Employee & Child(ren)	\$68.00
Employee & Spouse	\$76.00
Family	\$93.00

2) Life Insurance

\$20,000 life insurance plus \$20,000 accidental death & dismemberment for the employee; \$5,000 life insurance for spouse, \$2,000 life insurance per child. Age reductions apply. Plan provided by the City at no cost to you. You may purchase voluntary supplemental coverage for yourself, your spouse, and your children. Limits apply. Offered through Mutual of Omaha.

3) Dental Reimbursement - Plan provided by the City at no cost to you.

\$50 per family member annual deductible. Plan pays 100% of preventive; 80% of basic; 50% of major dental work with a \$1000 per year per family member max. Plan pay 50% of orthodontic for children age 26 and under, with a \$1000 lifetime max. No preferred list of providers, plan administered by Paramount.

4) Vision Insurance - Plan provided by the City at no cost to you.

Family coverage through Vision Service Plan (VSP) network of providers for exams and lenses every twelve months; frames every twenty-four months. Contacts available instead of lenses. Co-pays and limits apply.

5) Supplemental Insurance – Voluntary for employees at additional cost per schedule

a. Short Term Disability

b. Long Term Disability

c. Life insurance: up to \$150, 000 for employee, \$50,000 for spouse, \$10,000 per child

6) Vacation, Sick, Holiday and Personal Time provided per year of service

a. Vacation , based on 24 hour workdays: Year of hire	0
< 1 year	3 work days
<2 years	4 work days
2-7 years	5 work days
8-14 years	8 work days
15-24 years	11 work days
>= 25 years	14 work days

b. **Sick Time:** Earn 8 hours per month after 90 days probation, then 72 hours per year

c. **Personal Time:** Up to 24 hours 1st year of service, then 48 hours each year thereafter

d. **Holiday Time:** 24 hours per each 3 months worked

7) **1977 Police Officers' and Firefighters' Pension and Disability Fund Eligible**

8) **457 Pension Plan**

9) **Longevity Pay** – After 3 years of uninterrupted service the city will pay on an annual basis \$225 per year of service, up to a maximum amount of \$4500

Note: This schedule is meant only as a summary reference. Any differences defer to various carrier contracts