

# **Pike Township Fire Department**



## **2018 Firefighter Hiring Process Information Packet**



# Pike Township Fire Department

## Notice to All Prospective Applicants

On behalf of Fire Chief Rob Saunders and Pike Township Trustee, Lula M. Patton, we thank you for your interest in applying for the position of Probationary Firefighter with the Pike Township Fire Department. Pike Township Fire Department has a positive reputation in the community as an organization that renders quality service and care. Pike Township Fire Department is an Equal Opportunity Employer and we encourage all qualified persons to apply. Once again, thank you for your interest. If you have questions at any time during this process, please contact me at 317-347-5860, ext. 2108.

Sincerely,

Margo Filer  
Director of Human Resources

## PROBATIONARY FIREFIGHTER SELECTION PROCESS SUMMARY

### IMPORTANT:

Initial applications must be completed online by the posted deadline. Incomplete applications will not be accepted after this time, thereby eliminating the candidate from the selection process. Failure to provide supporting documents by the specified deadlines will result in elimination from the process. Completion of a formal application (including education, employment history, and references) by the posted deadline will also be required as part of this process.

The components of this process are designed to identify the most qualified, physically fit, psychologically suitable and medically sound individuals of those applicants applying. The first component, the Written Examination, is designed to check for the presence of critical cognitive abilities that each candidate must possess in order for firefighter training to succeed. The exam is a scored component. Based on the results of the written exam, the top scoring 150 candidates will be offered the opportunity to continue in the selection process.

Candidates who progress past the Written Exam will be required to complete the CPAT, which is a Pass / Fail component. **Individuals who currently have an official CPAT card dated no earlier than September 30, 2017 will not be required to participate in this component.** Those who successfully complete the CPAT will be offered the opportunity to complete the two remaining scored components.

- Component 1 Written Examination
- Component 2 Candidate Physical Ability Test (CPAT)
- Component 3 Physical Fitness Evaluation (PFE)
- Component 4 Structured Oral Interviews (SOI)

Points earned in each component, with the exception of the CPAT, are weighted toward the total ranking as follows:

|                     |     |
|---------------------|-----|
| Written Examination | 40% |
| PFE                 | 40% |
| SOI                 | 20% |

The resulting scores shall be ranked in descending order (highest score #1); this ranking establishes the eligibility list, which remains effective for two years, or until the list is exhausted, whichever comes first.

When positions are available, applicants shall be notified in order of appearance on the eligibility list of appointment for further assessment. Applicants must successfully pass a physical and drug screen; psychological evaluation; background check; review by the local Pension Board; and review by the Merit Commission before being appointed to the Department.

## **MINIMUM QUALIFICATION REQUIREMENTS FOR PROBATIONARY FIREFIGHTERS**

1. The applicant must be at least 21 years of age, and must provide satisfactory proof of the date and place of his/her birth. Applicants 20 years of age may apply if the 21st birthday is attained by the date of appointment by the Merit Commission. The applicant must be less than 36 years of age at time of appointment. If the 36th birthday is reached prior to appointment, the applicant is eliminated from the eligibility list. This is a matter of law.
2. The applicant must have a high school diploma or its equivalent (GED) at the time of application.
3. The applicant must be able to read, write legibly, speak, hear, understand, and otherwise communicate in the English language – these abilities are essential job functions, and not amenable to accommodations.
4. The applicant must have a valid driver's license or beginner's permit at the time of application.
5. The applicant must be a citizen of the United States.
6. The applicant cannot be appointed, reappointed, or reinstated if a felony conviction exists on his/her record. (See Policy Statement concerning Ex-Offenders).
7. The applicant must not have been dishonorably discharged from military service.
8. The applicant must possess the physical abilities necessary to perform the tasks required of a Pike Township Firefighter. Physical abilities shall be evaluated through the Candidate Physical Ability Test (CPAT) and the Physical Fitness Evaluation (PFE).
9. Applicants must assist and cooperate with the Pike Township Fire Department in obtaining past employment records, medical records, and personal history information that includes driving records and criminal history. Failure to cooperate may be considered cause for disqualification. If it is found that any requested information has been falsified, the applicant will be eliminated from further consideration, or if employed by the time the falsification is discovered, may be grounds for immediate discharge.
10. The applicant must possess physical, emotional, and mental attributes compatible with the essential functions of firefighting. Applicants selected for the eligibility list must, prior to appointment, successfully pass a thorough medical examination as described by the Board of Trustees of the Police and Firefighters section of the Indiana Public Retirement System, and performed by a physician designated by the Department. This medical evaluation includes a drug screen.
11. Applicants selected for the eligibility list must be of sound and stable mind, and prior to appointment, must successfully pass a psychological examination by a psychologist designated by the Department.
12. If appointed to the department, the individual must establish residency within Marion County or one of the immediately adjacent counties within six months of the completion of the probationary year, and maintain residency within these limits throughout employment.

