

City of Newton Fire Department



Application Packet
for
March 2023 Testing
for
Full Time Positions

TABLE OF CONTENTS

Page:	Content:
2.	Table of Contents
3.	Message from the Chief
4.	Department Information
8.	How to Apply
9.	Physical Ability Testing and Written Test Description
14.	Oral Interview Information
18.	IMPORTANT DATES
19.	Briefing of Benefits
21.	Background Standards
24.	Job Description
26.	Tobacco and Drug Use Policy

Important Note:

Since July 1, 2016 all applications for employment with the City of Newton will be completed and submitted online. If interested in employment with the City of Newton you can apply online at:

If you are interested in applying, visit www.newtongov.org/careers

Free internet is typically available through local libraries. There is one location in Newton that offers FREE Public Computer and Internet Access:

Newton Public Library
100 N 3rd Ave W
Newton, IA 50208
Phone: (641) 792-4108



Note from the Fire Chief:

Candidates,

It is my pleasure to provide you with statistical information for the Newton Fire Department. In this packet, you will find a basic explanation of the services offered by the Newton Fire Department and statistical information regarding the types and number of calls.

All of the services provided are delivered by the dedicated men and women of the Newton Fire Department and are delivered with honesty and integrity, compassion and empathy for our customers. We are accountable and dependable, collaborative and provide services through teamwork with pride and respect. These words represent more than our core values, they represent a commitment to be mission driven and customer focused as we deliver the highest level of service possible. Their commitment to customer service is apparent when watching them deliver services, when reviewing the many “thank you” notes, cards and emails, or listening to stories of care given to our customers.

On behalf of the men and women of our department, I thank you for taking the time to review our information and consider seeking employment with our organization. We exist to serve our citizens (customers) and we are honored to be able to provide our services to the citizens and visitors in our community.

Good luck,

Jarrold Wellik
Fire Chief
City of Newton

Emergency Services

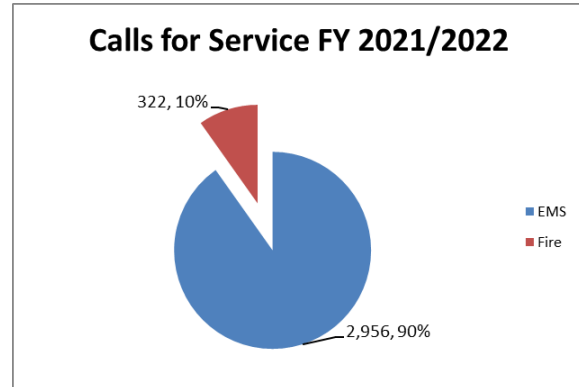
FY 2021/2022 Call Statistics

- Total Calls= 3,278
 - EMS 2,956
 - Fire 322

1 year – Call Volume

Total Calls = 3,278

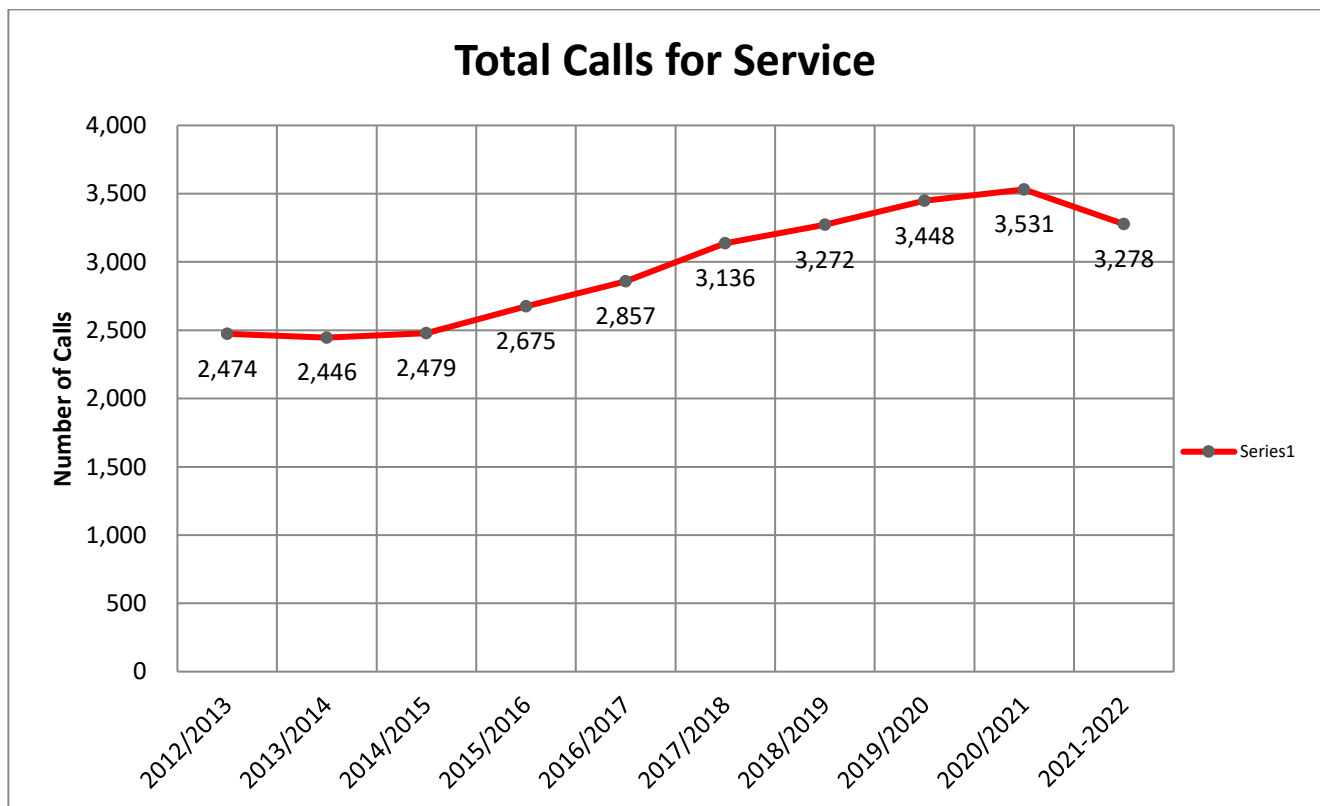
- 8.9808 Calls / 24 Hr. Shift
- 1 Call every 2 hours, 40 minutes



