



Human Resources Department
11333 N Cedarburg Rd
Mequon, Wisconsin 53092
Phone (262) 236-2915
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www.ci.mequon.wi.us/employment

INTERN APPLICATION

Upon completion submit to Chief David Bialk at dbialk@ci.mequon.wi.us.

APPLICANT INFORMATION

Title of Position Applied for _____		
Last Name _____	First Name _____	Middle Initial _____
Address: _____		
City _____	State _____	Zip Code _____
Phone _____	Email _____	
List any other names by which you have been known on official records _____		
Social Security Number _____		
Drivers License Number _____	State _____	
Are you 18 years of age or older? Yes <input type="checkbox"/> No <input type="checkbox"/> If under 18, how old are you? _____		
Due to limitations on employment of relatives, list the names and exact relationships of any relatives who are City of Mequon employees: _____		
List any licenses, registrations and/or certificates you possess that are related to the job you are applying for: _____		

In accordance with the Immigration Reform and Control Act of 1986, the City will employ only persons legally authorized to work in the United States. Employment if offered, it is conditional upon the individual's ability to establish verification of identity and authorization to work within three business days of commencement of employment.

The City requires pre-employment drug testing.

THE CITY OF MEQUON IS AN EEO/AFFIRMATIVE ACTION EMPLOYER. ALL INDIVIDUALS INCLUDING WOMEN, MINORITIES AND THOSE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Firefighter/EMT Intern Program and Policy

City of Mequon Fire Department

Commitment/Benefits:

The Mequon Fire Department is looking for three interns to make a one-year commitment to work a rotating 24-hour schedule (ten shifts per month) and work alongside our current members performing firefighting and emergency medical services in the community. Accommodations will be made to allow interns time to attend classes. In return for volunteering, the intern will receive an invaluable experience, along with a \$500 per month stipend for living expenses. The intern will also be offered sponsorship in EMT-Basic as well as other State of Wisconsin fire certification classes.

About the Mequon Fire Department:

The City of Mequon Fire Department is a combination fire department staffed by approximately 60 paid-on-call members. The department serves a diverse population of more than 26,000 residents and over 600 businesses in 48 square miles of urban and rural areas. We operate three engine companies, two ladder trucks, two tenders, one heavy rescue, one brush truck, and three transport ambulances out of two firehouses. We perform fire suppression, fire prevention, vehicle extrication, public education and emergency medical services at the paramedic level to our community. In 2016, the department responded to over 2,107 incidents including structure fires, vehicle extrications, and numerous other requests for emergency services.

Purpose

To provide career firefighter responsibilities and experiences to selected Milwaukee Area Technical College (MATC) students.

Selection of Interns

The student will be selected for the Intern program by the City Mayor and Administrator upon recommendation by the Fire Chief. The intern candidate must:

- Be certified State of Wisconsin Firefighter I.
- Thoroughly complete all application materials on time.
- Pass an oral interview in front of a panel of fire department personnel.
- Meet all physical requirements as specified by the City of Mequon Fire Department.
- Be subject to a physical examination or have current physical exam results available for inspection.
- Pass a background investigation.
- Make a one-year commitment to the Mequon Fire Department, working a firefighter schedule (one day on and two days off).

Expectations for Participation

The intern must:

- Be a full-time student enrolled in the Milwaukee Area Technical College Fire Protection Technician Program.
- Maintain a credit load of at least 12 credits per semester.
- Maintain a 3.0 grade point average in the core classes, AND a 2.5 overall grade point average.
- Successfully complete the minimum training requirements for the City of Mequon Fire Department.
- Complete station duties, truck inspections, and any and all other duties assigned by the Fire Chief or officers.

Failure to meet expectations will result in the removal of the intern.

Firefighter/EMT Intern Program and Policy (continued)

The intern will be given:

- A full set of personal protective equipment (PPE). PPE is property of the City of Mequon Fire Department and must be returned upon leaving the intern program.
- A stipend of \$500.00 a month for living expenses.
- Sponsorship in EMT-Basic and other State of Wisconsin fire certification classes along with books.

