

FIREFIGHTER TESTING CITY OF QUINCY, ILLINOIS

Applicants must meet the following qualifications:

1. **CITIZENSHIP** - Must be a United States Citizen. If not a resident of Quincy, applicant must agree to move to Adams County with certain restrictions within 6 months after appointment.
2. **EDUCATION** - High School diploma or equivalent is required. Associates Degree is preferred.
3. **AGE** - Not less than 20 1/2 years nor more than 34 years.
4. All applicants must pass the following: physical agility test, written examination, background check, oral interview, psychological and polygraph tests, a physical examination and a drug test. A fact sheet explaining various points about being a firefighter officer are included in this packet.

STARTING SALARY
\$36,380.54
(Current)

Plus subsequent increases and benefits. The City of Quincy is an Equal Opportunity Employer. **Women and minorities are encouraged to apply.**

Applications are available starting **February 17, 2009** at Quincy City Hall, 730 Maine Street, Quincy, Illinois, 62301, 217/228-4545 and at Central Fire Station, 906 Vermont Street, Quincy, Illinois, 217-228-4459 from 8:30 a.m. to 4:30 p.m., Monday through Friday, or on-line at www.quincyl.gov. Applications can be mailed to applicants living 25 miles or more from Quincy. Applications must be returned to the Board of Fire and Police Commission, 730 Maine Street, Suite 123, Quincy, Illinois, 62301, no later than **4:30 p.m. on Friday, March 20, 2009.**

If you have any questions contact the Fire and Police Commission office at 217/228-4545, or e-mail your questions to: fire&policeboard@ci.quincy.il.us.

Testing will be Saturday, April 25, 2009, at 8:00 a.m. Quincy Senior High School, 33rd & Maine Street.

Please return these and only these portions of this packet: Application Form, Equal Employment Opportunity Data sheet, Release Form, Authorization Form, and the Personal History Questionnaire I. It is essential that all forms are signed and notarized where indicated.

BRANCH OF MILITARY SERVICE ENTRY DATE DISCHARGE DATE

SERVICE CONNECTED TRAINING TYPE OF TRAINING CURRENT STATUS

How did you become aware of this position?

Newspaper Ad Magazine Ad City Employee College Placement Office
 Other (Explain) _____

Do you have relatives employed by the City of Quincy: Yes No

If yes, in what position: _____

If yes, what relationship: _____

Are you a former City of Quincy employee: Yes No

If yes, gives dates of employment and position: _____

Are you a current user of illegal drugs: Yes No

Are your driving privileges currently revoked
or suspended in this or any other state: Yes No

Have you ever been convicted of a felony: Yes No

If yes, give date and nature of violation: _____

As an applicant, you agree to and understand the following:

EQUAL EMPLOYMENT OPPORTUNITY DATA

VOLUNTARY SELF-IDENTIFICATION

Social Security No. _____ - _____ - _____ Name _____

Position Applied For _____

The following information is being gathered not for employment decisions but for record keeping in compliance with Federal Laws. Your responses are strictly voluntary and will help in developing and monitoring our Affirmative Action programs. Any information provided will be kept confidential. If you choose not to answer any of these questions, you will not be subject to any adverse treatment. However, if you choose not to "self-identify", we are under Federal regulations required to maintain race, sex and handicap information on the basis of visual observation or personal knowledge. If you do not wish to furnish this information, please initial below.

I do not wish to furnish this information. _____ Initial _____ Date _____

Sex: ()Female ()Male Age: _____ Birth date: _____

Racial/Ethnic Data: Please identify yourself in terms of the following racial/ethnic groups:

() White () Afro American () Asian or Pacific Islander

() American Indian or Alaskan Native

Answer the following questions only if you consider yourself to be handicapped/disabled:

(1) Do you have any limitations due to your disability that may affect your ability to satisfactorily perform the job applied for? _____ Yes _____ No

If yes, please explain: _____

—

(2) Do you know of any special skills, methods or procedures that will qualify you for positions which you might not otherwise be able to do because of your disability/handicap?

_____ Yes _____ No

If yes, please explain: _____

(3) Are there accommodations that would be helpful to you in performing the job for which you are applying (e.g., special equipment or changes in the physical layout of the job)?

_____ Yes _____ No

If yes, please explain: _____

Answer the following questions if you are a Veteran:

Did you serve on active duty more than 180 days and part of which was between August 5, 1964 and May 7, 1975 and were you discharged or released with other than a dishonorable discharge?