5 year – Call Volume

- Total Calls = 16,665
- Average/Year = 3,333
- 9.1315 Calls / 24 Hr. Shift
- 1 Call every 2 hours, 38 minutes

Total Calls for Service



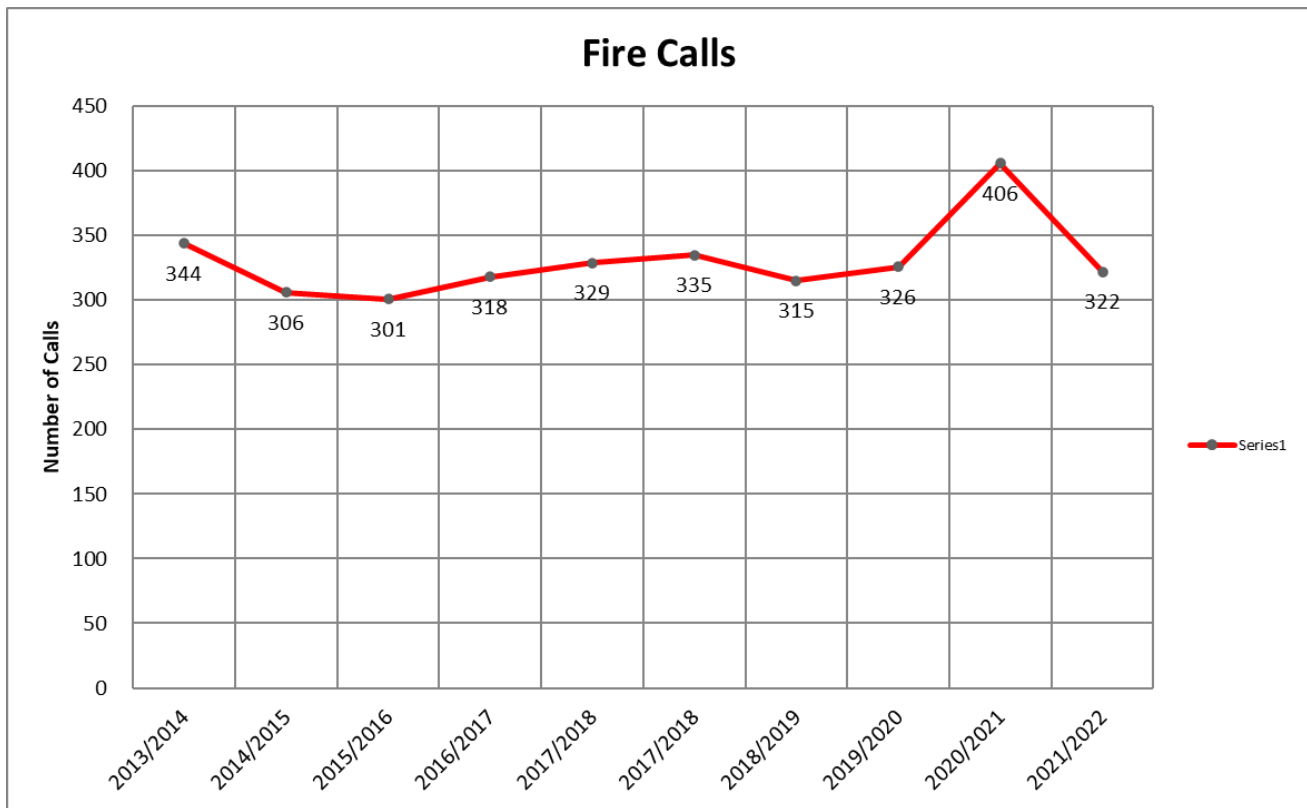
Fire Suppression and Rescue Services:

In addition to fire suppression the Newton Fire Department provides services in the following areas:

- Vehicle Extrication
- Confined Space Rescue
- Building Collapse Rescue
- Trench Rescue
- Surface Ice Rescue
- Rope Rescue



In FY 2021/2022 the Newton Fire Department responded to 322 fire and rescue type incidents down 20.69% from FY2020/2021. (Primarily due to high response during derecho in previous year.)