If the intern leaves or is dismissed within the first six months of the program he or she will reimburse the City of Mequon Fire Department for the full amount of tuition and books.

Intern Expectations

- The intern's appearance is considered a reflection of the level of professionalism and dedication to the department. The intern shall pay attention to his or her basic hygiene.
- Beds are to be made neatly each morning before 0800.
- The intern is to wake, shower and dress for the day before 0700 daily, including weekends.
- Clothing is to be stored in a wardrobe on hangers or within clothes bags. Piles of clothing will not be tolerated.
- All duties are to be completed on time.
- The intern's actions, and the actions of their visitors, reflect upon the department. The student is responsible for the actions of their visitors. Visiting hours are limited to 0800 to 2200 hours. Exceptions are granted only by the Fire Chief.
- AT NO TIME are interns to store or have alcohol, firearms, ammunition, or anything else deemed dangerous by the Fire Chief in the station.
- Employment outside of the intern program is permitted as long as the outside job can be scheduled around intern responsibilities and does not interfere with intern's hours.
- Semester grades are to be provided to the Fire Chief as soon as they are available to the intern. The grades are used to determine GPA performance and will go into the intern's personal file. If the grades have not been provided to the City of Mequon Fire Department by the start of the next semester, the intern will be removed from the intern program.
- Interns will be given nine days of personal time. No intern will be allowed time off unless personal time is used or the intern is in class. Personal Time Off requests must be submitted to the Fire Chief.
- Interns are allowed to trade shifts, although excessive trading of duty hours will not be tolerated. The Chief will warn the intern when he has determined that the trading of shifts is becoming excessive. Trades must be submitted in writing for approval by the Fire Chief.
- The intern will assist with the cleaning and the presentation of the fire station and its equipment during an assigned shift.

Duty Shifts

Duty hours while school is in session are from the end of school day until 0700 hours the next morning. Duty hours on weekend days while school is in session are from 0700 hours to 0700 the following day (24 hours).

Duty hours while school is not in session are from 0700 hours to 0700 hours the following day (24 hours); this includes Winter Recess, Spring Recess, and Summer Recess.

Firefighter/EMT Intern Program and Policy (continued)

Discipline

The City of Mequon Mayor and Administrator have the option of removing the intern from the program at any time if they determine it is in the best interest of the City of Mequon Fire Department.

Any intern who is in violation of the City of Mequon Fire Department Policies and Procedures, or is in possession of alcohol, firearms, ammunition, or anything else deemed dangerous by the Fire Chief, will be removed from the program immediately.

For all other issues not covered herein, the intern will go through three steps before dismissal:

1. The Fire Chief will meet with the intern and discuss the problems. This meeting will serve as a notice that there is a problem with the intern's performance. Corrective actions will be discussed and the intern will abide by the Chief's instructions.
2. If the problem is not resolved in step one, or, there is a continuance of various other problems, a review committee will be formed. This committee will consist of the Mayor, Administrator and one Fire Department officer. The committee imposes either corrective action or dismissal. If the committee should impose corrective action, the intern must abide by those instructions.
3. If the committee should impose dismissal, or if the intern fails to abide by the committee's instructions, the Mayor and Administrator will dismiss the intern, effective immediately.

Mequon Fire Department Intern Agreement

I, _____ do certify that I have read the above Intern policy. I agree that I will abide by the rules and responsibilities as outlined within this Intern Policy. I understand that I can be removed from the Intern program at any time due to poor performance, inadequate grades, misconduct, or for cause as determined by the City of Mequon Mayor and Administrator. This does not constitute a contract of employment with the City of Mequon Fire Department.

Intern

Date

City of Mequon Mayor

Date

City Administrator

Date

SELECTION PROCESS ACCOMMODATIONS

In accordance with State and Federal laws, the City of Mequon is committed to ensure non-discrimination in appointment of qualified individual with disabilities.

Under the Americans with Disabilities Act, an individual with a disability is defined as one who: has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; is regarded as having such impairment.

“Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working.

The following information will be treated confidentially and used only to provide necessary accommodations during selection process. Requests for accommodations must be made prior to the commencement of the selection process so that arrangements can be made.

Will you require any special accommodations during the selection process?

_____ Yes _____ No

If yes, what kind of accommodation(s) will you need?

- _____ A signer
- _____ A reader
- _____ Extra time
- _____ Other (Please describe) _____

Comments:

SIGNATURE: _____ DATE: _____

Provisions of the selection process accommodations may be granted by the Public Safety Committee only after review and evaluation on a case by case basis. Factors considered will include the nature of the selection process and the knowledge, skills, and abilities required for the job.

Position Description

City of Mequon

<u>Title:</u> Firefighter/EMT Intern	<u>FLSA:</u>
<u>Date:</u> June 2017	<u>Present Incumbent:</u>
<u>Department:</u> Fire	<u>Division:</u>
<u>Work Location:</u> Mequon Fire Department	
<u>General Schedule:</u> Hours of work will be on a rotating basis to work alongside department members and perform firefighting and emergency medical services in the community.	
<u>Stipend:</u> \$500 per month for living expenses, sponsorship of EMT Basic Course and other State of Wisconsin fire certification classes.	
<u>Represented:</u> No	<u>Bargaining Unit:</u> N/A
<u>Position's Purpose:</u> To provide career firefighter responsibilities and experiences to selected students enrolled in the Milwaukee Area Technical College Fire Protection Technician Program.	
A. Description of the Position	
Essential Duties and Responsibilities:	
<u>40%</u>	Responds to alarms as a member of a firefighting company, and performs a variety of fire ground functions, as the situation demands. Operates and performs preventative maintenance and checks on all fire department vehicles and equipment. When assigned, responds as a member of a medical team to bring basic or advanced emergency medical care to the citizens of the community.
<u>40%</u>	Prepares written reports and maintains records under supervision of a superior officer. Participates in scheduled training exercises and classroom lectures.
<u>20%</u>	Performs duties as a Certified Firefighter/EMT according to criteria and standards set forth by the department, when assigned. Responsible for cleanliness of station and maintenance of apparatus, tools, equipment and all other fire department property. Conducts demonstrations, tours, and public speeches on fire safety, and prevention, CPR, fire extinguishers, smoke detectors and first-aid to the public.

B. Position Specifications

Required Knowledge and Skills: A fire fighter must have courage and be mentally alert. Dependability, good judgement, initiative and a strong sense of public service are essential personal characteristics. The ability to work cooperatively with others is critical to company performance at emergency scenes. Mechanical aptitude and the ability to perform algebraic calculations are beneficial. You should have effective communication, oral and written skills, understand and follow work rules and suggested operating guidelines. You must know how to read, write and have basic mathematical skills. Knowledge of national, state, and local laws and fire/safety codes.

Physical Requirements: A pre-appointment medical examination and drug screen is required. The firefighter must possess the physical strength and stamina to successfully complete the Wisconsin Fire Service Training Practical Skills Certification Examination. A critical component of the Practical Skills Certification Exam is the ability to lift a 165-pound mannequin while wearing full personal protective equipment, including self-contained breathing apparatus weighing approximately thirty-five (35) pounds. The individual will have the physical demands of standing, walking, sitting, stooping, kneeling, crouching, crawling, running, swimming, grappling, climbing, balancing, bending, twisting, reaching, feeling, talking and hearing. They will need to be able to lifting, carry, pushing/pull 100 lbs. or more. You will be required to handle, grasp and finger fire hose and ladders, perform CPR and utilize patient lifting devices.

Equipment Used: This position requires use of some (or all) or the following: Computer terminal, telephone, two-way radio, power tools, hand tools, chain saws, shovels, brooms, ladders and exhaust fans, car, fire truck and ambulance. The position will require you to possibly use patient restraints, first aid equipment, oxygen, electronic test equipment, general medical equipment and patient lifting devices. You will be required to use breathing apparatus, steel tip boots, hearing and eye protection, firefighting turnout clothing, and hazardous chemical clothing.

