

Danville Fire Department

Application Packet



Division Chief of Training

Applicant# _____

Danville Fire Department

Application Packet Instructions

1. Completely fill out and attach all requested copies to the packet.
The following copies must be attached to the application packet:
 - Indiana Driver's License
 - Birth Certificate
 - High School Diploma or GED
 - Form DD-214 if in previous military service
 - All certifications or course completion certificates
 - Criminal Background report from the Indiana State Police
 - Resume
2. Return the completed application packet to the Danville Fire Department Administration Building Office of the Assistant Fire Chief located at 77 North Kentucky Street in Danville. Return the packet to a Danville Fire Department prior to Monday, February 12, 2018 at 4:00 p.m.

Danville Fire Department

Minimum Applicant Requirements

1. All applicants must have a High School Diploma or a GED at the time of application.
2. The applicant must have a valid Indiana Driver's License in good standing.
3. The applicant must be a citizen of the United States at the time of application.
4. Attach a copy of certifications to their application packet.
5. The applicant must meet the certification requirement specified in the Division Chief of Training Job Description.
6. The applicant must obtain a criminal background report from the Indiana State Police and attach it to the returned application packet.
7. Obtain an application packet, completely fill it out, and return it before the designated time. An incomplete application will not be considered.
8. Successfully complete the following hiring procedure:
 1. Return the completed application packet.
 2. Complete the oral interview.

If the applicant does not meet any of the above or below requirements, then the applicant will not be eligible for employment with the Danville Fire Department.

Application Procedure

1. Obtain an application. Contact Assistant Chief Rob Roberts at (317) 745-4180 ext.9002 or via e-mail at rroberts@danvillefire.org with any questions about the application or the hiring process.
2. Complete and return the application to the Danville Fire Department Administration Building located at 77 North Kentucky Street in Danville prior to Monday, February 12, 2018 at 4:00 p.m.
3. The oral interviews will be at Danville Fire Station 92 located at 50 Twin Bridges Road in Danville. Each applicant will be contacted and given a scheduled time.
4. An offer of employment will be extended to the applicant selected by the Chief of the Department.

Danville Fire Department

The following list of directives represents some of the conduct and standards for all members of the Danville Fire Department. The following statement below is the basis for the Danville Fire Department rules of conduct.

Members of the Danville Fire Department are expected to operate in a highly self-disciplined manner and conduct themselves in a positive, productive, and mature manner. Failure to do so may result in disciplinary action ranging from counseling up to and including dismissal.

All members shall:

1. Follow the Policies and Procedures set forth by the Danville Fire Department.
2. Use their knowledge and skills to protect and serve the community.
3. Maintain competency in all skills associated with their position on the department.
4. All full time personnel will maintain current Firefighter and EMS certifications with the State of Indiana.
5. Always conduct themselves in a positive manner when representing the Danville Fire Department.
6. Maintain their physical fitness.
7. Obey all Federal, State, and Local laws.
8. Perform all duties as assigned by Administrators of the Danville Fire Department.

All members shall not:

1. Engage in any activity that is detrimental to the Danville Fire Department.
2. Engage in a conflict of interest to the Danville Fire Department or use their position with the department for personal gain or influence.
3. Be impaired by alcohol or prescription drugs while on duty or involved in any Danville Fire Department activity.
4. Use illegal drugs at any time.

Danville Fire Department

Division Chief of Training Job Description

Summary

Provides direction, control, planning, and training of fire suppression and special operations for the Danville Fire Department. The Division Chief of Training position will encompass activities on the emergency scene and in the fire station setting. This individual must possess skills in management of the emergency scene and personnel, fire suppression, and firefighter training.

Essential Duties and Responsibilities

These duties are a guideline for this position, other duties may be assigned: While in the position of Division Chief of Training you will be expected to perform and or direct the following operations. Act as the incident commander coordinating and supervising the field operations of emergency incidents ensuring that appropriate actions are taken to stabilize the incident. Maintain records of personnel, assign work, coordinate fire training, and evaluate subordinate personnel. Inspect fire stations, equipment, personnel, and records of assigned personnel to insure the efficiency and enforcement of departmental rules, regulations, policies, and procedures. Oversee personnel and will have a Captain and a Lieutenant reporting to him/her. Develop, recommend, and implement updated standard operation guidelines, short and long term goals, and objectives to maintain and/or improve fire related operations. Attend meetings, classes, and other off duty functions as needed.