## **POLICY STATEMENT ON THE EMPLOYMENT OF EX-OFFENDERS**

Consideration for employment of ex-offenders will be given without regard to race, creed, color, national origin, sex, or age. The term Ex-Offender as used herein, refers to anyone convicted of any criminal statute or a military offense while in the service.

### **FELONY CONVICTIONS**

In accordance with I.C. 36-8-3.5-12 (b), a person may not be appointed, reappointed, or reinstated if there is a felony conviction on his/her record.

### **EVALUATION**

With respect to all other criminal convictions which are not felonies, in each case the Department will consider whether the prior criminal conviction or military offense conviction of the applicant will have a bearing on the applicant's job performance or tend to measure job capability. The date and nature of the offense, the requirements of the position for which considered, as well as the applicant's other qualifications will be considered.

### **CONFIDENTIALITY**

As a matter of policy, every effort will be made to keep the applicant/employee's criminal record confidential. During the Selection Process, it will be necessary to inform specific individuals directly involved in the Process of the applicant's record.

### **EQUAL OPPORTUNITY EMPLOYER**

Pike Township Fire Department is an equal opportunity employer. It is against the policy of the Department to discriminate on the basis of age, sex, race, color, creed, disability (as defined by law), national origin or religious affiliation except where specific age, sex or physical requirements constitute a bona fide occupational qualification or are otherwise allowed or required by law.

## PROBATIONARY FIREFIGHTER HIRING PROCESS COMPONENT SCHEDULE

Following are the dates and times for each component of the hiring process. You are expected to arrive promptly and on time for each phase. *Late arrivals will be eliminated from the process, so plan to arrive early.* All dates and times are tentative and subject to change. Applicants will be notified of any changes. **It is important to bring your valid driver's license with you to every component of the selection process.**

### **Component 1a:      Written Exam Tutoring**

Date:            Saturday, May 19, 2018

Location:       Pike High School  
                  5401 W. 71<sup>st</sup> Street

Time:            Session #1     9:00 a.m. – 12:00 p.m.  
                  Session #2     1:00 p.m. – 4:00 p.m.

Although this phase of the process is optional, attendance is highly recommended. Please refer to the *Written Exam and Tutoring Information* section for more details on the tutoring session.

### **Component 1b:      Written Exam**

Date:            Saturday, June 2, 2018

Location:       Pike High School  
                  5401 W. 71<sup>st</sup> Street

Time:            8:00 a.m. (Please refer to the *Written Exam and Tutoring Information* section regarding written exam test preparation)

### **Component 2:      Candidate Physical Ability Test (CPAT)**

Pike Township Fire Department is working in conjunction with *Emergency Services Education Center (ESEC)* to facilitate our CPAT testing. The cost to participate in the CPAT is **\$150**. This fee is due at the time of Orientation. All applicants who have not taken the CPAT are required to attend the CPAT Orientation and Testing. For more information on ESEC, refer to their website at:

[www.wayne.k12.in.us/esec/](http://www.wayne.k12.in.us/esec/)

### **CPAT Orientation**

Date: Saturday, June 23, 2018

Location: 700 N. High School Road, Indianapolis

Time: 8:00 a.m.

**Special note:** Please plan to pay a **\$150** fee to participate in this testing process. This fee includes two timed practice sessions, a scheduled test date and a personal certification card indicating that you have successfully passed the CPAT exam.