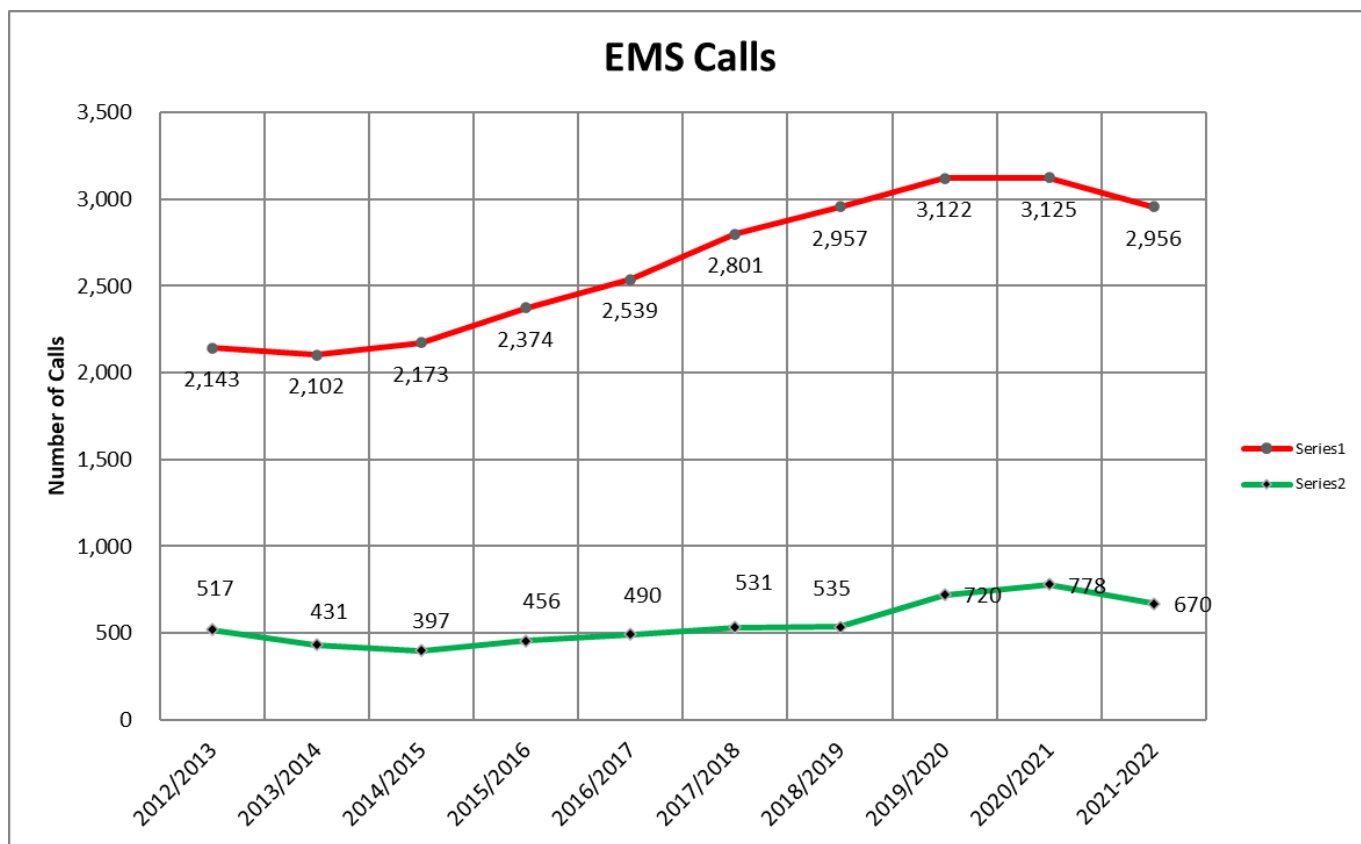
Emergency Medical Services:

The Newton Fire Department EMS Division provides the following services:

- Basic Life Support
- Advanced Life Support
- Critical Care Transport
- Routine and Emergency Transfers between facilities



In FY 2021/2022 the Newton Fire Department responded to 2,956 emergency medical incidents down 5.41% over FY 2020/2021. Of the 2,956 ambulance calls, 670 calls were for transfers out of town. This figure is down 13.88% from the previous year's total of 778 transfers.



Hazardous Materials Services:

The Newton Fire Department is contracted with Jasper County to provide Hazardous Materials response in Jasper County. The Newton Fire Department is trained to a technician level of hazardous materials response. The surrounding fire departments within Jasper County are trained to an operations level which allows them to assist the Hazardous Materials Response Team should their services be required.

In FY 2021/2022 the Newton Fire Department responded to 32 incidents that were classified as hazardous materials incidents.



HOW TO APPLY

If you meet the following requirements, submit the online application by 4:30 pm, on 4/3/2023.

Return to: **Newton Fire Department**
410 S 2nd Ave W
Newton, IA 50208
641-792-3347

Experience: At a minimum, applicants must be enrolled and attending a current EMT class. NREMT or Iowa EMT preferred. Iowa EMT required at time of employment. Firefighter I and EMT-Paramedic preferred.

Age: Must be at least 18 years of age on the last day applications are accepted.

Vision: Not less than 20/40 on one eye and 20/100 in the other eye and corrected to 20/20 in both eyes.

Veteran's Preference: Veterans preference points will be awarded to honorably discharged men and women of the armed forces, who qualify under Iowa law. A copy of the military discharge form DD-214 must be presented at the time application is filed.

Education: High School diploma or GED required. Two (2) years post high school education of sixty (60) semester/ninety (90) quarter hours from accredited institution, an Associate's Degree or higher, completed at the time of testing will receive extra credit points.

Others: Applicants must, by the date of the application, possess a valid driver's license and have a good driving record.

THE EXAMINATION

The examination consists of 3 stages as follows:

Stage:	Total Score
1. Physical Ability Evaluation	20%
2. Written Test	20%
3. Oral Interview	60%

(1.) Candidates must successfully pass the physical ability evaluation without exceeding the maximum time of 11 minutes.

Candidates who possess a certificate from the Central Iowa Fire and EMS Testing Consortium or a valid CPAT card dated within the previous 12 months will be allowed to submit their paperwork for validation and will be awarded a "PASS" for the physical ability evaluation.

- (2.) Candidates must successfully pass the written test. **Candidates who possess a certificate from the Central Iowa Fire and EMS Testing Consortium will be awarded a “PASS” for the written test.**
- (3.) The top 20 candidates will receive an oral interview.

Stages 1 & 2 – Physical Ability Evaluation and Written Evaluation

Central Iowa Fire & EMS Testing Consortium

PHYSICAL ABILITY EVALUATION

Applicants are required to successfully complete a Physical Ability Evaluation (PAE). The following will meet the Physical Ability Evaluation requirement:

- **A CPAT (Candidate Physical Ability Test) certificate** completed within the previous 12 months shall be accepted in lieu of completing the physical ability evaluation. Submit a copy of this certificate to the City of Newton Fire Department Assistant Chief Rex Heisdorffer.
- **A Central Iowa Fire and EMS Testing Consortium certificate** completed within the previous 12 months shall be accepted in lieu of completing the physical ability evaluation. Submit a copy of this certificate to the City of Newton Fire Department Assistant Chief Rex Heisdorffer.

The Central Iowa Fire and EMS Testing Consortium will be conducting the PAE testing in cooperation with the Tri-City Fire and Safety Training (FAST) Tower which is located behind Urbandale Fire Department Station 42 at 3927 121st St. Urbandale.

