



Volunteer Fire Department
2358 Bradway Road North Pole, Alaska
99705 (907) 488-3400
Geoffrey Coon-Fire Chief

24 Hour Engineer

Application Packet

February 2, 2024

Dear Applicant,

On behalf of the North Star Fire family past and present, I would like to thank you for applying to join our team! We are looking for energetic and enthusiastic men and women to fill our ranks. We are a combination department that values commitment and integrity and believe that the fire service is a calling not just a job. We must have a willingness to serve both the community and ourselves on duty and off. If you are a person of integrity who possesses a strong work ethic, I would appreciate you taking the next step and submitting your application. We believe that our department is on a path to excellence and already has a team of volunteers and paid staff that places us second to none.

If you are looking for a progressive fire department, then you have found your new home at North Star Volunteer Fire Department. Please look over the enclosed materials as well as the information on our website to learn more about us at www.northstarfire.org or check us out on Facebook at *North Star Volunteer Fire Department*. If you have any questions, please feel free to call or stop by. We would love to meet you.

Thank you,

Kevin Harvey
Deputy Fire Chief
North Star Volunteer Fire Department
2358 Bradway Road
North Pole, AK 99705
907-488-3400



Volunteer Fire Department

POSITION DESCRIPTION

JOB TITLE:	24 Hour Engineer / Medic
REPORTS TO:	Shift Officer &/or as directed by Deputy Fire Chief
POSITIONS SUPERVISED:	As directed by 24 Hour Shift Officer
PAY SCALE:	\$59,181 - \$61,547k Annually, depending upon qualifications
BENEFITS:	Paid health care, 401k with match, Paid leave

NARRATIVE:

The position is a non-exempt uniformed line assignment within the Fire Department, supervised by assigned Captain or Lieutenant working a 48/96-hour schedule. Engineers will provide an initial and immediate response to incidents in the North Star Fire Service Area acting as an apparatus operator to secure a water supply or other assigned task. They will assist in the mitigation of an incident and will act as an officer when one is not present. They will also respond to incidents outside the Service Area as defined by department Standard Operating Guidelines and Mutual Aid Agreements. Upon arrival they will perform apparatus operations, rescue, firefighting, Haz-Mat Operational Level response, and emergency medical operations as necessary.

RESPONSIBILITIES:

1. Provides safe initial response of appropriate fire apparatus and initiates emergency incident management.
2. Staff stations as assigned to include station 31, 33, 34, and 35 to provide reduced response times to emergencies and to assist with apparatus & fire station housekeeping, maintenance, & upkeep, etc.
3. Carries out departmental directives.
4. Performs apparatus operations and maintenance.
5. Ensures equipment upkeep and maintenance.
6. Provides feedback and suggestions on improvements to department operations.
7. Assists in providing department training and prevention programs.
8. Ensures and carries out department Safety and Standard Operating Guideline instructions.

FUNCTIONS:

1. Functions under the department's Incident Command system during emergency incident mitigation.
2. Operates and maintains at the Engineer level department apparatus to ensure full mission capability is achieved.
3. Participates as a member of a crew during emergencies including structural fire interior attack, wild land fires, and as minimum EMT I during medical emergencies.
4. Works with Captain and/or Lieutenant to provide regular briefings on the status of the assigned station(s), apparatus, and equipment, as defined by the Deputy Chief.
5. Assists the department's training program, Captains, and Lieutenants in identifying training needs & conducting training for department personnel.
6. Assists the departments various programs / collateral duties as assigned.
7. Ability to work under arduous conditions for a sustained period of time.

MINIMUM QUALIFICATIONS:

1. Two years of active participation, training, and experience as a firefighter
2. Currently operating emergency response apparatus
3. IFSAC or Proboard Certified FFI
4. Current State of Alaska Emergency Medical Technician I or NREMT Basic.
5. Haz-Mat Operations Level Certified
6. NIMS IS-100, IS-200, IS-700 and IS-800 completed.
7. Valid Motor Vehicle Operators license.
8. High School graduate or G.E.D.
9. Able to pass the department's physical agility test, NFPA 1582 physical within 60 days and SCBA FIT testing.
10. This position requires certification to operate all emergency apparatus with-in 6 months of hire.

PREFERRED QUALIFICATIONS:

1. State of Alaska Fire Instructor I.
2. Emergency Medical Technician-II or -III or NREMT-A or NREMT-P
3. IFSAC, ProBoard, or State of Alaska Fire Apparatus Driver Operator and Pump Operator Certification
4. Qualification in a unique skill or field. Some examples are Current Scott Air Pak Field Level Technician; Confined Space / Hi-Angle Rescue / Collapsed Building Operations Level; Vehicle Extrication Specialist, etc. Please describe and provide copies of supporting documentation.
5. Associates Degree, or higher, in Fire Science or related field.

Hiring Process Chronology

*Applications will be accepted between 0800 – 1700
Monday through Friday
at the NSVFD Personnel Office*

or may be mailed to:

*North Star Volunteer Fire Department
Attn: Deputy Chief Harvey
2358 Bradway Road
North Pole, AK 99705*

Note: Include resume' with application

Resume' must include reference contact information

Position Posting:	February 2, 2024
Position Closed:	February 19, 2024
Review of Applications and Eligibility Notification:	February 20, 2024
Written Exam and Physical Ability (First Offering):	February 21-22, 2024
Review of Written Exam and Eligibility Notification:	February 24, 2024
Oral Interviews:	February 26-27, 2024
Applicant Scoring and Ranking:	February 28, 2024
Applicant notification:	February 29, 2024

Please note:

These dates are subject to change to suit departmental needs. Candidates will be notified if the dates should change.