_____ Yes _____ No

Signature _____ Date _____

**BOARD OF FIRE AND POLICE COMMISSION
QUINCY FIRE DEPARTMENT**

AUTHORIZATION TO OBTAIN PERSONAL INFORMATION

I authorize and empower the City of Quincy's Board of Fire and Police Commission, any consumer reporting agency, or other outside service company engaged by said Board for this purpose, now or subsequently to obtain, prepare, use and/or furnish any of the following information including, but not limited to:

- 1) Any information concerning my current and former employment;**
- 2) Any information concerning arrests and police reports/contacts on me from any law enforcement agency;**
- 3) Any information regarding my education, credit, general reputation, health, personal characteristics and mode of living through correspondence or personal interviews with neighbors, friends or associates or others with whom I am acquainted or who may have knowledge concerning any of the above matters.**

Upon written request, I understand that said Board will provide me with information regarding the nature and scope of the investigation if one is made.

Signature of Applicant

Printed Name of Applicant

Date

**BOARD OF FIRE AND POLICE COMMISSION
QUINCY FIRE DEPARTMENT**

PHYSICAL AGILITY TEST

RELEASE OF ALL LIABILITIES

The undersigned for and in consideration of the review of their application for employment as a firefighter or police officer with possible employment to result therefrom hereby releases, remise and discharges the City of Quincy, a municipal corporation, its officers, servants, agents and employees of and from any and all claims, demands and liabilities to me and on account of any injuries, losses and damages, to my person shall have been caused, or may at anytime arise as the result of a certain fire and/or police examination agility test conducted by the Board of Fire and Police Commission of said City of Quincy the intention hereof being to completely, absolutely and finally release said City of Quincy and its officers, servants, agents and employees of and from any and all liability arising wholly or partially from the cause aforesaid.

Dated at _____, this _____ day of _____, 20____.
(City) (State)

Signature of Applicant

Printed Name of Applicant

BOARD OF FIRE AND POLICE COMMISSION
CITY OF QUINCY
PROBATIONARY FIREFIGHTER
FACT SHEET

Below is a list of the various points you should know about being a firefighter in Quincy, Illinois. Please read these carefully so there will no misunderstanding of what you can expect and what will be expected of you. Be sure you and your family want you to be a firefighter.

BENEFITS

1. Starting Salary: \$36,380.54
2. Hospital Insurance: Provided for each firefighter after six (6) months of employment with dependents covered for 50% of the cost.
3. Education Incentive: Provided for college level education achievement in the fire science field.
4. Sick Day Benefit: Up to 21 days per year paid sick leave to a maximum of 90 days accrued. Excess unused sick leave over 90 days is purchased by the City at 100% of value.
5. Vacation: Up to 7 work days (21 calendar days) after the first year of continuous service with increase up to 12 work days (36 calendar days) after completing 20 years of continuous service plus 48 hours personal time after one year continuous service.
6. Opportunity for Advancement.

WORKING CONDITIONS

1. Hours of Work: The Fire Department is never closed. It works 24 hours a day, 7 days a week. Individuals are assigned to work an average of 56-hour week on one of three shifts. A shift runs from 7:00 a.m. one day to 7:00 a.m. the next day. You then have 48 hours off.
2. Uniforms: Firefighters are required to wear uniforms. The department will purchase and maintain uniforms.
3. Hair Styles/Beards: Department rules prohibit hairstyles that are unsafe or interfere with the performance of a firefighter's duties. Beards of any type are not allowed.
4. Probationary Period: Each new firefighter is on probation for 12 months before becoming a permanent member of the department. During this period, anyone, who in the judgment of the Board, does not prove to be qualified to be a firefighter will be dismissed.

ESSENTIAL QUALIFICATIONS AND JOB FUNCTIONS

1. Education: A high school diploma or equivalent certificate is required.
2. Citizenship: You must be a United States citizen. If appointed and you do not live within one of the following Townships: Ellington, Melrose, Quincy, Riverside, Ursa, Mendon, Honey

Creek, Camp Point, Columbus, Gilmer, Burton, Liberty, Richfield, Payson or Fall Creek you are required to do so within six (6) months after appointment to the Quincy Fire Department.

3. Age: All applicants shall not be less than 20 ½ years of age, nor more than 34 years of age. However, no person shall commence service until they are at least 21 years of age.