The current testing cycle physical ability evaluations will be held on April 4, 5, and 6, 2023. Applicants that meet the minimum qualifications will be sent a letter with a link to schedule and can schedule their Physical Ability Evaluation and/or practice session.

Purpose

This course is designed to simulate the physical abilities needed to proficiently operate on an emergency scene, as well as the cardio-vascular capability to work at a higher level for the period of time usually required during initial operations. This course is designed for candidates only and is not designed to be used as an assessment tool for current employees. The course will be set-up at the Tri-City Fire and Safety Training (FAST) Tower, behind Urbandale Fire Department St. 42, 3927 121st St. Urbandale.

Preparation

Candidates will be sent a description of the course as far in advance of the actual test date as possible. A video explaining the course and each skill is available on the website. Candidates will be encouraged to physically prepare for the course, and work-out recommendations will be made available. All candidates must sign a waiver recognizing the purpose for the course, the fact that it will be physically challenging, and attesting they feel themselves to be in adequate physical condition to participate.

A preparation is available at the Central Iowa Fire and EMS Testing Consortium website and the link below or at the following URL: www.iowafiretesting.com and look under physical ability evaluation for the PAE Prep Guide.

» [PAE Prep Guide](#)

Clothing/Equipment

Candidates are encouraged to wear comfortable clothing and athletic shoes. Candidates are also advised that portions of the course do involve crawling so sweat pants are recommended. For the evaluation, each candidate will be issued a turnout coat, helmet, and gloves of an appropriate size. Candidates will be required to complete the course while wearing an SCBA with cylinder. At one point in the course, candidates will be required to don a blacked-out facepiece, which they will remove prior to moving onto the next skill.

Physical Assessment/Monitoring

Prior to beginning a practice or evaluation, the candidate will be reminded of the physical nature of the course and asked if they are aware of any physical conditions which may present a health hazard to themselves. The course waiver will also reflect this information. During the course, Evaluators will continually monitor the candidate for signs of a potential health problem, and can suspend the course at any time the evaluator or the candidate feels ill or suffers an injury. Upon completion of the course/time limit, all protective clothing will be removed and the candidate will be provided with a 10-minute cool-down period. Water will be kept immediately available for rehydration. Candidates will be encouraged to wait as long as necessary before departing to ensure they are not suffering any physical effects from the course.

Course Briefing

All candidates will receive a course briefing prior to any practice session of the actual PAE. During the briefing candidates will be shown a video of the course and encouraged to ask any questions. Candidates will also sign the course waiver at this time. Candidates will be required to provide a picture ID to verify their identity.

Course Layout: Set-up

1. **Aerial Ladder Climb Skill.** A 75' aerial ladder will be used for this skill. The ladder will be fully extended and angled to 60 degrees of elevation. The truck will then be secured with the engine off. A belay system connected to an anchor will be rigged as fall protection for the candidates. A selection of sized climbing harnesses will be made available. This skill requires one additional FF to act as a safety belay in addition to the Evaluator.
2. **Ground Ladder Press Skill.** A 16' ground ladder will be placed on the B Side of the FAST Tower. The butt of the ladder will rest against the foundation of the tower and the top of the ladder will be connected via cable to a fall arrestor on the tower roof. This skill requires the Evaluator only.
3. **Stairwell Climb Skill.** A modified hose pack consisting of 100' of 1 ¾" bound together with a shoulder sling will be placed immediately adjacent to the Side A door. White tape will mark the drop point for the hose pack on the 4th story landing. This skill requires the Evaluator only.
4. **Hose Hoist Skill.** A rolled section of rubber 2 ½" will be placed under the window on the A side of the building. All windows on the A side will be locked open. A 100' section of utility rope will be tied to the rolled 2 ½" and run up the exterior A side to the 4th story window, where the other end is tied off to a support just inside the window. White tape will mark the area where the candidate must stand inside the 4th story window. This skill requires one additional FF to reset the hose roll and hose pack in addition to the Evaluator.
5. **Mask Course Skill.** Black-out masks with no obstruction over the regulator port will be placed outside the 2nd floor (a supply of mask wipes and towel should also be provided). A countdown clock set to 60 seconds will also be located outside the door. A second countdown clock will be placed outside the 2nd floor C Side Annex Roof door. Rolled carpeting will be placed on the floors of both burn rooms. 100' of 1 ¾" hose will be stretched from the 2nd floor interior tower door, into and through both burn rooms, exiting out onto the 2nd floor C side Annex Roof. The following furniture will be placed as obstacles: chair (trail around), sofa (trail around), mattress or box spring (trail over), 4' x 8' sheet of osb (trail under). This skill requires the Evaluator only.
6. **Forcible Entry Skill.** The Forcible entry striking prop will be placed on the B side of the training tower. A 12 lb sledgehammer will be placed standing next to the striking prop. This skill requires the Evaluator only.
7. **Charged Hose Drag Skill.** Start and finish lines are marked on the back apron 80' apart. 150' of 1 ¾" will be flaked back and forth with the nozzle resting on the start line as indicated. The hose should be connected to a gated wye on the hydrant and the line

charged and the air bled out. The line should then be gated off. This skill requires the Evaluator only.

8. **Rescue Dummy Drag Skill.** White tape will be used to mark Start and Finish lines in the South bay 75' apart. A 165 lb rescue dummy clothed in turnout gear will be placed on the start line in the station as indicated. A looped piece of webbing should be run under the arms and over the chest to provide a drag point. This skill requires one additional FF to reset the dummy and charged hose line in addition to the Evaluator.

Course Description

Refer to the video link below for a better understanding of the course and each skill. Course Evaluators and support personnel will not provide any encouragement or time hints during the course. Comments will be limited to correcting an unsafe condition and directing the candidate to the next skill.