### **CPAT Testing**

Date: Saturday, August 25, 2018

Location: 700 N. High School Road, Indianapolis

Time: Schedules assigned after Orientation Session

**Notice:** All applicants who currently have a CPAT Certification Card **dated no earlier than September 30, 2017**, do not have to participate in this phase of the process. Applicants may schedule, on their own, a time to take the CPAT prior to August 25<sup>th</sup>. However, August 25, 2018 is the last date that the exam may be taken by any applicant seeking to complete it as a part of this hiring process.

**Preparation:** This test requires the ability to climb ladders, stairs, manipulate objects, lift, carry, and/or drag heavy objects, and continue to perform physically demanding operations. Candidates are encouraged to prepare with regular, well-rounded physical training. Applicant should wear old workout clothes as they may become dirty or damaged.

### **Component 3: Physical Fitness Evaluation (PFE)**

Date: September 10 – 14, 2018

Location: Pike Township Fire Department  
4881 W. 71<sup>st</sup> Street Indianapolis

Time: Individual appointments will be scheduled upon successful completion of the CPAT. First appointment will begin promptly at 8:00 a.m.; last appointments will depend upon the number of applicants. Plan to spend about two hours after appointment time.

**Preparation:** Candidates are encouraged to prepare with regular, well-rounded physical training. It is helpful to know bench press maximum lift capability, and have practiced the bench press prior to the PFE. Applicant should wear loose fitting work out clothes or warm-up suit and gym/running shoes.

**Component 4: Structured Oral Interview (SOI)**

Date: October 8 – 12, 2018.

Location: Pike Township Fire Department  
4881 W. 71<sup>st</sup> Street Indianapolis

Time: Individual Appointments will be scheduled after successfully completing PFE.  
Appointments will begin at 8:00 a.m. and end by 4:30 p.m. each day.

Preparation: This component evaluates the ability to communicate verbally in an organized manner. It is wise to practice responding to questions prior to interview. The interview is strictly confidential. All applicants will answer the same questions. It is imperative that the actual questions or interview content be revealed to no one other than testing staff. Any applicant who discusses, reveals, or seeks to discover the content of the interview may be eliminated from further employment consideration.

NOTE: It is essential to be on time for every component of the Selection Process. **Tardiness, for whatever reason, is cause for elimination from further consideration for employment.** Therefore, candidates are encouraged to plan ahead and be on time.

**ADDITIONAL DATES TO REMEMBER**

**May 11, 2018 11:59 p.m.** Initial Online Application period ends

**June 2, 2018 8:00 a.m.** Last day to submit Pike Township Residency Credit documentation; it is due at check-in for written exam.

**August 25, 2018** Last day for CPAT completion. CPAT cards issued after this date will not be accepted and candidates will be eliminated.

**September 10-14, 2018** Formal Application instructions distributed during PFE

**September 21, 2018** Formal Application due, including copies of the following:

- Valid driver's license
- Birth Certificate
- High School transcript showing graduate status or GED
- Form DD214 for those with military service
- CPAT card
- Fire/EMS certificates, if applicable

## PIKE TOWNSHIP, MARION COUNTY RESIDENCY CREDIT

The Pike Township Residency Credit will give qualified Pike residents additional points on the written exam that is equivalent to five (5) percent of the maximum possible final exam score. To be eligible for the residency credit, a candidate must achieve a passing score on the examination, and produce proof, as listed below, of the candidate's residency in Pike Township prior to the advertised start date for application submission.

**Merely supplying a Pike Township address on the application form does not serve as a request for the residency credit.** Candidates must answer "yes" to the appropriate question during the online application to indicate that they would like the credit AND provide the required documentation no later than check-in on the day of the written exam. *Again, the deadline for submission of documentation for the Pike Township Residency Credit is at check-in on the day of the written exam.* Inability to produce the required verification of residency documents for the designated period of residency will result in the forfeiture of the Pike Township Residency Credit and an adjustment in the final score. Under no circumstances shall a Post Office (P.O. Box) address be accepted as proof of residency.

Candidates applying for the Pike Township Residency Credit must provide any two (2) of the documents listed below with the candidate's name and their Pike Township, Marion County address:

- a) Valid Indiana driver's license.
- b) Mortgage document(s).
- c) Cable bills.
- d) Telephone bills.
- e) Gas, electric or water utility bills.
- f) Checking or savings account statements.
- g) Credit card statements.
- h) W-2 form(s) from the candidate's employer.

