

OTISFIELD FIRE DEPARTMENT

994 State Route 121

Otisfield, ME 04270

Kyle Jordan, Chief
(207) 744-5013

Beth Damon, EMS Chief
(207) 557-8774

We welcome you as an applicant to be a Volunteer (paid-on-call) Firefighter. Your application will be kept on file and considered with others for the position of volunteer firefighter for a period of one year following the date of the application. The Town of Otisfield is committed to the policy that all persons have equal opportunity for employment.

PLEASE TYPE OR PRINT. Please furnish us with complete information. An incomplete application may reduce your opportunity or disqualify your application with the Otisfield Fire Department. You are encouraged to attach any additional information that you believe qualifies you to be a firefighter. Materials submitted in support of an application are normally not returned. Please make a photocopy of this application and submit the original copy for review.

Name (Last, First, Middle):			Other names under which you have attended school or been employed:
Street Address:		City, State & Zip:	
Social Security Number:	Home Phone:	Cell Phone:	Other Phone:
Are you eligible to work in the United States?	☐ Yes ☐ No		
Are you 18 years of age or older?	☐ Yes ☐ No	If NO, what is your current age?	
Have you ever been a member of another Fire Department? If so please list name:	☐ Yes ☐ No	If YES, dates of employment & reason for leaving:	
Do you have a valid driver's license?	☐ Yes ☐ No	If YES, State of issuance, license #, and expiration date:	

EMPLOYMENT

Are you available to respond to calls on weekdays? ☐ Yes ☐ No What days and times?

Are you available to respond to calls on the weekends? ☐ Yes ☐ No What days and times?

Please estimate your availability to respond to calls when not working? ☐ 25% ☐ 50% ☐ 75% ☐ 100%

Twenty-four (24) hours of training are required annually to remain an active "Firefighter". Vehicle checks are performed on the 1st Monday of each month, and training sessions are scheduled on the 3rd Monday of each month. Additional trainings may be scheduled at the discretion of the Chief and/or the Training Officer.

Are you committed to meeting this requirement? ☐ Yes ☐ No (Please read the commitment paragraph on the last page before answering)

Will you perform the duties of station clean-up, lawn care, snow removal, and truck and equipment checks if so assigned?

☐ Yes ☐ No

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SKILLS

Please list technical skills, clerical skills, Firefighting Skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

1.
2.
3.

Work Experience

Please give accurate, complete employment information. List your present or most recent experience FIRST. EVEN IF YOU HAVE SUBMITTED A RESUME YOU MUST COMPLETE THIS SECTION.

Employer's name:		Length of Employment	
Address:		From	
Phone Number:	Supervisor:	To	
Your Title:	Supervisor's Title:		
Principal Responsibilities:			
Reason for Leaving:			

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Address:		From	
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EDUCATIONAL EXPERIENCE

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		☐ Yes ☐ No				
GED:		☐ Yes ☐ No				
Other School:		☐ Yes ☐ No				
College:		☐ Yes ☐ No				
College:		☐ Yes ☐ No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

CONVICTION INFORMATION

Have you ever been convicted of a felony? ☐ Yes ☐ No

If YES, give date and nature of offense(s) and disposition:

READ AND SIGN

I, _____ (print name), authorize investigation of all statements contained in this application as may be necessary to arrive at a decision. I certify that all answers to the above questions are true and understand that any false information required for public safety applicants may be cause for rejection of this application or termination of employment without notice or benefits. Moreover, I hereby release the Otisfield Fire Department, the Town of Otisfield and any agent acting on its behalf from any and all liability of whatsoever reason of requesting such information from any person.

*

Applicant's Signature

Date

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PROCEDURE

The Application Review Committee will review applications periodically for potential new hires, set up interviews, run background checks and make recommendations for hiring to the Fire Chief. The committee shall review each applicant to determine if they will be a good fit for the department and be able to perform the requirements necessary to perform the job as firefighter effectively. Based on the application review, interview and results of the background check, members of the committee will make their recommendation to Chief who will make the final decision to hire the applicant for a 6-month probationary period.