A video has been prepared to provide better explanation of the testing, please click the link below or use the URL to access the information.

https://youtu.be/mPQR_CyuXks

Candidate Evaluation

Each Candidate will have 11 minutes to complete the course, based on the following:

1. After donning the required protective equipment/SCBA, the Candidate will be assisted into a ladder belt and will climb to the aerial ladder platform where they will be secured to the safety belay line. This is the ready position.
2. The Evaluator will begin timing when the Candidate takes their first step onto the aerial ladder. The time will run continuously until the Candidate completes the course or 11 minutes elapses.
3. Time does not stop at any point for any Candidate reason. If the candidate removes or any part of their protective equipment becomes dislodged during the course the candidate will have to stop and reset their equipment – timing will continue.
4. Time is allotted within the 11 minute course requirement for all Candidate actions including removal of the ladder belt, donning the blackout mask (all candidates will be held at the beginning of the skill for 60 seconds), and doffing the blackout mask (all candidates will be held at the end of the skill for 30 seconds).
5. Course time stops when the candidate and the rescue dummy have both completely crossed the finish line after skill 8. This is the course end time.

Written Evaluation

The Central Iowa Fire and EMS Testing Consortium will be conducting the written testing in cooperation with Des Moines Area Community College Testing Center in Ankeny.

The National Firefighter Selection Inventory (NFSI) exam will be utilized for the written test. This examination is provided by Industrial Organizational Solutions, Inc. (IO Solutions). Industrial/Organizational Solutions, Inc. is a human resource consulting firm that specializes in personnel selection. The company develops, validates and implements entry-level and promotional tests and assessments.

If you have previously taken the CIFETC test and have a valid score within the previous 12 months, you may use this score. Documentation of your previous score must be submitted to the City of Newton Fire Department to be considered. Please note the following:

- Improving this score (re-taking the exam) is allowed after six months from the original test date.
- **The new score must be used for this and future hiring processes.**
- If you took the CIFETC exam and did not receive a passing score, you may be eligible to re-take the exam. Re-taking the exam is allowed after three months from the original date of the exam.

Candidate applications will be screened and your confirmation letter of meeting the minimum requirements will contain a link to schedule your written test.

Your test must be completed by 4/7/2023.

About the Exam:

1. A minimum score of 70% is required for successful evaluation completion.
2. The **National Firefighter Selection Inventory (NFSI) exam** is a 155-question multiple choice examination
3. Testing will be conducted at the Des Moines Area Community College Testing Center. The center is located at:

DMACC Ankeny Campus

2006 South Ankeny BLVD

Building 6, Room 23,

Ankeny, Iowa (<https://dmacc.edu/testingcenter/Pages/acankeny.aspx>)

4. The applicant will be allowed 2 ½ hours to complete the examination.
5. **FEE's: The following fee's will be payable on arrival at the testing center via credit card.**
 - a. **\$20 testing center fee that is required for the use of the DMACC Testing Center**
 - b. **\$25 fee for purchasing the exam through IO Solutions**

6. A government issued ID will need to be presented to the testing center staff on arrival.

7. Prior to arriving at DMAACC, you must create a login for the written exam at IO Solutions Site: <https://iosolutions.com/membership-login/>.

Please create your login for testing prior to coming to DMAACC, and make sure you have logged into and out of several times to ensure proper username and password.

Written Exam Preparation:

Candidates are encouraged to prepare for the National Fire Selection Inventory evaluation. Industrial Organizational Solutions, Inc. offers online and print materials that will assist the candidate in preparing for the National Fire Selection Inventory. Additional information is available on their website at: <http://recruitment.iosolutions.com/Preparation-Materials/NFSI2/>.

Stage 3 – Oral Interview

Candidates who pass both physical ability evaluation and written testing will be scheduled for interview. All interviews will be completed on **April 18, 2023** (April 19, 2023 is an alternate date) in the City of Newton. Candidates will receive notification of time and place of interview after completion of the physical ability evaluation. Below is guidance on how to prepare for the Oral Interview.

INTERVIEW

Upon successful completion of the written test and physical fitness test you will be scheduled for a personal interview. Each interview has a 1 hour time limit and consists of approximately 12-15 multi-part questions. The Newton Fire Department utilizes a behavioral interview style of assessment and below are details on how to prepare for your interview. Behavioral interviews are life based and thus require no special knowledge of fire and EMS, and allows you to answer questions based on your past life experiences in a structured manner.

BEHAVIORAL INTERVIEWING

Behavioral interviewing is a widely used mode of job interviewing. The behavioral interview technique is used by the Newton Fire Department to evaluate a candidate's experiences and behaviors in order to determine their potential for success. This approach is based on the belief that past performance is the best predictor of future behavior. In fact, behavioral interviewing is said to be 55 percent predictive of future on-the-job behavior, while traditional interviewing is only 10 percent predictive. The interviewer identifies desired skills and behaviors, and then structures open-ended questions and statements to elicit detailed responses. A rating system is developed and selected criteria are evaluated during the interview. Even if you don't have a great deal of work experience, employers expect you to be able to relate past experiences – from common everyday life occurrences, high school, undergraduate or graduate school, campus activities, volunteer work, membership in an organization, etc. – to the job for which you are interviewing.

WHAT TO EXPECT IN A BEHAVIORAL INTERVIEW

Behavioral-based interview questions generally start with any one of the following phrases:

- Tell me about a time when you...
- Describe a circumstance when you were faced with a problem related to...
- Think about an instance in which you...
- Tell me how you approached a situation where...

When your interview is behavioral-based, you should expect a structured interview with set questions, as opposed to a conversational style of interviewing. The interviewer is evaluating you against a profile of desired behaviors considered necessary for success. You will oftentimes receive follow-up questions that probe for more details and attempt to evaluate the consistency of your answers. Many of the questions will have multiple parts, and the interviewer will generally take notes during your answers.

AREAS OF EVALUATION

The Newton Fire Department will be evaluating each applicant in the following areas:

1. Ability to communicate verbally
2. Ability to organize, plan and prioritize
3. Ability to relate well with others
4. Ability to evaluate information and make judgement and decisions
5. Initiative and motivation
6. Ability to adapt to changing situations
7. Honesty and integrity

The interviewers will be asking you 12-15 questions and applicants should expect to have at least one, if not two, questions from each of the above categories. Applicants should prepare for the interview by identifying life, education or work based examples involving each of these categories.