4. Duties and Responsibilities: As a Quincy firefighter you will have many duties, responsibilities and tasks and there are many essential job functions that you must be able to perform. A copy of the Quincy Fire Department job description has been included here. During oral interviews or other tests, you may be asked to demonstrate to the Board your ability to perform the essential functions of the firefighter position.

5. EMS: Persons appointed to the department must obtain an EMT-B license from the Illinois Department of Public Health within their 12-month probationary period. This EMS licenses must be maintained during your employment with the Quincy Fire Department. The department will pay for this training and the employee's salary will continue while attending training.

6. Firefighter II Certification: Persons appointed to the department must successfully complete a 7-week Firefighter II basic course within the first 12 months of appointment, and pass the Illinois State Fire Marshal's Firefighter II certification test. The department will pay for this training and the employee's salary will continue while attending this training.

HIRING PROCEDURE

The hiring procedure is long and difficult and the time involved will vary depending upon the outcome of tests and the availability of testing facilities. Although the procedure is arduous, it can be a rewarding position for those who pass all the tests.

If you meet all the above qualifications, can perform all of the essential functions for the job, and you want to make a career in the fire service, you should proceed as follows:

1. Carefully read the application form, the job qualifications and essential functions of the job. Also, read the Physical Agility Test Release of Liability form and the Authorization for Release of Personal Information form.

2. Fill out the application in your own handwriting. When filling out the application, please be sure that all addresses are complete and correct, including the zip code.

3. Sign and date the Agility Test Release of All Liabilities form and the Authorization for Release of Personal Information form. If you have any doubt as to your medical condition regarding your ability to take this test, we strongly suggest you consult with your physician.

4. After the application has been completed and accurately filled out, it must be **notarized by a Notary Public**, often found at your local bank, before it is returned.

5. Return the notarized application, Equal Employment Opportunity Data sheet, Agility Test Release form, Authorization and the Personal History Questionnaire I along with your service discharge and college certificate or transcript, if applicable, to the Board of Fire and Police Commission Office, 730 Maine Street, Quincy, Illinois 62301.

Please Note: All of the requested information must be included with your application before it will be considered.

6. Applicants who are not properly qualified will be notified by the Board.

ORDER OF AND EXPLANATION OF TESTING

A. Step I

1. **Written Test(s):** Written testing will be done on the date indicated on the front sheet of this packet.

2. **Physical Agility Test:** Physical agility testing will be done on the same date as the written testing. Individuals completing the agility test within specified time limits will be awarded bonus points.

Explanations of the physical agility tests as well as the bonus points are included in this application packet.

3. **Oral Interview:** An oral interview for applicants who pass the written and physical agility tests will be scheduled as soon as the results of the agility and written tests are available.

B. Step II

1. **Eligibility List:** Applicants who pass all Step I testing will have their names placed on an eligibility list in the order of their relative excellence as determined by the testing.

2. **Initial Background Examination:** Applicants who pass the written test, physical agility test, and the oral interview will have been required to sign an "Authorization" that allows the Board to inquire into and applicant's background, to include, but not be limited to, current and former employment history, personal and business references, education, credit history, general reputation, family and neighborhood interviews, and other matters that establish the candidate's mode of living. This investigation will be conducted by the Quincy Police Department, at the discretion of the Board. The Chief of Police will be responsible for conducting the inquiry and providing the results to the Board.

3. **Conditional Offer of Employment:** When an opening is available on the Fire Department as determined by the Fire Chief, the Board will provide a conditional offer of employment to one of the top three candidates on the eligibility list for each opening available. This offer of employment will be conditional on the candidate successfully completing the final tests in Step III.

C. Step III

An applicant who has received a conditional offer of employment must pass all the testing remaining in Step III. The order in which these tests are given may vary, but generally will be in the following order unless given simultaneously. An applicant who fails any of these tests will not be eligible for further testing.

1. **Psychological Test:** Applicants will be given a psychological exam to determine their fitness for duty.

2. Polygraph Test: Applicants will be given a polygraph test to determine their fitness for duty.

3. Medical Exam and Drug Screen Test: Applicants will be given a medical examination and drug screen testing to determine their fitness for duty.

4. Final Oral Interview: The Board reserves the right to conduct a final interview of the candidate to determine his/her desire or fitness to be a Quincy Firefighter.

Applicants who are not properly qualified will be notified by the Board at whatever phase of testing they become unqualified.