**As in the case of any intentional misrepresentation of a material fact on an employment application, candidates who claim Pike Township Residency Credit and who are determined to have intentionally misrepresented facts concerning Pike Township residency shall be disqualified from continuing in the hiring process.**

## WRITTEN EXAM AND TUTORING INFORMATION

This document contains important information about the written exam. You should read this document carefully to be sure that you understand the procedures that will be used during the administration of the written test.

The department has established a competitive application process. This application process is designed to ensure that the selection of new recruits will be accomplished in a fair and objective fashion.

**The written exam will be administered on Saturday, June 2, 2018 at Pike High School, which is located at 5401 West 71<sup>st</sup> Street, Indianapolis, Indiana. The test will be administered in the cafeteria.**

**APPLICANTS MUST ARRIVE BY 8:00 A.M. Applicants can expect to finish all of the testing procedures by 12:30 p.m.**

The schedule for the written exam is as follows:

|                    |                                      |
|--------------------|--------------------------------------|
| <b>15 minutes</b>  | <b>Instructions for Study Period</b> |
| <b>2 hours</b>     | <b>Study Period</b>                  |
| <b>30 minutes</b>  | <b>Break</b>                         |
| <b>15 minutes</b>  | <b>Instructions for Exam</b>         |
| <b>1 1/2 hours</b> | <b>Examination</b>                   |

A description of the written exam procedures is presented below. Please examine these procedures to ensure that you fully understand them, since each applicant has the responsibility of informing the department of any difficulties or problems created by these procedures. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the examination date.

The study session will begin immediately after the completion of the registration period. The instructions for the study session will be read aloud by a test monitor. During the study session, each applicant will be given two (2) hours to study a variety of printed materials. These materials will include printed text, line drawings, written instructions, and pictures. These study materials are the basis for the written exam which will be administered during the afternoon session.

Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper which will be provided by the test monitor. Also, each applicant must turn in his/her notes to the test monitor at the conclusion of the study session.

During the study session, you may take as many breaks as you would like. Please note, however, that these breaks will shorten the amount of time that you will have for studying.

You may leave early from the study session. However, once you decide to leave from the study session, you must turn in your materials and you will not be allowed back until the registration period for the test.

Applicants will be given ½ hour break. Food will not be provided. Instead, you will be required to provide your own snack. You may want to bring food with you (i.e., granola bars).

The test session will begin with the re-registration of each applicant. Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. Applicants will be required to use a pencil to record their answers. You will have one and a half (1 ½) hours to complete the written examination.

All questions on the examination will be drawn directly from materials provided during the morning study session. You must learn the study materials presented earlier to do well on the examination. Note this important instruction: You will not be allowed to take the exam if you did not attend and register for the morning study session.

**Do not bring notebooks or other study materials with you to the testing site.**  
**All necessary materials, including notepaper, will be provided to you.**

Listed below are some tips which might help to make your test date more comfortable and successful:

- 1) Answer every question on the test, even if you have to guess - there is no penalty for guessing.
- 2) Take your time - there should be plenty of time in both the study session and the test period.
- 3) Bring snacks or money to buy food - lunch will not be provided.
- 4) Listen carefully to the monitor's instructions.
- 5) Make certain that your answers are entered into the correct spaces on the answer sheet.
- 6) If you have trouble with a particular question, skip it and return to it later.
- 7) Be certain that you really understand the material in the Study Guide.
- 8) Get a good night's rest before the test.
- 9) Try to relax as much as possible during the test.

Testing will require a total of 4 ½ hours, so be sure to wear comfortable clothing. Also, you must bring your valid driver's license as identification.

Smoking will not be allowed in the study/examination room(s). However, applicants may take as many breaks as they wish during the study session.

If you need additional information or wish to report a difficulty associated with the testing procedures, please call the department at (317) 347-5860, extension 2108.

**See the next page for information on the Tutoring Sessions.**

## **OPTIONAL ORIENTATION/TUTORING SESSIONS**

The Pike Township Fire Department is offering an **optional** orientation/tutoring session, which will prepare applicants for the upcoming written exam.