**NORTH STAR VOLUNTEER FIRE DEPARTMENT
PHYSICAL ABILITY TEST**

All Members of the North Star Volunteer Fire Department will be required to complete the following ability test. This is a timed event to evaluate the member's ability to perform physically demanding firefighting activities on the fireground. The member will have ten (10) minutes to complete this test.

The ability test will be performed with the members wearing standard department issue turnout coat, pants, boots, entry approved structural firefighting gloves, entry approved structural firefighting helmet and Scott SCBA. This is a continuous, circuit type evolution. Once the member completes station 1 they immediately go to station 2, then 3, and so on. There are no breaks and no running between stations.

The member will don a Scott SCBA, excluding the face piece. The member will wear all safety equipment including gloves. (The donning of the SCBA will not be timed, and the SCBA face piece will not be worn during this test.) All safety equipment will be in place at the end of testing.

The Proctor will record elapsed time after completing each station and the overall time at the end of the test.

The hotel pack will be carried between every station. The hose is not allowed to touch the ground between stations. When the member touches the hotel pack at Station 1 the timing of the test will begin.

STATION#1 Stair Climb

The member will start at the base of the stairway leading to the Day Room in Bay 1. When ready the candidate will pick up a N.S.V.F.D. hotel pack with the nozzle and gated wye attached, place it on their shoulder, and climb one (1) flight of stairs three (3) times, coming in contact with each stair on the way up and the way down the stairwell. One hand must be in contact with the railing and running is prohibited. When finished the member will move on to Station 2.

TIME ELAPSED: _____

STATION#2 Dummy Drag

The member will place the hotel pack on the pre-marked spot, pick up an approximately 185 lbs. Rescue Dummy and drag it 35 ft. around a cone and back to the starting point. At no time during this station can the dummy or member come in contact with the cone. When finished the member will pick up the hotel pack and walk to Station 3.

TIME ELAPSED: _____

STATION#3 Roof Ventilation Prop

The member will place the hotel pack on the pre-marked spot, pick up a 14-pound sledgehammer, stand on the roof prop and full swing the sledgehammer 20 times onto a pre-marked area. Only full swings will count. Proctor will verbally count out full contact swings. A full swing is defined as the sledgehammer swinging above the member's head at the uppermost part of the swing. Member will return the sledgehammer to the designated area. When finished the member will pick up the hotel pack and walk to Station 4.

TIME ELAPSED: _____

STATION#4 Hose Drag

The member will place the hotel pack on the pre-marked spot, pick up and drag 200' of three-inch (3") hose, 100' in distance. Hose will be arranged in an "accordion" pattern at the start line and all of the hose must clear the finish line. The hose may be dragged in any manner. When finished the member will pick up the hotel pack and walk to the hose tower and Station 5.

TIME ELAPSED: _____

STATION#5 Hose Tower Raise

The member will place the hotel pack on the pre-marked spot, and pull a rope connected to a 50-foot roll of 3" hose, hand-over-hand until it comes in contact with the bottom of the catwalk, and then lower the rope hand-over-hand until the hose is at eye level. Minimum of 5 (five) repetitions will be completed. The candidate will receive one (1) warning if the rope slips through his/her hands, after the second infraction the member must lower the hose to eye level and restart that repetition. When finished the member will pick up the hotel pack and walk to the finish line.

The member's time will be stopped when he/she crosses the finish line. **OVERALL TIME:** _____

APPLICANT NAME: (Print: First and Last) _____

PROCTOR NAME: (Print: First and Last) _____

DATE: _____



Volunteer Fire Department APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Name _____ Date _____

Address _____
Street City State Zip

Telephone number _____ Are you over 18 years old? Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

How did you learn of this opening? _____

Have you worked here before? Yes No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes No

Can you perform these essential functions with or without reasonable accommodation? Yes No

Are there any hours, shifts or days you cannot or will not work? _____

Shift preferred _____ Part-Time _____ Full Time _____

Are you willing to work overtime as required? Yes No

Have you ever been convicted of a felony? Yes No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions:

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School				
College/Univ.				
College/Univ.				
Other Training/Education				

In addition to your work history (next page), what other experiences, skills or qualifications would especially fit you for work with our company?

POSITIONS APPLIED FOR 1. _____ 2. _____ Wage or salary desired? \$ _____ When can you start? _____

WORK HISTORYMay we contact your present employer? Yes No

Most Recent Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application.

I understand that employment at this Company is "at will," which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Company, other than the president has any authority to alter the foregoing.

Date _____ Applicant's Signature _____



Volunteer Fire Department
EMPLOYEE AUTHORIZATION
TO RELEASE REFERENCE INFORMATION

I, _____ hereby authorize _____

to release the following job reference information to prospective employers:

Any information desired by my prospective employer.

OR

Salary history (Starting: _____ Final: _____)

Dates of employment (Hire Date: _____ Term Date: _____)

Positions held (Starting): _____

Final: _____

Duties and responsibilities _____

Reasons for leaving _____

Eligibility for rehire (Yes: _____/No: _____)

Other _____

I have reviewed the above information and understand this is the data that will be released should my references be checked.

Signature: _____ Date: _____

Name: _____

Social Security #: _____

Release Expiration Date: _____