D. Quincy Fire Pension Fund

Entry into the Quincy Fire Pension Fund is not required, nor is it automatic. Newly appointed firefighters must make application for entry into the pension fund through the Pension Board and may be required to furnish additional medical information. The Fire Pension Fund and its Board are entirely separate from the Board of Fire and Police Commission.

QUINCY FIRE DEPARTMENT
INSTRUCTIONS FOR PHYSICAL AGILITY TEST

The following physical agility test will be administered in conjunction with the overall testing process required for consideration for employment with the Quincy Fire Department. This instruction packet will provide an overview of the seven timed events you must complete as well as the two untimed events. **All events must be completed in order to continue in the employment process.**

In reporting for the process, you should wear clothing comfortable for strenuous physical activity. It is recommended that long pants be worn because crawling will be required in the process. Shoes should be worn to give you the best traction possible. Do not wear jewelry.

Upon arriving for your test you will be escorted to the test area. You should select the fire coat, helmet, and gloves that best fit you. Do not expect a perfect fit. Some of you will fall between sizes and the approximate size will be adequate. Be sure to tighten the chin strap of the helmet. An evaluator will then assist you in putting on the Self Contained Breathing Apparatus. You will be assisted with removing your gear as soon as you finish.

TIMED EVENTS

Note: Events 3 through 7 may not be in the same order as listed.

1. **EXTENSION LADDER RAISE:**

Once outfitted and told to do so, take your position in front of the fixed 35' extension ladder. When you are given a command to start, begin raising the fly section in the ladder by using a hand over hand method. Continue raising the fly section until the fly sections stops. The ladder is now considered to be in the fully extended position. Begin lowering the fly section with the hand over hand method until the fly section is returned to the starting position. Allowing the rope to slip through your hands at any time is an unsafe practice and unacceptable. This will require you to redo this event.

The evaluator will let you know when you have successfully completed this event.

2. **FIRE HYDRANT:**

You must perform eight complete revolutions of the hydrant valve stem (80 foot lbs.) while remaining within the boundary markers. You will not receive credit for a revolution if any portion of the boundary markers are broken.

The evaluator will let you know when you have successfully completed this event.

3. **2 1/2 HOSE AND NOZZLE PULL:**

This event consist of a 2 1/2" fire nozzle, which is attached to a 150' of fire hose. You must carry the nozzle and drag the fire hose 150' in the manner demonstrated and complete the pull without stopping, or you will be disqualified.

The evaluator will let you know when you have successfully completed this event.

4. **SIMULATED ROOF VENTILATION:**

You must stand or kneel on the sloped roof ventilation prop and strike a pad 50 times with a 10 lb. sledge hammer. The only acceptable method is to bring the sledge hammer to shoulder height and strike the pad with a forceful overhand blow. The evaluator will count the blows and will tell you if the blows do not qualify.

The evaluator will let you know when you have successfully completed this event.

5. **STRAIGHT LADDER LIFT AND PLACEMENT**

You will lift a 14' straight ladder from one set of hooks and replace it in the second set of hooks as demonstrated. The tape on the ladder must line up with the hooks and the beam of the ladder must lie flat in the hooks.

The evaluator will let you know when you have successfully completed this event.

6. **ATTIC CRAWL:**

Enter the simulated attic rafter prop at one end and stay low as you crawl, remember you have an air tank on your back. You must crawl to the other end of the attic prop, turn and crawl back to exit at the same end you entered. You must not exit the attic prop at the turn, this will require you to start over. Putting your hands or feet on the ground to support your weight is not acceptable and will require you to start over before moving to the next event.

The evaluator will let you know when you have successfully completed this event.

7. **MANNEQUIN DRAG:**

Upon reaching the 120 lb. mannequin, grasp the mannequin around the chest from behind and begin walking backwards until the mannequin completely crosses the finish line 100 feet away.

The evaluator will let you know when you have successfully completed this event.

UNTIMED EVENTS

1. AERIAL LADDER CLIMB:

You must successfully climb an aerial ladder unsupported. The aerial ladder will be raised to an approximate height of 60' and at a 75 degree angle. You must climb the ladder and touch the top rung and then climb down the ladder unassisted. You must use the proper climbing techniques as you were instructed.

2. SCBA ESCAPE DRILL:

You will be wearing bunker coat, helmet and a Self Contained Breathing Apparatus (SCBA). You must be able to find your way out of a standard size room with the SCBA face piece covered using the methods demonstrated.