**The tutoring sessions for the Pike Township Fire Department applicant written exam are scheduled to be held on Saturday, May 19, 2018 from 9:00am to 12:00pm and 1:00pm to 4:00pm (IF a second session is needed). Applicants should only attend ONE session.**

**These sessions will be held at Pike High School (5401 West 71<sup>st</sup> Street, Indianapolis, IN) in the cafeteria.**

The group orientation/tutoring session is designed to prepare individuals for the written examination component of the selection process. However, all applicants should be aware of two important facts:

- a) The group orientation/tutoring session is **optional**. Applicants for the position of firefighter are **NOT** required to attend the orientation/tutoring session; and
- b) Attendance at the orientation/tutoring session will **NOT** substitute for attendance at the study session that will be held on Saturday, June 2, 2018. Attendance at the Saturday, June 2, 2018 study session is **MANDATORY** for all who wish to apply to be a firefighter.

Applicants who attend the group orientation/tutoring session will be provided with sample written exam materials, which are similar to the types of materials that will be used in the actual written examination. These materials will be explained, and applicants will be provided with tips on how they may best use the preparation time which will be made available during the study session on the day of the actual examination. Individuals will be permitted, if there is time available, to ask questions regarding any area of the test which they do not understand. Following a period of independent study, a mock exam will be administered. This will allow individuals to review their performance on each section of the exam. Please note: All tutoring materials will be turned in at the end of the session.

Applicants will *not* be allowed to ask questions during the study session on the day of the examination, so if you have any areas of confusion, you should come to the tutoring session.

**The group orientation/tutoring session does not replace the need for applicants to attend the study session on test day. Applicants who are signed up to take the written exam must attend the Saturday (June 2, 2018) study session in order to remain eligible for the selection process.**

**If you plan on attending the group tutoring session on Saturday, May 19, 2018, you must indicate this in your online application. Applicants may not attend the tutoring session unless they have signed up during the application period.**

## **CANDIDATE PHYSICAL ABILITY TEST**

The CPAT is a sequence of eight events requiring you to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow fire departments to obtain pools of trainable candidates who are physically able to perform essential job tasks at fire scenes. This is a validated pass/fail test based on a maximum total time of 10 minutes and 20 seconds. All props were designed to obtain the necessary information regarding your physical ability. The tools and equipment were chosen to provide the highest level of consistency, safety and validity in measuring your physical abilities. Applicants wear a 50-pound vest during each event to simulate the weight of a self-contained breathing apparatus (SCBA) and firefighter protective clothing. The events are placed in a sequence which best simulates fire scene events while allowing an 85 foot walk between events. This walk allows for approximately 20 seconds recovery time before each event. The eight events are:

- Stair Climb
- Hose Drag
- Equipment Carry
- Ladder Raise and Extension
- Forcible Entry
- Search
- Rescue
- Ceiling Breach and Pull

For more detailed information about the CPAT and scheduling information, visit the Emergency Services Education Center (ESEC) website at [www.wayne.k12.in.us/esec/](http://www.wayne.k12.in.us/esec/)

## PHYSICAL FITNESS EVALUATION

**PURPOSE:** To measure an applicant’s muscular strength, muscular endurance, cardiovascular efficiency, body composition, and flexibility. The Pike Township Fire Department requires that all Firefighters complete an annual Physical Fitness Evaluation and participate in its mandatory physical fitness program throughout employment.

**METHODOLOGY:** The applicant’s physical fitness shall be evaluated by utilizing the components identified and defined below.

**PREPARATION:** In preparation for the evaluation, candidates should participate in a consistent well- rounded exercise program that consists of muscular strength, muscular endurance, cardiovascular endurance, and flexibility training. All candidates are provided a test preparation guide to assist them in preparing for the evaluation. If the candidate has specific questions that relate to the evaluation, they are to contact the administrative office at 317-347-5860, ext 2108.