THE STAR METHOD

The STAR method is a structured manner of responding to a behavioral-based interview question by discussing the specific situation, task, action, and result of the situation you are describing.

Situation: Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

Task: What goal were you working toward?

Action: Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what was your particular contribution? Be careful that you don't describe what the team or group did when talking about a project, but what you actually did. Use the word "I," not "we" when describing actions.

Result: Describe the outcome of your actions and don't be shy about taking credit for your behavior. What happened? How did the event end? What did you accomplish? What did you learn? Make sure your answer contains multiple positive results.

Make sure that you follow all parts of the STAR method. Be as specific as possible at all times, without rambling or including too much information. Oftentimes candidates have to be prompted to include their results, so try to include that without being asked. Also, eliminate any examples that do not paint you in a positive light. However, keep in mind that some examples that have a negative result (such as "lost the game") can highlight your strengths in the face of adversity.

HOW TO PREPARE FOR A BEHAVIORAL INTERVIEW

Recall recent situations that show favorable behaviors or actions, especially involving course work, work experience, leadership, teamwork, initiative, planning, and customer service. Prepare short descriptions of each situation; be ready to give details if asked. Be sure each story has a beginning, middle, and an end, i.e., be ready to describe the situation, including the task at hand, your action, and the outcome or result. Be sure the outcome or result reflects positively on you (even if the result itself was not favorable). Be honest. Don't embellish or omit any part of the story. The interviewer will find out if your story is built on a weak foundation. Be specific. Don't generalize about several events; give a detailed accounting of one event. Vary your examples; don't take them all from just one area of your life.

SAMPLE BEHAVIORAL INTERVIEW QUESTIONS

To assist in your preparation, here is a list of sample behavioral-based interview questions that many employers use:

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give me an example of a time when you had to make a split second decision.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Tell me about a difficult decision you've made in the last year.
- Give me an example of a time when something you tried to accomplish and failed.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Give me an example of a time when you used your fact-finding skills to solve a problem.
- Describe a time when you anticipated potential problems and developed preventive measures.
- Tell me about a time when you were forced to make an unpopular decision.

REMEMBER THE BASICS

While behavioral interviews are quite different than traditional interviews, they are based off of your real life experiences and are more about what you have done vs. what you're are going to do. Remember to stick to the basics, listen carefully, be prompt, be well groomed, have a firm handshake, maintain direct eye contact and relax. You are not allowed to bring anything into the interview room with you. A blank note pad will be provided. The staff of the Newton Fire Department wishes you the best of luck.

IMPORTANT DATES:

RETURN APPLICATION BY:

April 3, 2023 by 4:30 PM

PHYSICAL ABILITY EVALUATION

April 4-6, 2023: 9:00 AM

**Tri-City Fire and Safety Training (FAST) Tower
Urbandale Station 42
3927 121st St.
Urbandale, IA 50323**

WRITTEN EVALUATION – Online Testing through DMACC-Ankeny

Register through DMACC-Ankeny

At your convenience

Deadline – April 7, 2023

Newton Fire Station

ORAL INTERVIEWS

**(Must have passed Physical Ability Testing, Written Test
and Rank in Top 20)**

April 18(19 – alternate), 2023: Starting at 8:00 AM

Newton Fire Station



NEWTON FIRE DEPARTMENT

410 S 2ND AVE W

NEWTON, IOWA 50208

641-792-3347

BRIEFING OF BENEFITS & REQUIREMENTS FOR EMPLOYMENT WITH NEWTON FIRE DEPARTMENT



1. Must be at least 18 years of age, and must possess a High School diploma or equivalent.
2. Must qualify under the **City of Newton Fire Department Background Standards** (Attached).
3. Successfully pass required examinations.
4. Successfully pass required medical physical examinations.
5. Be approved by the MFPRSI Pension Board.
6. Must live within the State of Iowa.
7. Must have reliable transportation and insurance on vehicle.
8. Full and part time employees must have a phone for contact.
9. Duty Hours: 7:30 A.M. – 7:30 A.M. No standby, however, must report for duty as otherwise directed by the Department.
10. Serve one (1) year of probation.
11. Training is conducted on the job by department officers and other certified instructors under the direction of the Assistant Fire Chief.
12. Must learn all equipment, fire and ambulance, and proper care for said equipment.
13. Previous Firefighting or EMS experience preferred.
14. New personnel are required to become certified as a Paramedic (Paramedic) within 2 years of appointment. Transportation and course fees may be reimbursed by the Department. Course could require both “on duty” and “off duty” time.
15. New personnel are required to become Hazardous Material Technician level certified within 2 year of appointment.
16. Reading and study assignments are given by the Assistant Fire Chief or Shift Officer. To cover the wide scope of the Fire Department, the individual is expected to use time wisely to complete the assignments in a timely fashion.
17. Must demonstrate initiative and ability during probation period without counseling.

18. Must maintain valid driver's license as required, as condition of employment.
19. Must be able to drive and operate all vehicles, fire and ambulance.
20. Fire Fighting gear and uniforms will be provided by the City of Newton.
21. Work is rotated and assigned by qualifications.
22. A life insurance policy is provided by the City of Newton.
23. Benefits include, but are not limited to, medical and dental insurance for individuals and family.
24. Time and one half is paid for recall, three and one half hour minimum, double time on Holidays. Extra money is paid in lieu of time off for Holidays.
25. Current wage scale with paydays every two (2) weeks.
26. Retirement policy as covered in Chapter 411 of the Code of Iowa.
27. Paid vacation earned from date of hire per the Agreement between the City of Newton and Newton Association of Professional Firefighters.
28. Medicare contribution is required of all new employees of the Fire and Police Departments; Pension amounts are deducted from checks per Iowa law.
29. Agree to abstain from the use of any tobacco products during my employment with the City of Newton.
32. Full time firefighter starting salary (starting July 1, 2022), EMT \$50,091 (Entry) - \$56,378 (Step 4); Paramedic \$56,298 (Entry) - \$63,364 (Step 4) (DOQ). (starting July 1, 2023), EMT \$50,091 (Entry) - \$56,378 (Step 4); Paramedic \$57,846 (Entry) - \$65,106 (Step 4) (DOQ).
33. New employees with full time experience in other fire departments can advance one step in the pay matrix for every two years of experience with a maximum lateral move to Step 4 in the pay matrix.
34. Candidates from testing will be placed on a list that will be certified by the City of Newton Civil Service Commission for the purpose of filling full time employment positions. This list will be valid for one (1) year from the date of certification. The expected certification date is 5/1/2023 and will be approved by City Council on 5/1/2023.
35. At the time of printing of this document, the Newton Fire Department does not have any open positions.