C. Qualifications Required:

High school diplomas or equivalent required. Enrollment in a Associate degree in firefighting, Wisconsin Board of Vocational, Technical and Adult Education Fire Fighter Certification, emergency medical technician training and/or previous firefighting experience are beneficial.

Valid Wisconsin Motor Vehicle Operator's License.

D. Title of Immediate Supervisor: Fire Chief

E. Supervision Received: Works under the supervision of a fire company officer or designated crew leader.

F. Environmental/Working Conditions of Position: The position could be exposed to: an outside workplace environment that is confined, extreme cold or hot and normal temperature changes, contact with water or liquids, loud noise with a minimum of 90 decibels and vibration from tools, equipment, machinery, etc. The position could be exposed to hazardous conditions such as mechanical, electrical, chemical burns, explosives, heights, physical injury and fast moving vehicles and to atmospheric conditions such as fumes, gases, noxious odors, dust and poor ventilation. EMS related calls could potentially expose you to blood borne pathogens, (i.e., blood on self and clothing).

G. Supplemental Information:

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by the intern within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of intern's assigned to this position.

Approvals:

Mayor / City Administrator

Date: _____

Department Head or Designated Representative

Date: _____

Incumbent

Date: _____

VOLUNTEER ACKNOWLEDGEMENTS AND WAIVER OF LIABILITES

I am completing this Acknowledgement and Waiver of Liability in connection with my participation as a volunteer for the **City of Mequon**. (Municipality). This Acknowledgement and Waiver of Liability is to remain in effect with respect to all activities I may undertake as a volunteer for the Municipality. When signing this Acknowledgement and Waiver of Liability, I am relying on the statements in this document and I am not relying upon, nor will I hold the Municipality responsible for, verbal representations regarding legal responsibilities, insurance coverage, or the nature of the volunteer position.

I hereby acknowledge and agree that the Municipality does not maintain Workers' Compensation Insurance, Unemployment Compensation, or Health Insurance that covers me in the event that I sustain physical or emotional injuries while acting within the scope of my duties as a volunteer. I will provide proof of health insurance coverage that covers injuries I may sustain while performing duties as a volunteer before I begin my volunteer position. I agree to provide services on a volunteer basis and will not be considered an employee, therefore, applicable wage and hour statutes do not apply.

I understand that being a volunteer involves risks of physical strain, impact with other persons or objects, and the risks associated with travel. I also recognize that volunteering involves other inherent risks, and that all such risks cannot be described as a part of this document. I acknowledge that the risks listed above, along with other risks inherent to my participation as a volunteer, may result in severe bodily and/or emotional injury, up to and including permanent disability or death.

I agree to abide by all policies, rules, regulations, administrative procedures, and standards of the Municipality, the State of Wisconsin, and the federal government.

I affirm that I have never been accused or convicted of any sexual crimes or other crimes against children.

Intending to legally bind myself, my representatives, successors, and assigns, I hereby release the Municipality, its Board, officers, employees, and agents (collectively the "Releases") from liability and waive all claims and demands against the Municipality on account of injury or death or damage to or loss of property, arising or resulting from my participation as a volunteer in connection with Municipality's activities, except in cases of negligent or intentional wrongdoing by the Municipality. I understand that by waiving my rights against the Releases as described above. I am giving up the right to seek legal remedies that might otherwise be available to me including, but not limited to, monetary damages, damages for emotional suffering, medical or other expenses, and attorney fees.

I CERTIFY THAT I HAVE READ AND UNDERSTAND THIS ACKNOWLEDGEMENT AND WAIVER OF LIABILITY, WHICH I UNDERSTAND I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING THIS ACKNOWLEDGEMENT AND WAIVER OF LIABILITY, AND THAT I SIGN IT VOLUNTARILY.

Signature of Volunteer: _____ Date: _____

Name: _____ Activity: _____

Signature of Parent or Legal Guardian: _____ Date: _____

Name: _____ Activity: _____