| Component Name                    | Description  | Procedure, Information  |
|-----------------------------------|--|---|
| 1. Body Composition (% Body Fat)  | Skin fold thickness is measured in three locations; the measurements are combined in established formulas to estimate body composition   | Body composition is rated according to established percentiles for age and gender. The percentile score is weighted 10% of the final score  |
| 2. Flexibility                    | Sit on floor with feet no more than 12” apart, flat against measuring box. Keeping knees locked straight, bend forward and slide hands as far as possible on the measuring scale   | Flexibility is rated according to established percentiles for age and gender. The percentile score is weighted 10% of the final score       |
| 3. Muscular Strength – Lower Body | Standing on the dynamometer base with the feet about a shoulder width apart, upper body erect, knees slightly flexed; grasping the handle, without using the back, and with the head up, slowly extend legs with a maximal muscle contraction and then slowly release. Recover for 30 seconds, and then make a second attempt. The superior of the two trials is recorded. | Muscular strength is rated according to established percentiles for age and gender. The percentile score is weighted 10% of the final score |
| 4. Muscular Strength – Upper Body | Bench Press – one max. rep. After a warm-up period at 40 – 80% of expected max, a one-rep max is attempted. If successful, a rest period is allowed. Four attempts may be made for one max rep. The one-rep max is recorded as the weight of the highest successful completed lift.  | Muscular strength is rated according to established percentiles for age and gender. The percentile score is weighted 10% of the final score |

|   |  |   |
|---|--|---|
| <p>5. Muscular Endurance – Lower Body</p> | <p>Sit-ups. With knees bent and feet anchored flat on floor, candidate curls to sitting position, touching elbows to knees, then lays back until shoulder blades touch floor before repeating curl. Hands must be crossed and remain on shoulders. Number of sit-ups completed in one minute is recorded</p>   | <p>Muscular endurance is rated according to established percentiles for age and gender. The percentile score is weighted 10% of the final score</p> |
| <p>6. Muscular Endurance – Upper Body</p> | <p>Standardized push-up test. Male subjects start in the standard “up” position (hands shoulder-width apart, back straight, head up) and female subjects in the “knee-up” position. A 4” block is on the floor beneath the subject’s chest and the subject must lower the body toward the floor until the chest touches the block. For both male and female subjects, the back must remain straight at all times and the subject must push up to the straight-arm position. The maximum number of push-ups performed consecutively without rest is scored.</p> | <p>Muscular endurance is rated according to established percentiles for age and gender. The percentile score is weighted 10% of the final score</p> |
| <p>7. Cardiovascular Fitness</p>          | <p>Cardiovascular fitness is estimated by using an established field test to estimate oxygen uptake. The field test that is most accurate and easy to administer to groups is the 1.5-mile run.</p>  | <p>Oxygen uptake is rated according to established percentiles for age and gender. The percentile score is weighted 40% of the final score</p>      |

## **AERIAL CLIMB**

This is a pass/fail component as described in the following details. If an applicant fails this component, they will be removed from the hiring process.

Applicants are required to climb an aerial ladder to demonstrate that they can work from heights. Each candidate is required to climb an aerial ladder fully extended at a 70-degree angle. The applicant climbs from the platform to the top of the aerial ladder, touches the top rung of the ladder, and then proceeds back down the ladder to the platform without hesitation. Applicants must touch each rung of the ladder during the climb. All applicants are attached to a safety harness during the process.

There is no time limit for completion; however the climb and descent must be made in a continuous methodical motion, without rushing or recklessness. The applicant cannot remain on the same rung for over 60 seconds, this is considering "freezing" and is unacceptable performance. Failure would also occur if the applicant fails to go all the way to the top before descending.

# PIKE TOWNSHIP FIRE DEPARTMENT

## CANDIDATE PHYSICAL ABILITY TEST PHYSICAL FITNESS EVALUATION

### INFORMED CONSENT

I, \_\_\_\_\_, an applicant for the position of Probationary Firefighter with Pike Township Fire Department, understand that the Selection Process includes a Candidate Physical Ability Test (CPAT) and a Physical Fitness Evaluation (PFE), both of which I must complete in order to continue in the process. I have received written information describing the components of the CPAT and PFE, and have had opportunity to ask questions I may have regarding the CPAT and PFE, their components, and risks, and I voluntarily choose to continue in the process.