City of Newton Fire Department Background Standards

An applicant's criminal record, including all arrests, prosecutions, deferred prosecutions, "Alford" pleas, and non-conviction information will be thoroughly assessed and may be grounds for disqualification.

FELONY CONVICTIONS: An individual who has been convicted of and/or received a deferred judgment for a felony will be disqualified.

MISDEMEANOR CONVICTIONS: An individual who has been convicted of and/or received deferred judgments for four (4) or more misdemeanors (non-traffic) within the 36 months prior to the date of application, and up to and including the day of appointment will be disqualified.

Individuals who have been convicted of a misdemeanor (non-traffic) while employed in law enforcement, firefighter or other sworn public safety position will be disqualified.

DOMESTIC VIOLENCE: Individuals who have been convicted of and/or received a deferred judgment for a misdemeanor involving domestic violence will be disqualified.

SEXUAL ASSAULT: Individuals who have been convicted of and/or received a deferred judgment for a misdemeanor involving sexual assault will be disqualified.

CHILD ABUSE: Individuals who have been convicted of and/or received a deferred judgment for a misdemeanor involving child abuse will be disqualified.

HARASSMENT: Individuals who have been convicted of and/or received a deferred judgment for a misdemeanor involving intimidation or harassment of a person or group, because of that person's or group's race, color, ancestry, religion, national origin, age, sexual orientation, or physical or mental disability will be disqualified.

CRIMES OF DISHONESTY: Individuals who have been convicted of a crime of dishonesty in the last ten years shall be disqualified. Crimes of dishonesty include cheating, theft, perjury, and fraud.

ILLEGAL DRUG ACTIVITY: Individuals who have illegally sold, delivered, distributed, or manufactured drugs will be disqualified. Individuals who have improperly used prescription drugs will be disqualified.

SOFT DRUG USE: Individuals who have illegally used soft drugs at least one time within the 24 months prior to the date of application, and up to and including the day of appointment may be grounds for disqualification.

Definition: Marijuana, the use of which would be classified as a petty offense or misdemeanor; and any Schedule III, IV or V controlled substance, the use of which would be classified as a misdemeanor under; ***except when the drug or substance is used***

pursuant to being dispensed by or under the direction of a person licensed or authorized by law to prescribe, administer, or dispense such drug or substance for bona fide medical needs.

Examples: Illegal use of cough syrup with low dose codeine, Ganja, Marijuana, Amytal, Anabolic Steroids, Codeine (low dose), Darvon, Deca, Ketamine, Librium, Phenobarbitol, Rohypnol, Roofies, Seconal, Special K, Steroids, Talwin, Valium, Xanax. (See Iowa Code § 124.101-124.602)

HARD DRUG USE: Individuals who have illegally used drugs at least one time within 60 months prior to the date of application, and up to and including the day of appointment will be disqualified.

Definition: Any Schedule I or II controlled substance, the use of which would be classified as a felony, except for marijuana, and ***except when the controlled substance is used pursuant to being dispensed by or under the direction of a person licensed or authorized by law to prescribe, administer, or dispense such controlled substance for bona fide medical needs.***

Examples: The illegal use of Adam, Angel Dust, Amphetamine, Black Tar, Blue Birds, Buttons, Cocaine, Codeine (high dose), Crack, Crystal, Demerol, Dilaudid, Ecstasy, GHB, Hallucinogens, Hash & Hash Oil, Heroin, Ice, LSD, Mescaline, Methadone, *Methamphetamine*, MDA, MDMA, Microdot, Morphine, Mushrooms, Opium, Percocet, Percodan, Peyote, PCP, PHP, Psilocybin, Quaalude, Red Birds, Ritalin, Smack, Speed, STP, TCP, Thai Sticks (soaked in hash oil), THC, XTC, Yellow Jackets. (See Iowa Code § 124.101-124.602)

Individuals who have illegally used **soft or hard drugs** while employed in a law enforcement, firefighter or other sworn public safety position will be disqualified from the testing process.

THE ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS: Applicants must be capable of performing the essential job functions of an entry-level firefighter with or without reasonable accommodation. All phases of the examination are designed to measure an applicant's ability to perform the essential functions of the job.

EMPLOYMENT HISTORY: An applicant's employment history, including terminations, or leaving an employer in lieu of termination, will be thoroughly assessed and may be grounds for disqualification.

SOLICITATION OF PREFERENTIAL TREATMENT: Solicitation or attempted solicitation (lobbying) in connection with any application or testing for original appointment, or for placement on an eligible register, or for certification for appointment to a position in the classified service, may be grounds for disqualification. This includes intervention on behalf of any applicant, outside of references and information provided in the background investigation process, by the respective department or any of its members, by a member of City Council, by an City official or City employee, and by a Commissioner or employee of the Commission. Personal references and letters of recommendation are considered during the background investigation only. An applicant

may provide, as part of the background investigation process, letters of reference and the names, contact information, and nature of relationship for references he or she believes should be contacted during the background investigation.

