



SOLDIER TOWNSHIP FIRE DEPARTMENT
Inviting Applications for Battalion Chief

A GREAT OPPORTUNITY

The Soldier Township Fire Department located north of Topeka, Kansas is seeking a dynamic and progressive leader for the position of Battalion Chief. If you are an experienced and knowledgeable officer, with a proven track record in effectively managing people and projects, we invite you to apply. Successful candidates will be assigned to a 56-hour shift work schedule.

SOLDIER TOWNSHIP FIRE

The Soldier Township Fire Department, a progressive and innovative department, is located just north of Topeka, Kansas.

Soldier Township was formed in 1937. The township started with a 1937 Ford Fire Truck that was stored in a member's garage. As the township grew it was determined a fire station was needed. The station was built in the 2600 block of Topeka Blvd. At the same time, 2 full-time firefighters were hired. The Chief and Assistant Chief along with 15 volunteers responded to all fire calls in the Township. In 1976 the City of Topeka annexed some of the Township property. This property included the fire station. A new station was built at 46th and Topeka Blvd. As time progressed the department added 2 more full-time staff members in 1980. This addition allowed for 24-hour coverage at the station. The department also added 24 volunteer personnel. This allows the department to respond to calls with full staffing. In 2007 a second, unmanned, station was built in the 8200 block of Topeka Blvd. In 2016 a staffing survey was completed. Due to the volunteer shortage that is hitting the nation. It was determined STFD would need to increase its staffing by adding 6 new full-time personnel. The Township Board approved 3 full-time personnel. Those individuals were hired and

began work on January 1, 2017. Soldier Township now has 7 full-time and 30 volunteers, paid-on-call, employees.

The Soldier Township Fire Department serves a township covering 63 square miles, with a population of approximately 15,000 people. The Township itself is approximately 60% residential with several areas of densely populated neighborhoods intermixed with commercial, industrial, and agricultural areas. Soldier Township provides fire protection for 2 large manufacturing facilities: Goodyear Tire and Rubber, Hills Pet Foods. There are also several smaller manufacturing plants in the Township. Soldier Township responds to approximately 1000 incidents a year. Approximately 70% of all calls are medical-related. We currently respond at the EMT status. The department's apparatus fleet includes two engines, one rescue, one medical truck, one tender, four brush trucks, one light tower, and one multiple-use side-by-side.

The department is financed by property taxes assessed within the District.

ORGANIZATIONAL STRUCTURE

Soldier Township Fire Department is governed by a 3-person board elected by the public. The position of Battalion Chief currently reports directly to the Fire Chief. The Battalion Chief has direct supervision of 1 full-time and 1 part-time employee daily and up to 30 paid-on-call individuals.

OUR MISSION

It is our Mission to protect the lives and property within Soldier Township, delivering dependable, efficient and professional public safety response through leadership, management and actions.

OUR VISION

Soldier Township Fire Department strives to serve our community through collaborative efforts and diverse partnerships. We will always look beyond the traditional scope of our individual positions to promote effectiveness.

CANDIDATE PROFILE

The ideal candidate for the position of Battalion Chief shall have demonstrated abilities as a proactive leader, a strong communicator, and a highly engaged officer with strong and ethical decision-making abilities. He/she will be focused on high standards of customer service, operational effectiveness, and efficiency, and will develop and maintain relationships within both the organization and the community. Additionally, the ideal candidate will exhibit integrity, loyalty, commitment to lifelong learning, courage in his/her convictions, and a passion for the fire service.

Education and Experience Requirements

- Must have a high school diploma or a GED certificate
- Must have 5 years experience as a full-time firefighter
- Pass a background investigation and evaluation
- Pass STFD's physical agility test
- Possess a valid Kansas Non-commercial Class B license or higher

- Pass a medical exam before employment
- Kansas Certified Emergency Medical Technician or higher
- IFSAC Certified Fire Fighter I, II and HazMat Awareness/Ops
- IFSAC Certified Driver/Operator Pumper
- IFSAC Certified Instructor I
- IFSAC Certified Officer I
- Completion of NIMS 100, 200, 300, 700, 800
- Must work 24-hour shifts laid out in the "Berkley" format
- Members must agree to abide by the rules, standards, and policies of the Department

Note: See Job description for a complete listing of duties and qualifications.