Supervisory Responsibilities

The Division Chief of Training will supervise the Lieutenant and Captain of his/her shift and all firefighters in regards to training of fire suppression and special operations. This position may require supervision of one person or possibly a large group depending on the situation. The Division Chief of Training will maintain all records and scheduling involving fire training. The Division Chief of Training must be a positive link in the communication chain between all personnel and officers that provides a positive environment encouraging the input of personnel, understands, explains, and supports the Danville Fire Department's policies and procedures. The Division Chief of Training must thoroughly and accurately relay input and information in both directions of the chain of command. The Division Chief Training reports directly to the Assistant Chief and serves at the discretion of the Chief of the Department.

Qualifications

To perform this job successfully, an individual must be in good physical shape, have good people skills, and a good work ethic. Positive communication skills are very important in this position. This person must be able to work in all conditions and in rapidly changing environments.

To hold the position of Division Chief of Training with the Danville Fire Department you must have a minimum of the following qualifications:

- Must have the ability to direct, coordinate, and/or manage complex operations, analyze problems quickly and take action under stress.
- Must be able to read a wide range of technical literature, write and edit materials for multiple purposes.
- Must be able to handle complex public and Department contracts, deliver lectures, and apply basic mathematical concepts.
- Must be skilled in EMS and firefighting concepts, in the use of a two-way radio, and in application of business management principles.
- Throughout performance of the job, must show attention to detail, emotional stability, personal integrity, good physical condition, creativity, and self-motivation.

Education and/or Experience

To hold the position of Division Chief of Training with the Danville Fire Department you must have a minimum of the following qualifications:

1. Must have leadership experience in the fire service
2. Must hold State of Indiana Fire Officer I certification
3. Must hold State of Indiana Safety Officer certification
4. Must hold State of Indiana Instructor II/III certification
5. Must hold State of Indiana Hazardous Materials Operations certification
6. Must hold State of Indiana EMS certification

Language Skills

Must be able to communicate with good written and oral skills in a group setting.

Mathematical Skills

Must be able to complete basic mathematical equations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job as long as those accommodations do not interfere with emergency operations or endanger the lives of civilians or firefighters. This job is extremely physical at times. Some of the tasks involve pulling and moving heavy objects, lifting and moving heavy objects, climbing to high locations via ladders, overhead work, under grade work, standing or sitting in the same location for an extended period of time, quick movements, and many other possible situations. Also, the ability to step, crouch, kneel, stretch, and perform other type maneuvers frequently is a must.

Work Environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as those accommodations would not interfere with emergency operations or endanger the lives of civilians or firefighters. The work environment is ever changing; it can go from day to night, extreme cold to extreme hot. Work in these environments can last for several hours, or even days. The chance of working in high locations, water, snow, severe weather, wind, mud, sand, wooded areas is a great possibility. Going from a sound sleep to immediate response and work is common place in this position. Exposure to fire products, electric hazards, explosion hazards, moving parts, loud noise, communicable disease, etc. are also possible.

Danville Fire Department

Authorization to Release Information

I hereby authorize and request all persons, to whom this request (original and reproduction) is presented, having personal information concerning me, to be viewed only by duly appointed employees of the Town of Danville.

I am aware that this information may be of a personal nature and may otherwise be protected from disclosure by my constitutional, statutory, or common law privileges. I hereby expressly waive all privileges, which may attach to such communication or disclosure and release all persons, firms, and corporations from all claims, of any nature, because of said communication or disclosure.

Information to be disclosed:

Personal History
Educational Records
Employment Records
Military Service Records
Criminal History

All records obtained shall become a permanent part of my confidential personal file, which will be maintained at the Administrative Offices of the Danville Fire Department. As a matter of policy all will remain confidential, except for release to specific individuals directly involved in the processing of my application.

Signature of Applicant Authorizing Release

Date

Division Chief of Training

Applicant# _____

DANVILLE FIRE DEPARTMENT

Applicant Information



APPLICANT INFORMATION			
Last Name	First	M.I.	App. #
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Drivers' License No.	
Position Applied for			
Do you have a fear of confined spaces?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you fear heights or darkness? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked in the fire service?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, where?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

Division Chief of Training

Applicant# _____

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

Division Chief of Training

Applicant# _____