



Rock Community Fire Protection District

Full Time Inspector Application

Effective Date: August 24, 2020



Rock Community Fire Protection District

Dear Applicant:

Thank you for your interest in becoming a member of the Rock Community Fire Protection District family.

Before submitting an application, carefully read through the enclosed packet paying particular attention to the description and explanation of the minimum qualifications, job classification, selection process, physical ability information and medical evaluations.

Prior to returning your application to the District, please ensure that all requirements are met. All requested information is to be legible, complete, and returned with your application.

Also included, is a summary of information pertaining to the Rock Community Fire Protection District and applicable employee benefits. You may retain the information for reference.

Rock Community Fire Protection District is an Equal Opportunity Employer.

Sincerely,

Jeffrey L. Broombaugh
Fire Chief



Rock Community Fire Protection District

Full Time Inspector Summary of Duties and Responsibilities

Under the immediate supervision of the Fire Marshal, members in this classification are responsible for:

- 1) Perform inspections – Existing residential
- 2) Perform inspections – Existing commercial
- 3) Perform inspections – Change of occupancy
- 4) Assist Fire Marshal with fire investigation
- 5) Assist the Fire Marshal with covering the front desk during absence of Administrative Assistant.
- 6) Write reports and records information in the departments reporting software.
- 7) Any other duties not mentioned that support the efficiency of the Fire Prevention Bureau and the Fire District.



Rock Community Fire Protection District

Minimum Employment Standards for Full Time Inspector

Qualifications of members: No person shall be employed as a Fire Inspector by Rock Community Fire Protection District (RCFPD) unless he/she meets the following minimum employment standards upon submission of an application:

- 1) Applicant must be able to lawfully work in the United States at all times while employed by RCFPD.
- 2) Applicant is able to read, write, and speak the English language clearly and distinctly.
- 3) Applicant has never been convicted of a felony or crime involving moral turpitude.
- 4) Applicant is a minimum of twenty-one (21) years of age.
- 5) Applicant shall possess a high school diploma or official Certificate of High School Equivalency (GED).
- 6) Applicant shall possess a valid state motor vehicle operator's license or chauffeur's license.
- 7) Applicant shall possess, and keep current the following certifications and/or licenses:
 - a. Missouri Division of Fire Safety – Inspector I
 - b. Missouri Division of Fire Safety – Investigator I
- 8) Each applicant or member of RCFPD shall possess a good moral character and work history, as determined by the fire chief, from a favorable report based on a comprehensive background investigation including, but not limited to, school and employment records, home environment, personal traits and integrity. Considerations will be given to any and all violations, including traffic and conservation law convictions, as indicating a lack of good character.
- 9) Each applicant or member of RCFPD shall possess a good driving record, indicating a respect for traffic laws and good driving habits, and the record must be deemed acceptable for RCFPD by the fire chief.
- 10) Acceptable physical, emotional, and mental fitness, as established by a licensed psychologist and/or physician, to determine the applicant is free from any physical, emotional, or mental condition which might make the applicant unable, with or without accommodation, to perform the essential functions of the job of inspector.



Rock Community Fire Protection District

FULL TIME INSPECTOR DETAILED SELECTION PROCESS

I. Advertise for Qualified Applicants

Applicant accepted at District HQ, 3749 Telegraph Rd. Arnold, MO 63010 from 0800-1600, Monday-Friday, until 1600 on September 18, 2020

II. Review Resumes & Applications

Members of the Administrative Staff will review resumes and applications to establish a list of all qualified applicants. **All qualified applicants will be notified by email by 1600 September 22, 2020.** Application packets not meeting minimum requirements will be discarded.

III. Written Examination

All qualified applicants will be invited to participate in a written examination on:
Fire Inspector I-based on NFPA 1031-2014 edition.
IFSTA Sixth Edition-Fire Inspection and Code Enforcement.

Fire Investigator-Based on NFPA1033-2018 edition.

The examination will be given on September 30, 2020 at 1800 hours at a site TBD, suitable for the number of applicants.

IV. Individual Record Check

At a minimum, the following records will be checked: previous employment records, driving records, criminal records and education records. In addition, you will be advised when a personal reference check will be conducted.