COMPENSATION AND BENEFITS

STFD is committed to providing a competitive total compensation and benefits package for this position.

Salary Range: \$55K-\$ 60K Annually

Benefits offered include: health, dental, and vision insurance for employees and eligible dependents, Kansas Police and Fire Retirement System (KP&F), paid vacation and sick leave, 10 paid holidays, life insurance, and deferred compensation.

APPLICATION PROCEDURE

Interested applicants shall submit a **cover letter, resume, completed application form, and the completed supplemental questionnaire** to:

Soldier Township Fire Department

600 NW 46TH St.

Topeka, Ks 66617

785-286-2123

Applications will not be accepted electronically; the completed application packet must be mailed to the above address or hand delivered. Questions may be directed, either by phone or email, to Chief Doug Schmitt (doug.schmitt@soldiertownship.org)

Completed application packets must be received no later than 16:00 hours on March 11, 2022. Following the closing date, all application packets will be reviewed based upon the qualifications and criteria outlined in this information packet.

The successful candidate shall be subject to a complete background investigation, along with pre-employment physical examination, drug screening, and criminal and motor vehicle background checks.



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BATTALION CHIEF JOB DESCRIPTION

- 1) SUMMARY: Under direction of the Fire Chief, the Battalion Chief performs a variety of technical, administrative and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical service delivery to prevent or minimize the loss of life and property by fire and emergency medical conditions.

- 2) ESSENTIAL DUTIES AND RESPONSIBILITIES:
 - a. Performs the functions of Duty Officer for their assigned shift.
 - b. Assists the Fire Chief in long and short range planning of Departmental operations.
 - c. Supervises employees at incident scenes, operates all fire apparatus and equipment, fights fires, provides rescue services, provides medical care and otherwise handles each incident to provide for a favorable outcome.
 - d. Repairs, cleans and maintains fire apparatus, equipment, buildings and grounds as needed.
 - e. Completes KFIRS and Medical reports before end of shift.
 - f. Attends staff meeting and assists in planning overall operation of Department.
 - g. Attends training meetings.
 - h. Conducts inspections of buildings and property to verify that exits, fire protection equipment and systems, building construction, interior finishes and decorations, and occupant load conform with applicable fire and safety laws, regulations, and standards.
 - i. Conducts inspections of businesses that handle, process, transport, or store hazardous materials to ensure compliance with applicable fire and safety laws, regulations, and standards. Discusses conditions and recommends safe methods of storing flammables or other hazardous materials.
 - j. Explains and interprets provisions of fire codes to building owners, managers, and employers.
 - k. Informs owner or manager of conditions requiring correction.
 - l. Prepares report of violations or unsafe conditions.
 - m. Contacts the State Fire Marshal Office for fire hazards not corrected on subsequent inspection to enforce code when owner refuses to cooperate.
 - n. Keeps file of inspection records and prepares reports of activities.
 - o. Prepares pre-incident plans and updates them annually.
 - p. Directs distribution of fire prevention publicity material.
 - q. Confers with officials or civic representatives to improve fire safety and fire education.
 - r. Arranges and implements fire safety programs for elementary students in the Seaman School District.
 - s. Directs public information program for adults and juveniles, such as talks and demonstrations on resuscitation, fire safety, and home safety inspections.
 - t. Responds to calls from schools and parents to instruct children about dangers of fires.
 - u. Performs fire investigations and/or oversees other fire department investigators to investigate the cause of all fires within the fire department jurisdiction.
 - v. Requests assistance and cooperates with State Fire Marshal Fire Investigators.
 - w. Examines sites of fires and collects evidence to determine points of origin and causes of fires.
 - x. Questions persons reporting fires, firefighters, law enforcement, tenants, witnesses, bystanders, and others to obtain information related to origin, cause, time, and possible suspects and witnesses.
 - y. Compiles investigation results, determines probable causes of fire, and reports results to superiors.
 - z. Cooperates with law enforcement and insurance companies to investigate reports of fires.