QUINCY FIRE AND POLICE COMMISSION

AGILITY TEST BONUS POINTS

The final phase of the agility test is not timed-limited, but candidates who complete the various parts of the test within seven (7) minutes will be awarded bonus points as follows:

<u>TIME</u>	<u>BONUS POINTS</u>
6:31 - 7:00	1
6:01 - 6:30	2
5:31 - 6:00	3
5:01 - 5:30	6
4:31 - 5:00	8
4:00 - 4:30	10

The bonus points will be calculated at 10% and that 10% will be added to the total score. This total score that includes the 10% bonus points will be used to determine which candidates go on to the oral interview phase.

CONFIDENTIAL

**Board of Fire and Police Commission
Quincy Fire Department
Applicant Background Investigation**

PERSONAL HISTORY QUESTIONNAIRE I

INSTRUCTIONS:

Read every question carefully. Answer every question. If the question does not pertain to you, indicate so by marking "D.N.A." within the appropriate space.

You may be rejected if you have intentionally made a false statement of a material fact, omitted information, or practiced or attempted to practice, any deception or fraud in your Personal History Questionnaire.

All entries, except the signature must be typed or printed legibly in black or blue ink.

If the space available for answering any question in this form is insufficient, use the continuation sheet provided. Signify which statement you are answering by number.

**(06-29-92)
FPC 007**

17. Are you living with your spouse? ()Yes ()No

If not, explain _____

18. Give the following information regarding marriage(s):

Date	Where	Wife's Maiden Name

19. If a marriage to which you were a party was ever dissolved, complete the following:

Date of Divorce/Annulment	Explain	To Whom Was Action Granted

20. Are you paying alimony? ()Yes ()No

21. If you had a previous marriage(s), list the name(s) and addresses of your former spouse(s).

22. List below every child born to you, adopted by you and stepchildren.

Name	Date of Birth	Place of Birth	Where and with Whom does child live

23. Have you ever been named as the natural father in a paternity proceeding?

()Yes ()No

If yes, explain _____

24. Are you paying child support? ()Yes ()No

Explain _____

EDUCATION

25. Provide information on all schools you have attended. Start with high school through college.

Name of School	Address (street, city, state)	Attended From To	Did you graduate	Degree*

26. Provide information on any correspondence, trade or military schools you have attended.

Name of School	Address (City & State)	Year Last Attended	Specialization	Degree*

*Attach copies of all degrees/certificates.

27. List any professional licenses* or certificates* you hold or have held.

*Attach copies of licenses and/or certificates

DRIVING HISTORY

28. Can you operate an automobile? ()Yes ()No

29. Do you possess a valid Illinois driver's license?

()Yes ()No Driver's License _____

30. Has your license ever been suspended or revoked? ()Yes ()No

If yes, explain _____

31. Have you ever held a driver's license in another state? ()Yes ()No

If yes, list the state(s) and dates you held the license.

32. Have you ever had your license suspended or revoked in another state? ()Yes ()No

If yes, explain _____

33. List your addresses for the last ten (10) years starting with the present.

From	To	Address	City and State

(Continued on following page)

From	To	Address	City and State

MILITARY SERVICE

34. Have you ever served in any military organization of the United States? ()Yes ()No

If yes, specify branch _____

35. What is your service serial number? _____

36. Are you now a member of a U.S. Reserve or National Guard Unit? ()Yes ()No

37. What was/is the highest rank you ever held? _____

38. What was your rank at discharge? _____

39. List period(s) of active service.

From (Date)	To (Date)

40. Have you ever received any notice to report for active duty in the Armed Forces in the past six (6) months? ()Yes ()No

If yes, please explain _____

41. List any disciplinary action taken against you while a member of any branch of military services.

Date	Infraction	Discipline

CRIMINAL HISTORY

42. Have you ever been convicted of a crime other than a petty offense? ()Yes ()No
If yes, give details below.

Date Arrested	City/State	Charge	Disposition

43. Have you ever been placed on probation? ()Yes ()No
If yes, give details below.

Date on Probation	City/State	Charge	Probation Officer's Name

44. Have you ever been required to pay a fine in excess of \$25.00? ()Yes ()No

If yes, explain _____

45. Have you ever been fingerprinted by a police agency other than for an arrest?

()Yes ()No

If yes, please explain _____

46. List all traffic citations you have received.

City/State	Approximate Date	Nature of Violation	Disposition of Case

47. Are there any warrants or charges now pending against you in any court? ()Yes ()No

If yes, explain _____

EMPLOYMENT HISTORY

48. List all jobs you have had in the last fifteen (15) years. Put your current or most recent job first. Include military service in proper time sequence and all temporary or part-time jobs.