V. Candidate Eligibility

Rock Community Fire Protection District reserves the right to eliminate any or all candidates from the application process, at any time, for any reason, including, but not limited to the following:

- There is evidence of any materially false or misleading statements found on the candidates resume or application.
- The candidate has been convicted of, or pled guilty to, a felony in which the felony conviction reasonably relates to the applicant's competency to do the work required at Rock Community Fire Protection District.



Rock Community Fire Protection District

Applicant Instructions

Prior to returning your application for employment, ensure that all required items are complete and legible. Applications will be rejected if incomplete, illegible, or are missing any of the items required below.

- 1) Application for Membership
- 2) Representation and Release
- 3) Certificate of Applicant and Authorization for Release of Information
- 4) Acknowledgement of Conditions of Employment
- 5) Copy of your Birth Certificate
- 6) Copy of your Driver License
- 7) An official Driver Record Check from the Department of Motor Vehicles of the state in which you are licensed.
- 8) Completed MOVECHS Waiver Agreement and Statement
- 9) Copy of Missouri Division of Fire Safety certification of Inspector I and Investigator I
- 10) Copy of High School diploma, or copy of official Certificate of High School Equivalency (GED)
- 11) Official college transcript(s), if applicable
- 12) The enclosed check off form - completed.
- 13) Your resume



Rock Community Fire Protection District

Checklist of Required Items

(Unless stated otherwise, originals are to be included.)

- Application for Membership
- Representation and Release Form
- Certificate of Applicant and Authorization for Release of Information
- Acknowledgement of Conditions of Employment
- Copy of your Birth Certificate
- Copy of your Driver License
- An official Driver Record Check from the Department of Motor Vehicles of the state in which you are licensed.
- Completed MOVECHS Waiver Agreement and Statement
- Copy of Missouri Division of Fire Safety certification of Inspector I and Investigator I
- Copy of High School diploma, or copy of official Certificate of High School Equivalency (GED)
- Official college transcript(s), if you have college credit
- The enclosed check off form
- A resume



Rock Community Fire Protection District

APPLICATION FOR MEMBERSHIP (1 of 3)

APPLICANT INFORMATION		
Social Security#		Date
Last Name	First	M.I.
Street Address		Apartment/Unit#
City	State	Zip
Phone	E-mail Address	
Position Applied for		
Are you at least 18 years of age?		
Are you legally eligible for employment in the United States?		YES NO
Have you ever been convicted of a crime?* YES NO		
* If yes, explain		
EDUCATION		
High School		Address
From	To	Did you graduate? YES NO
Degree		
College		Address
From	To	Did you graduate? YES NO
Degree		
Other		Address
From	To	Did you graduate? YES NO
Degree		
MILITARY SERVICE		
Branch	From	To
Rank held		
<i>Explain how your training and experience in the military can benefit Rock Community Fire Protection District.</i>		



Rock Community Fire Protection District

APPLICATION FOR MEMBERSHIP (2 of 3)

REFERENCES	
<i>Please list three people not related to you by blood or marriage, for professional references.</i>	
Full name	Relationship
Company	Years Acquainted
Address	IPhone
Full name	Relationship
Company	Years Acquainted
Address	Phone
Full name	Relationship
Company	Years Acquainted
Address	IPhone
PREVIOUS EMPLOYMENT	
<i>Please list your three previous employers, starting with the most recent.</i>	
Company	Phone
Address	Supervisor
Job Title	
Responsibilities	
From	To Reason for leaving
Company	Phone
Address	Supervisor
Job Title	
Responsibilities	
From	To Reason for leaving
Company	Phone
Address s	Supervisor
Job Title	
Responsibilities	
From	To Reason for leaving



Rock Community Fire Protection District

APPLICATION FOR MEMBERSHIP (3 of 3)

IN CASE OF EMERGENCY, PLEASE NOTIFY	
Name	Phone
Address	
Name	Phone
Address	
Name	Phone
Address	



Rock Community Fire Protection District



SHP-981E 01/14

Missouri State Highway Patrol
Criminal Justice Information Services Division
MSHP-CJISD

WAIVER AGREEMENT AND STATEMENT Missouri VECHS Program Missouri Volunteer and Employee Criminal History Service (MOVECHS)

Pursuant to the National Child Protection Act, as amended by the Volunteers for Children Act (NCPA/VCA), this form must be completed and signed by every current or prospective applicant for whom fingerprint-based criminal history records are requested by an Authorized Recipient (AR).