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- aa. Investigates false fire alarms in cooperation with law enforcement.
- bb. Gives testimony in court cases involving fires, suspected arson, and false fire alarms.
- cc. Reviews reports of all fire department investigators to ensure complete, accurate reports.
- dd. Prepares and presents fire investigation training programs for other personnel.

3) QUALIFICATIONS:

- a. Must be 18 years of age
- b. Must have a high school diploma or a GED certificate
- c. Must have 5 years' experience as a full-time firefighter
- d. Pass a background investigation and evaluation
- e. Pass STFD's physical agility test
- f. Possess a valid Kansas Non-commercial Class B license or higher
- g. Pass a medical exam prior to employment
- h. Kansas Certified Emergency Medical Technician or higher
- i. IFSAC Certified Fire Fighter I, II and HazMat Awareness/Ops
- j. IFSAC Certified Driver/Operator Pumper
- k. IFSAC Certified Instructor I
- l. IFSAC Certified Officer I
- m. Completion of NIMS 100,200,300,700,800
- n. Must work 24 hour shifts laid out in the "Berkley" format
- o. Members must agree to abide by the rules, standards and policies of the Department

4) PHYSICAL REQUIREMENT OF WORK:

- a. Requires heavy lifting required to complete tasks while wearing personal protective equipment, including self-contained breathing apparatus, weighing approx. 50-100 lbs.
- b. During firefighting activities when exposed to extreme heat, blood pressure and pulse are elevated.
- c. Direct exposure to fire and its by-products while operating in structural firefighting equipment; About 20 minutes inside of a working fire incidents with regular breaks. This can continue until relieved.
- d. Firefighting is done in all environments.



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Soldier Township Fire Department
600 NW 46th St
Topeka, KS 66617
Office: (785) 286-2123
Fax: (785) 286-2121
www.soldiertownship.com

Applicants are considered for all positions without regard to race, religion, sex, national origin, age, marital or veteran status, or any other legally protected status.

Date of Application: _____ Position applying for: _____

Name: _____ Telephone: _____

Address: _____ City: _____ State: _____

Social Security Number: _____ Are you over 18 years of age? Yes No

Email Address: _____

Have you ever been employed by Soldier Township Fire Department? If yes, date: _____

Are you employed now? Yes No May we contact your present employer? Yes No

Are you a U.S. citizen or a legally registered alien? Yes No

(Proof of citizenship or immigration status will be required at the time of employment)

Can you travel if the job requires it? Yes No Driver's License No. _____ State: _____

Have you had ANY traffic citations in the past three years? Yes No If yes, Please list citations below:

Have you EVER been convicted of a felony? Yes No If yes, please explain: _____

(Conviction will not necessarily disqualify applicant from employment.)

Have you ever been discharged or forced to resign from any position? Yes No If yes, please explain:

Soldier Township Fire Department is an equal opportunity employer



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EDUCATION

Did you graduate from high school? Yes No Highest grade completed? _____
(If accepted, you must provide a copy of your high school diploma or GED certificate.)

Name of college, university, trade, or technical schools attended, and type of degree received:

Describe specialized training, apprenticeships, and certifications attained:

Have you had any previous fire experience? Yes No If yes, please indicate level of training, name, and address of fire department, and length of service:

Summarize relevant skills and experience that relate to the position applied for:

List computer software with which you are familiar: _____

Are you fluent in languages other than English? Yes No If yes, please list:



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EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, religion, gender, national origin, handicap, or other protected status.