I understand that I must pass all components of the CPAT in order to continue any further in the process; if I fail any component of the CPAT or fail to complete it, I will be eliminated from any further participation in the Selection Process. I further understand that the CPAT and PFE are both physically strenuous and contain components (such as the Aerial Climb) that pose risk of serious bodily injury or death. I understand that every effort will be made to conduct the CPAT and PFE in such a way as to minimize risk, danger, and discomfort, however, it is impossible to eliminate all risk. I understand that the possibility exists in either test of physical symptoms including but not limited to episodes of transient lightheadedness, breathlessness, chest discomfort, leg cramps, occasional irregular heart beats, abnormal blood pressure, and in rare instances a "heart attack". I understand that I may choose at any time to drop out of either the CPAT or the PFE, and that if abnormalities appear obvious to observing Emergency Medical personnel, I will be told to stop for evaluation. I further understand that if I do not complete either test on the dates and times appointed, whether from illness, accident, injury, voluntary choice to stop, or being instructed by medical personnel to stop, I will be eliminated from further participation in this Selection Process. I understand that these measures are for my personal safety as well as the safety, fairness, and consistency of the Selection Process.

I have read the foregoing and I understand it. Any questions that have occurred to me have been answered to my satisfaction.

Therefore, I hereby assume the risk of any discomfort, illness, bodily injury, or death resulting from my participation in the CPAT and/or PFE, and release and discharge the Pike Township Trustee, Township Board, Fire Chief, Fire Department, and any agents, officers, employees, or any other representatives on their behalf from any and all claims, demands, actions, and/or causes of actions arising out of any outcome incurred as a result of my participating in the CPAT and/or Physical Fitness Evaluation for Pike Township Fire Department's Firefighter Hiring Process.

**NOTE: Candidates who pass the written exam component will be required to give their consent to continue in the process. It is provided at this time for your review only. No further action is needed at the time of initial application online.**

## **PROBATIONARY FIREFIGHTER BRIEF POSITION DESCRIPTION**

### **SHIFT SCHEDULE:**

After initial training, rotating 24 hours on duty, 48 hours off duty. Every three weeks, one additional 24-hour shift off.

### **ORIENTATION AND TRAINING:**

8 – 10 hour days, 5 – 6 days a week for sixteen to eighteen weeks orientation and initial training, followed with training modules throughout the Probationary year.

### **CERTIFICATION REQUIREMENTS:**

All firefighters must maintain a minimum of the following throughout their employment with this department:

1. State of Indiana Firefighter I & II Certification
2. State of Indiana EMT Certification
3. State of Indiana driver's license

### **GENERAL DUTIES:** include, but are not limited to:

1. Fire suppression activities including, but not limited to:
  - Layout of hose lines
  - Operation of fire streams
  - Performance of ventilation procedures
  - Operation of hand fire extinguishers
  - Operation of engine-driven equipment (exhaust fans, generators, rescue tools, etc.)
  - Entrance into burning buildings to effect rescue and suppression
  - Return of all equipment to run-ready status
  - Operation from varying lengths of ladders from 10' to 100'
2. Drive emergency vehicles in a safe, conscientious manner.
3. Provide Emergency Medical Services.
4. Respond to hazardous materials and special rescue emergencies.
5. Perform routine maintenance of assigned apparatus, tools, and equipment.
7. Assist in preplanning fire attacks, fire prevention inspections, and public education/public safety instruction.
8. Participate in regular training programs
9. Adhere to rules, regulations, policies, and procedures.
10. Participate in mandatory physical fitness program.

### **Essential functions of the position of Pike Township firefighter include, but are not limited to:**

1. Ability to hear, understand and respond correctly to verbal instructions
2. Ability to discriminate colors at a distance
3. Ability to discriminate heat differences
4. Ability to lift, carry, and drag equipment, heavy loads, incapacitated victims
5. Ability to climb ladders and tolerate heights
6. Ability to negotiate stairs while carrying loads
7. Ability to negotiate confined, twisting spaces
8. Ability to tolerate darkness and the confining sensation of a respirator mask on the face