Employer _____	From _____	TO _____
Street _____	City _____	State _____
Phone _____	Name of Supervisor _____	
Your Title/Duties _____		

Reason for leaving (be exact) _____		

Employer _____ **From** _____ **TO** _____

Street _____ **City** _____ **State** _____

Phone _____ **Name of Supervisor** _____

Your Title/Duties _____

Reason for leaving (be exact) _____

Employer _____ **From** _____ **TO** _____

Street _____ **City** _____ **State** _____

Phone _____ **Name of Supervisor** _____

Your Title/Duties _____

Reason for leaving (be exact) _____

Employer _____ **From** _____ **TO** _____

Street _____ **City** _____ **State** _____

Phone _____ **Name of Supervisor** _____

Your Title/Duties _____

Reason for leaving (be exact) _____

49. Have you ever submitted an application for appointment to another fire department?

()Yes ()No

If yes, please explain _____

50. Have you ever been discharge or forced to resign because of misconduct or unsatisfactory service or while under investigation?

()Yes ()No

If yes, explain _____

51. Are you now or have you ever been engaged in any business as an owner, partner or corporate member? ()Yes ()No

If yes, please explain _____

CREDIT HISTORY

52. List three (3) commercial or business credit references (include bank or charge accounts, or firms you have borrowed money from for any purpose).

Name and Address of Firm	Type of Business	Amount	Approximate Date Opened Closed
		\$	
		\$	
		\$	
		\$	

53. Have you ever been sued? ()Yes ()No

If yes, give details _____

54. List any outstanding debts and list amounts and whether in arrears.

Amount of Original Debt	Amount Now Owed	In Arrears Yes / No	To Whom Debt Owed Name Address
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		

55. Have you ever filed for bankruptcy? ()Yes ()No

If yes, please explain _____

REFERENCES

56. Fill in below the names of three (3) adults not related to you, and not former employers, who have known you for a period, preferably more than five (5) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities.

Name	Address	Home Phone	Business Phone

57. Have you ever, by word of mouth or in writing, advocated or advised that the government of the United States of America, or any state or political subdivision thereof, should be overthrown by force, violence or any other illegal means?

()Yes ()No

58. Do you have knowledge of any fact or circumstances whether mentioned or not, in response to the preceding questions, that might tend to disqualify you from the position sought?

Yes No

If yes, explain fully _____

Signature in full

Date

Quincy Fire Department
Job Description
Firefighter

NATURE OF WORK:

This is public safety work providing protection of life and property by combating, extinguishing, and preventing fires; providing Emergency Medical Services, specialized services in Rescue, Haz-Mat, Aircraft Rescue Firefighting (ARFF), Water Response, Public Education and Fire Prevention Programs. Work includes the performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped surroundings. Employees will be assigned to fire prevention inspection duty for the purpose of detecting fire hazards and recommending appropriate corrective measures. A large part of the time is spent in training both classroom and drill and in the performance of routine work in the maintenance of firefighting equipment, apparatus, and quarters.

SUPERVISION RECEIVED

Work is performed under general supervision in accordance with departmental policies, rules and regulations, and is reviewed through inspections, records prepared and maintained, discussions on work problems, and through the observation of results obtained.

SPECIFIC FUNCTIONS AND RESPONSIBILITIES

Responds to fire alarms and other types of emergencies; lays and connects hose and hose nozzles; directs water streams; uses chemical extinguishers, lines, ropes, aerial ladders and other related equipment.

Ventilates buildings by means of proper and approved methods.

Raises, lowers, and climbs ladders.

Proficient in the use, operation, and care of self-contained breathing apparatus.

Removes persons from danger; recovers bodies.

Performs salvage and overhaul operations.

Proficient in the use, operation and care of the Rescue vehicle and its related extrication equipment.

Provides Emergency Medical Services within the scope of training received.

Completes and maintains Fire Department records and reports as required.

Cleans, waxes, and performs preventative maintenance on fire apparatus and equipment.

Performs maintenance on fire fighting equipment and facilities; may perform semi-skilled work on complex fire fighting equipment and apparatus as directed.