I, the undersigned, hereby authorize ROCK COMMUNITY FIRE PROTECTION DISTRICT
Name of Authorized Recipient (AR)

to submit a set of my fingerprints to the MSHP-OISD and Federal Bureau of Investigation (FBI) for the purpose of accessing and reviewing state and national criminal history records that may pertain to me. I understand that I would be able to receive any Missouri record from the MSHP-O ISD, and any national criminal history record from the FBI pursuant to 28 CFR Sections 16.30-34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement and Statement, it is my intent to authorize the dissemination of any Missouri and national criminal history record that may pertain to me to the AR.

I understand that, until the criminal history background check is completed, the AR may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, the AR may provide me a copy of the criminal history background report, if any, received on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before a final decision is made.

Yes, I have (OR) No, I have not been convicted of or plead guilty to a crime.

If yes, please describe the crime(s) and the particulars _____

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____

The AR may share/disseminate my criminal history record information with other authorized recipients only after confirming that the recipient has a signed user agreement on file with the MSHP-O ISD and the dissemination is in accordance with state and federal law.

Yes No

OR/IOCA or MACHS Number: MOVECHS0Z V050.00012 _ _ 7264

This document must be retained by the AR and is subject to audit by the MSHP-CJISD and FBI.



Rock Community Fire Protection District

REPRESENTATION AND RELEASE

I, the undersigned, hereby acknowledge that he/she has read this entire application packet.

The undersigned also represents that he/she is physically capable of performing the physical performance and agility exercises required as part of Rock Community Fire Protection District employment selection process for the position of Inspector/Investigator.

In consideration for the opportunity to be considered for employment as a Rock Community Fire Protection District Inspector, the undersigned hereby releases Rock Community Fire Protection District, its Directors, agents and employees from any and all claims, suits, demands, and causes for action for or on account of personal injuries losses, property damage, cost or expenses of every kind and description in any way arising out of or resulting from participation in the physical performance and agility exercises administered as part of the Rock Community Fire Protection District Inspector employment selection process.

I have read the foregoing release and fully understand it.

Signature

Date

Printed Name



Rock Community Fire Protection District

CERTIFICATE OF APPLICANT AND AUTHORIZATION FOR RELEASE OF INFORMATION

Last Name	First Name	Middle Name
SSN	Date of Birth	Applicant # (office use)

I _____ (Print full name), hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge, I understand and agree that any misstatements or omissions of material facts will cause forfeiture on my part of all rights to initial employment or continued employment by the Rock Community Fire Protection District.

The intent of this authorization is to make available a full and complete disclosure of any and all information pertaining to my person; therefore, I do hereby authorize all present or past employers, all law enforcement agencies, all military agencies, the Veterans Administration, the U.S. Army, U.S. Air force, U.S. Coast Guard, all Federal, State or local government agencies, State and Federal tax bureaus, credit bureaus, schools and universities to furnish the Rock Community Fire Protection District with any and all available information regarding my past or present performance, conduct or behavior. I further authorize the release of any punitive or disciplinary actions, or memorandum to Rock Community Fire Protection District in order that the information is evaluated to assist in the determination of my suitability for fire department work. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal and business life for the specific purpose of conducting a pre-employment background investigation.

I authorize the Rock Community Fire Protection District to make an inquiry and gather any documents of my present and past employers regarding my character, integrity, reputation and performance.

I authorize the release of any and all of the afore listed information regarding my person, employment, credit or any other aspect, whether personal or otherwise, that may or may not be in their written records.

I understand that all materials pertaining to this background investigation become the property of the Rock Community Fire Protection District and will not be made available or returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented, along with the company or organization therein from any and all claims, damages, losses and expenses, including reasonable attorney's fees arising out of complying with this request.

I understand that in the event my application is disapproved, the sources of information obtained are confidential and cannot be revealed to me.