Before the end of the probationary period, the Application committee will meet and review the new hires progress to determine if the new hire will be able to perform the job and meet the requirements. The committee will make a final recommendation to the Chief whether they feel the applicant will be able to effectively perform the job as Firefighter. The Chief will decide whether or not to retain the probationary member as a member of the fire department.

New hire requirements

- Valid driver license
- Pass background check
- Be physically and mentally able to perform the job as firefighter
- Be able to commit annually to a minimum of 40 hours of training, 10 hours of administration duties and able to respond to a minimum of 15 percent of calls in a year (approximately 10 responses)
- New hires will need to be able to complete a probationary period of up to six months. All new hire shall complete the new hire checklist with in the probationary period to become an employee of the fire department.
- New hires will be assigned a mentor who will guide the probationary through the new hire process and orientate the new hire to the fire department.

List of Required Skills and Abilities

- Knowledge of geographic area of the town
- Knowledge of firefighting equipment and its intended use
- Ability to act quickly and calmly in an emergency situation and to determine the proper course of action
- Ability to operate a variety of fire equipment
- Ability to learn to operate a large truck safely (Valid driver's license is a requirement for hire)
- Ability to work under extreme weather conditions and dangerous situations
- Ability to follow and understand oral and written instructions
- Ability to establish and maintain an effective working relationship with the public and other employees
- Ability to wear heavy protective clothing for extended periods of time
- Ability to climb ladders
- Ability to operate power equipment
- Ability to physically and mentally climb to different heights and function in close quarters
- Ability to learn to perform tasks utilizing various types of office equipment
- Knowledge of fire prevention, Otisfield Fire Departments' policies and guidelines and the Town of Otisfield Handbook.

Working Conditions

Employees will operate firefighting equipment including, but not limited to, nozzles, hoses, Self-Contained Breathing Apparatus, power saws and generators. Firefighting emergency operations must be performed in all kinds of weather conditions and exposure hazards. Employees frequently exposed to such hazardous situations as extreme heat, cold, smoke, hazardous chemicals, falling materials, medical emergencies and automobile accidents. The safety of our victims and our firefighters are of the utmost importance. However, the potential for injury and/or death are a potential hazard of the job.

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Physical Demands

SCBA Employees must be physically able to wear for long periods of time the complete set of protective clothing and Self-Contained Breathing Apparatus (if so certified) that consists of 35 to 80 lbs. Frequently lift objects up to 100 lbs or heavier. Perform duties requiring bending, crouching, stooping, climbing and crawling.

Non-SCBA must be physically able to wear for long periods of time the complete set of protective clothing that can consist of up to 35 lbs.. Must be capable of lifting object up to 80 lbs. and perform duties requiring bending, crouching, stooping, climbing, standing for long periods of time and crawling. 1st responders need to assist in lifting and moving patients.

Commitment

Being a firefighter is a commitment of between 50 to 200 hours per year for training, administration and emergency response depending on your skill level. The Otisfield Fire Department has 5 skill levels that require different capabilities, skill sets and training requirements;

1. Firefighter – Support – Basic level of Firefighter. New firefighters with no previous training start here. This skill set requires approximately 50 hrs of training to gain the skill sets identified above to be able to respond to emergencies and perform the support role.
2. Firefighter -Driver/Operator - Requires support training (50hrs) plus an additional 60 hours of training usually over the first two years in order to respond with an emergency vehicle and run pumps for water supply and fire attack for an approximate total of 110 hrs.
3. 1st Responder (EMT- Basic) – Requires State certification of 120 hrs Plus 20 hrs of Driver training for approximately 140 hrs total.
4. Firefighter - Interior (SCBA) – Interior firefighters require a high level of training approximately 120 hours in addition to the 110 hours for support and Driver /Operator training for a total of approximately 230hrs.
5. Firefighter - Officer. Requires mastering all the skills of a firefighter and being able to lead and teach. To be successful as a firefighter it truly takes dedication. If you feel you can fill one or more of these functions as a firefighter please fill out this application and submit to Chief Jordan (207-744-5013).