Employer #1: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor's Name: _____

Date Employed from: _____ to: _____ Hourly wage: Start _____ Final _____

Describe work performed: _____

Reason for leaving: _____

Employer #2: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor's Name: _____

Date Employed from: _____ to: _____ Hourly wage: Start _____ Final _____

Describe work performed: _____

Reason for leaving: _____

Employer #4: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor's Name: _____

Date Employed from: _____ to: _____ Hourly wage: Start _____ Final _____

Describe work performed: _____

Reason for leaving: _____



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Employer #5: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor's Name: _____

Date Employed from: _____ to: _____ Hourly wage: Start _____ Final _____

Describe work performed: _____

Reason for leaving: _____

Employer #6: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor's Name: _____

Date Employed from: _____ to: _____ Hourly wage: Start _____ Final _____

Describe work performed: _____

Reason for leaving: _____

Employer #7: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor's Name: _____

Date Employed from: _____ to: _____ Hourly wage: Start _____ Final _____

Describe work performed: _____

Reason for leaving: _____

All information on this application is subject to verification. The Soldier Township Fire Department will conduct background checks including, but not limited to, work references, driving records, criminal conviction records and educational attainment.



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ACKNOWLEDGEMENT

I understand that an employment offer is contingent upon the successful completion of a pre-employment drug test. Applicants testing positive for illegal drugs and/or unauthorized prescription drugs will not be hired by the Soldier Township Fire Department. I further understand that any condition which may preclude my ability to perform essential functions of the job and such conditions that cannot be reasonably accommodated will disqualify me from consideration for employment in the job for which I was examined.

This application for employment shall be considered active for a period of time not to exceed 60 days. I understand that neither this document nor any offer of employment from the employer constitute an employment contract.

If employed, I agree to abide by all policies, rules and regulations established by the Soldier Township Fire Department. I certify that the answers given herein are true and complete to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to employment with the Soldier Township Fire Department. I authorize investigation of all statements contained in this application for employment.

My signature below acknowledges my understanding and agreement with the above.

Signature of Applicant

Date Signed



APPLICATION FOR EMPLOYMENT

{Applicant Section:} Fill out entire top portion of form. Complete one from each for your three (3) most recent employers. Sign the form where indicated to authorize the release of this information to us. We will only contact your current employer with your permission (pg. 3). In the event that you are offered a position with the Soldier Township Fire Department, we will have to contact your current employer. **LEAVE THIS FORM ATTACHED TO YOUR APPLICATION PACKET.** Thank you!

Current or Previous employer name: _____

Company address _____ City _____ State _____ Zip _____

Supervisor: _____ Phone: _____ Fax #: _____

Applicant Name: _____ Social Security Number: _____

Your position at the above-named company: _____

Dates of employment: From _____ To _____

Reason for leaving: _____

Applicant Signature: _____ Date: _____

{Employer section:} The individual above has applied for a position with our organization and authorized the release of information regarding employment to us. In this lower section, please fill out as much information as you are permitted to and return to us via fax number, or the mailing address listed below. Thank you for your assistance!

Name & Title of person responding to request: _____ Date contacted: _____

Contact Number: _____ Does the above information match your records? Yes No

If no, please explain: _____

Would you rehire? Yes No If no, please explain: _____

Current or Ending Salary \$ _____ Hourly _____ Annual _____

{Please rate the applicant's job performance:}

<i>Characteristic</i>	<i>Excellent</i>	<i>Above Average</i>	<i>Average</i>	<i>Poor</i>	<i>Comments</i>
Quality of work					
Quantity of work					
Attendance					
Attitude & Cooperation					
Dependability					
Professional Knowledge					
Communication					
Learning Ability					

Additional Comments:



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<i>Characteristic</i>	<i>Excellent</i>	<i>Above Average</i>	<i>Average</i>	<i>Poor</i>	<i>Comments</i>
Quality of work					
Quantity of work					
Attendance					
Attitude & Cooperation					
Dependability					
Professional Knowledge					
Communication					
Learning Ability					

Additional Comments:



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Quality of work					
Quantity of work					
Attendance					
Attitude & Cooperation					
Dependability					
Professional Knowledge					
Communication					
Learning Ability					

Additional Comments:



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Battalion Chief Supplemental Questions

1. If you were hiring a person for this job as Battalion Chief, what would you look for?
2. Describe your work ethic.
3. How have you shown yourself to be a leader?
4. What is it about the position as Battalion Chief that attracts you the most?
5. How would you impact the department?
6. Explain an idea that you have had and then implemented?
7. What is the most rewarding work you have ever done and why?