A photo static copy of this authorization will be considered as effective and valid as the original, even though the copy does not contain an original writing of my signature.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY:

Subscribed and sworn before me this _____ day of _____, 20

My commission expires _____

Notary _____

Signature (Applicant) Address City /State/Zp



Rock Community Fire Protection District

ACKNOWLEDGMENT OF CONDITIONS OF EMPLOYMENT

I fully understand, as an applicant for employment with the Rock Community Fire Protection District, that as a final condition of being employed, once an offer is made to me, I must pass and comply with the following:

1. Medical Evaluation as set by district policy
2. Drug Test as set by district policy.
3. Psychological evaluation by a licensed Psychologist, or physician, of the district's choosing.
4. A fingerprint-based Missouri and FBI background check through the Missouri Automated Criminal History Site. The attached waiver shall be submitted with your application.

Once I am accepted as a new employee of Rock Community Fire Protection District, I understand, as minimums, I must maintain and retain the following during my employment, as a condition of my continued employment:

- A) Missouri Division of Fire Safety certification of Inspector I
- B) Missouri Division of Fire Safety certification of Investigator I
- C) Valid Vehicle Operators License.
- D) Adequate physical, medical, and mental condition to perform every and all aspects of the employment classification.
- E) Faithful performance of all duties required of the position including, but not limited to: following all written and verbal requests, directions, directives, and orders of district's officers, District's Rules, Standard Operating Guidelines, Policies, and all relevant state and local laws.

Failure to comply with any of the requirements set forth in this application packet shall be cause to terminate my employment with Rock Community Fire Protection District. This form shall remain a permanent record in the employee's personnel file.

(The signing of this form shall be witnessed by a Chief Officer of RCFPD)

Signature	Print Name	Date
-----------	------------	------

Witness	Rank	Date
---------	------	------



Rock Community Fire Protection District

ROCK COMMUNITY FIRE PROTECTION DISTRICT

GENERAL INFORMATION

The Rock Community Fire Protection District serves 38 square miles of Northeastern Jefferson County. The district is bounded roughly by the Meramec River to the north, Koch Valley Rd. & Hwy. "M" to the south, Mississippi River to the east and Hwy. 21 to the west.

Seventy five percent of the district's service area consists of single and multiple family residences amounting to an approximate population of 62,000. The remaining twenty five percent of the district's service area consists of mercantile businesses, light industry and various other commercial enterprises.

The Fire District was incorporated in 1970. It currently operates five stations consisting of three pumper/ALS rescues, two 75' Quint/ALS rescues, two reserve pumpers, two rescue boats and two inflatable boats. The current staffing level is 60 full-time employees on 24-hour shifts, 11 support and administrative staff, and reserve personnel.

The District is dispatched by Jefferson County 9-1-1 and currently has an annual response to approximately 4,300 emergency requests.

The District is a political subdivision of the State of Missouri and is governed by a three member, publicly-elected Board of Directors.

The District is financially supported by levying taxes based on the assessed value of the property within the District and a ½ cent sales tax.

In summary, the Rock Community Fire Protection District is erected on a conservative and firm foundation. Its financial forecast is stable and its attitude is progressive.



Rock Community Fire Protection District

SCHEDULING. WAGES. AND BENEFITS

Work Schedule

Full time consists of forty hours a week. The work week will be Monday thru Friday 08:00 – 16:00.

Pay Day

Payroll is distributed through weekly direct deposit into the employee's chosen account.

Overtime

Any hours worked over 40.

Salary

All inspector work on an hourly-rate basis. Each inspector hired will work for a minimum of one (1) full year before consideration of being brought up to full pay. The pay step increase will be as follows:

90% during first six months worked

95% during next six months worked

100% after one year anniversary

Pay step increases are subject to approval, by the fire chief, based upon employee performance and his / her ability to successfully complete the probationary requirements established by the district.

The starting pay is \$29.42 per hour (After Probation).

Uniforms

Uniforms

All members are furnished district clothing. All members are also issued two shirt badges, two name tags and two sets of collar insignia.

If employment is terminated for any reason, all District-issued turnout gear, uniforms, equipment, and accessories shall be surrendered to the District.