Drills and studies fire fighting and fire prevention principles and practices, equipment operations, and maintenance and attends training sessions held at station houses and elsewhere as directed.

Participates in inspections of buildings for fire and life safety hazards and general compliance with the city fire prevention codes; prepares a checklist of the inspections noting and recording other types of hazards; draws layout sketches of buildings for pre-fire planning; carries on continuous fire prevention activities.

Participates in the inspection and minor maintenance of fire hydrants and standpipe systems.

May give testimony in court involving arson cases, or otherwise when subpoenaed.

Participates in public information programs such as demonstrations and safety lectures for schools, organizations, etc.

Maintains department property; does routine housekeeping duties at fire station, including but not limited to, mowing grass, making beds, cleaning windows and floors.

Performs related work and other duties as required.

SPECIAL FUNCTIONS

At the discretion of the Shift Commander a firefighter may perform duties as an apparatus engineer. These are additional duties and do not preclude his specific functions and responsibilities as a firefighter.

WORK INVOLVES

Driving a fire engine, ladder truck, or rescue unit and other auxiliary vehicles to and from incidents, inspections, drills, etc.

Operates pumps, aerial ladders, and auxiliary apparatus; maintains and checks motorized and related equipment and performs radio check; submits daily reports regarding operational status of equipment.

Checks assigned equipment for proper servicing; checks valves for proper positioning and batteries for service and charge; checks tools for color code and location.

Responsible for maintaining and reporting vehicle inventory.

Spots pumpers and makes hose connections.

In the event of fires or incidents at which pumps or aerial ladders are not used, the assigned fire engineer assumes all the duties of a firefighter.

DESIGNATED LIEUTENANT

At the completion of 3 years of service he may serve as Designated Lieutenant at the discretion of the Shift Commander. In such cases, the firefighter is responsible for the supervision of the assigned fire company personnel and its equipment at an incident scene until relieved of command of the engine company by an officer of superior rank, the maintenance and order at the fire station, and the training and inspection programs assigned during his time as a Designated Lieutenant.

AUTHORITY BY CHAIN OF COMMAND

A firefighter shall be under the immediate control of his assigned company officer.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS

Knowledge of firefighting and rescue techniques, methods and practices.

Knowledge of City geography, street names and numbers.

Knowledge of the operation, use and maintenance of firefighting and rescue equipment and apparatus.

Knowledge of physical, chemical, and related characteristics of a wide variety of flammable, explosive, and toxic materials.

Knowledge of Fire Department Rules & Regulations, Policies & Procedures and other laws, codes and ordinances applicable to the Fire Department.

Shall have the responsibility to complete duty assignments safely without accidents or injuries.

Shall demonstrate the willingness to perform additional duties, assignments and responsibilities beyond normal job requirements.

Shall refer all official matters relating to the Department to or through his supervisor.

Shall be responsible for his scheduled duty hours as set by Department rules, policies, or procedures.

Ability to understand and follow oral and written instructions, and to work long hours under discipline.

Ability to learn a variety of fire fighting duties and methods within a reasonable period of time.

Ability to work in closed or cramped spaces.

Ability to climb ladders and work at considerable heights.

Ability to think and act quickly in emergency situations.

Ability to learn and apply advanced emergency medical care.

Ability to maintain an effective working relationship with other employees and the public.

Ability to operate at maximum efficiency consistent with safety standards; to know and practice the mechanical limitation of equipment.

Ability to operate heavy automotive equipment.

Ability to judge accurately the speed and distance of approaching vehicles.

Ability to perform preventative maintenance on fire engines and equipment.

Ability to obtain and maintain a valid Class "B" Illinois Drivers License.

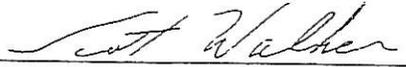
Ability and strength to perform arduous tasks under adverse conditions.

SPECIAL REQUIREMENTS

Must meet all requirements of the Quincy Board of Fire and Police Commission.

Probationary firefighters shall be required to become certified as a Firefighter II and EMT/D during their probationary period. Exception - availability of proper school during Probationary Period.) Firefighters hired after April 21, 1998, must be EMT/D certified and must maintain at least this level of certification or higher during his/her career with the Quincy Fire Department.

Nothing in this section shall be construed as limiting the authority of the Fire Chief, and/or a Superior Officer from assigning such functions or responsibilities as are necessary to establish and maintain maximum departmental efficiency and effectiveness.



Scott Walker
Fire Chief

6/19/01