9. Ability to reach, retrieve, and replace equipment from/to places of attachment/storage
10. Ability to manipulate a variety of fittings, equipment, and attachments
11. Ability to make repetitive hoisting, chopping, digging, and push/pull movements with strength sufficient to meet emergency operations needs
12. Ability to perform tasks while burdened with and using a self-contained breathing apparatus
13. Ability to perform strenuous physical tasks for prolonged periods
14. Ability to maintain high levels of physical fitness
15. Ability to read
16. Ability to use basic mathematic skills
17. Ability to use basic English language, spelling, grammar skills
18. Ability to respond appropriately to written instructions
19. Ability to function under stress and time constraints, and complete assignments on time
20. Ability to recall information
21. Ability to write legibly
22. Ability to complete forms, logs, and records
23. Ability to write reports and correspondence
24. Ability to combine details to reach conclusions
25. Ability to express thoughts verbally in a clear, understandable manner
26. Ability to speak clearly and audibly
27. Ability to handle sensitive public contacts with tact
28. Ability to comfort victims
29. Willingness to work in unpleasant, hazardous conditions
30. Ability to maintain positive/professional personal appearance
31. Ability to work as part of a team, contribute a fair share to group effort, live harmoniously with others, and treat all persons with dignity and respect.
32. Ability to follow direction, learn quickly, and accept criticism.
33. Ability to tolerate disgusting sights and smells, work effectively in adverse and/or dangerous conditions, and risk physical illness or injury.
34. Respect for authority, individual differences, and property and ownership of others.
35. Ability to maintain sense of humor and positive outlook.

**NOTE:** This is a brief summary of the position description for Firefighters. A more detailed position description is available for review upon request.

## 2018 SALARY AND BENEFIT INFORMATION

### SALARY:

2018 Base salary scale for:

|                 |           |
|-----------------|-----------|
| Probationary    | 44,231.00 |
| Firefighter I   | 55,426.00 |
| Firefighter II  | 59,170.00 |
| Firefighter III | 65,082.00 |

OTHER PAY: (in addition to the base salary):

|           |                    |
|-----------|--------------------|
| Paramedic | \$4881.00 per year |
| Engineer  | \$3254.00 per year |
| Diver     | \$1627.00 per year |
| EMT       | \$1000.00 per year |

### PAID HOLIDAYS:

For 2018, firefighters have 11 designated holidays, and will receive additional compensation at a rate of \$4.20 per hour worked on designated holidays.

### INSURANCE:

Health insurance including medical, dental, prescription and vision policies; flexible spending account; and \$100,000.00 life insurance are currently provided at a cost of \$16.42 per month for single coverage; \$28.73 per month for employee plus child(ren); \$34.48 per month for employee plus spouse and \$54.18 per month for family coverage.

### VACATION:

|                         |              |
|-------------------------|--------------|
| 1 year of service       | 1 duty day   |
| 2 years of service      | 2 duty days  |
| 3 years of service      | 3 duty days  |
| 4 years of service      | 4 duty days  |
| 5 years of service      | 5 duty days  |
| 6 – 10 years of service | 6 duty days  |
| 11-19 years of service  | 9 duty days  |
| ≥ 20 years of service   | 10 duty days |

### SICK LEAVE:

Sick Leave is earned at a rate of 24 hours (1 duty day) per month and may be used after completing six (6) months of employment.

### LONGEVITY:

Longevity pay is \$325.00 per year beginning in the third year of employment and continuing through the 20<sup>th</sup> year of employment, then an additional \$100 per year for each year thereafter.

#### FITNESS BONUSES:

Personnel maintaining above average levels of physical fitness may earn bonuses up to \$350 during the annual fitness testing.

#### COLLEGE INCENTIVE:

Upon receipt of an official transcript from an accredited institution, incentive pay, ranging from \$200 to \$800, is added to the base salary. The bonus amount is dependent upon accumulated credits/award of a degree obtained.

#### EDUCATIONAL OPPORTUNITIES:

Personnel wishing to pursue educational opportunities directly related to the improvement or expansion of the job capabilities are encouraged to do so, and may receive paid time-off duty and /or financial assistance for the educational opportunity dependent upon the job-relatedness and staffing requirements.

#### RETIREMENT PLAN:

All Pike Township firefighters are members of the Police and Firefighters 1977 Fund of the Indiana Public Retirement System. Firefighters' mandatory 6% contribution is fully paid by Pike Township.

Two deferred compensation (457b) plans are available for voluntary contributions.

Note: Specific details regarding all benefits and the administration of any policies and procedures affecting benefits are contained in department policy and procedure manuals. This information does not imply a contract; benefits may change at any time during employment.