DRIVING RECORDS STANDARDS

A. Qualifying Factors

1. Applicant has a valid driver's license
2. Applicant has not had driver's license suspended one or more times in last 2 years
3. Applicant has not had driver's license revoked one or more times in the last 5 years

B. Disqualifying Factors

The violations (with convictions) listed below are **disqualifying factors** if they have occurred within the time frames listed in the chart. These violations disqualify the applicant from further consideration for any position that requires a driver's license/CDL. Further, an employee who is not required to have a driver's license as part of their job qualifications may be denied the use of a city vehicle for any of these disqualifying factors.

<u>TYPE OF VIOLATION</u>	<u>IN LAST 3 YEARS</u>	<u>IN LAST 5 YEARS</u>
1. Reckless driving, careless driving, or similar offense	1 offense	2 offenses
2. Operating While Intoxicated, driving under the influence of any controlled substance, or driving while license is suspended or revoked.	1 offense	
3. All moving violations as defined by state code.	4 offenses	
4. Speeding 25+ mph over speed limit, eluding or attempting to elude a police officer.	1 offense	
5. Homicide, manslaughter or assault arising out of use of a vehicle	1 offense within 10 yrs	
6. Hit & Run (Failure to Give Information) (Failure to Give Information and Aid)	1 offense within 10 yrs	

Job Description - City of Newton

TITLE: FIREFIGHTER	JOB CODE:
DEPARTMENT: Fire CIVIL SERVICE: Yes	UNION: Yes FLSA: Non - Exempt
APPROVAL:	DATE:
DEPARTMENT DIRECTOR	DATE:
CITY ADMINISTRATOR	LAST UPDATE: 10/7/02

DEFINITION: To protect life, property and the environment, under the general supervision of the Fire Captain, participates in general firefighting activities and emergency pre-hospital care of the sick and injured, in response to alarms and emergency calls; drives and operates firefighting apparatus and ambulance vehicles; and performs other duties as required.

ESSENTIAL FUNCTIONS: Position is subject to 24-hour shift assignment, working weekends and holidays, but may be assigned to 8-hour shift, 40-hour week assignment; drives ambulances to medical emergencies, performs pre-hospital emergency medical care functions at emergency scenes and en route to medical facilities as certified; assesses patient symptoms and determines appropriate emergency medical procedures to be employed; communicates patient symptoms and action taken to hospital emergency room staff using mobile and portable two-way radio equipment; lifts and carries patients; restrains combative patients, assesses presence of physical or sexual abuse and reports evidence to medical and law enforcement officials; completes medical incident reports and prepares patient billing criteria. Drives firefighting apparatus or ambulance vehicles to fire alarms as certified; operates pumping and aerial ladder apparatus; utilizes hand tools and power tools in rescue, forcible entry, ventilation, and salvage work; directs hose streams into and within structures involved in fire; makes preliminary assessment of evidence at fire scenes for fire cause; reports evidence of possible arson to investigate officials; completes written reports describing observations at fire scenes and other emergency sites. Responds to and performs containment operations at hazardous materials incidents, following accepted decontamination practices; performs inspections of building and facilities for pre-incident planning and hazard assessment; records pertinent information on reports and building drawings for emergency reference. Conducts tours of fire station facilities; explains duties and operations; conducts public fire prevention presentations; demonstrates proper use of fire protection equipment and explains maintenance requirements. Performs service tasks on fire extinguishers for the public; performs minor repair and service tasks on vehicles and gasoline powered tools and equipment; receives and records information from dispatcher directing emergency response; participates in training activities; maintains buildings and grounds; performs other duties as required.

NON-ESSENTIAL FUNCTIONS: Uses office equipment, microcomputers, copy machines and calculators; answers telephone calls from citizens and refers their inquiries or requests as required.

WORKING CONDITIONS: Wears heavy insulated protective clothing and self-contained breathing apparatus to protect against thermal, chemical and radiation hazards; performs all fire related tasks at elevated heights on ladders and aerial firefighting apparatus as required; performs tasks within confined spaces with limited or no visibility as required; performs tasks in all weather conditions, on all surfaces, lifting and carrying ladders, hoses, tools, rescued people, salvaged furniture and belongings.

QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of city streets and addresses; knowledge of City Code relating to fire and life safety. Skill in use and operation of all tools, equipment and apparatus operated by and for the Fire Department. Ability to establish and maintain effective working relationships with fellow firefighters and supervisors in a close living/working environment; ability to serve as attendant in charge during emergency and non-emergency ambulance service responses; ability to function effectively to treat the illnesses and trauma suffered by patients; ability to function effectively at elevated heights or in confined conditions with little or no visibility; ability to pass Civil Service physical examination; ability to communicate effectively both orally and in writing; ability to adjust to changing situations, priorities and deadlines, while maintaining efficiency and effectiveness; ability to establish priorities in order to accomplish a variety of duties and responsibilities.

ADDITIONAL REQUIREMENTS: For those tasks where a personal or City vehicle is used, individual must be physically capable of operating the vehicle safely, possess a valid Iowa operator's license and have an acceptable driving record. Must obtain an Iowa Class D Chauffeurs license within one year of appointment. Must obtain Emergency Medical Technician Paramedic Specialist certification within one year of appointment. Must obtain certification as Hazardous Materials First Responder at the Operations Level within one year of appointment.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from High School or equivalent.



TOBACCO FREE EMPLOYMENT NOTICE

The medical guidelines for the city physician to use in determining whether a fire candidate is physically acceptable to be a Newton Firefighter include a no smoking or chewing tobacco requirement. The No Smoking or Chewing Requirement includes both on duty and off duty.

NOTICE OF DRUG TESTING

Prior to employment the City of Newton will require drug testing as part of a pre-employment physical for all employees.

The City of Newton has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees. Being under the influence of a drug or alcohol poses serious safety and health risks, not only to the user, but to all those who work with or come into contact with the user. The possession, use, or sale of an illegal drug or alcohol in the workplace poses unacceptable risks for safe, healthful, and efficient operations.

For your records:

Date Application Submitted: _____



NEWTON FIRE DEPARTMENT
410 S 2ND AVE W
NEWTON, IOWA 50208
641-792-3347