

# 2025

## **GREENSBURG FIRE DEPARTMENT**

**100 West Barachel Lane  
Greensburg, IN 47240  
812.663.8671**

### **GREENSBURG FIRE DEPARTMENT APPLICATION PACKET**

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**IF YOU DO NOT FIND ALL OF THIS INFORMATION IN THE PACKET, OR NEED ADDITIONAL ASSISTANCE, PLEASE CONTACT THE GREENSBURG FIRE DEPT.**

**GREENSBURG FIRE DEPARTMENT  
100 West Barachel Lane  
GREENSBURG, IN 47240  
812.663.8671**

**APPLICATION FOR EMPLOYMENT**

- Requirements at date of employment:**
1. Must be a United States citizen.
  2. Must be at least 18 years of age but under 40 years of age on date of employment.
  3. Must be a high school graduate or equivalent.
  4. Must possess a valid driver's license.
  5. Must not have a felony conviction.

Qualified applicants are considered for all positions without regards to race, color, religion, gender, national origin, marital status, gender identity, sexual orientation, veteran status or the presence of a non-job-related medical condition or disability.

**THIS APPLICATION MUST HAVE THE FOLLOWING ITEMS ATTACHED AT THE TIME OF SUBMISSION.**

1. A copy of your birth certificate.
2. A copy of your high school diploma.
3. A copy of your driver's license
4. If prior military service, a copy of your DD214.
5. If prior fire service, a copy of any state certification.
6. Copy of current EMT certification (If applicable)

**Applicants must have a current CPAT card prior to the firefighter review board interview.**

**APPLICATION CAN BE MAILED TO GREENSBURG FIRE DEPT.  
(Attention Ron Reynolds) 100 West Barachel Lane Greensburg, IN 47240 or EMAILED TO  
rreynolds@greensburg.in.gov or RETURNED IN PERSON BETWEEN THE HOURS OF  
**6:00 AM AND 6:00 PM M-F. ALL APPLICATIONS MUST BE RETURNED AND  
RECEIVED NO LATER THAN 6:00 PM ON October 31, 2025.****

# HIRING PROCESS

Written aptitude test

CPAT Card – Physical Agility Test

Firefighter review board interview

8 Hour ride along and aerial ladder climb

Board of Works interview

PERF Physical – Public Safety Medical

**Firefighter review board interviews will be held at:**

**Greensburg Fire Dept.  
100 West Barachel Lane  
Greensburg, IN 47240**

As you have applied for the position of probationary firefighter with the Greensburg Fire Department, we have enclosed the following information about our hiring procedures. First you must fill out an application via the social media link or paper copy in ink, (please print or type), and return to the Greensburg Fire Station via email, mail or in person on or before **October 31, 2025 by 6:00 PM.**

**JOB POSTING  
CITY OF GREENSBURG  
GREENSBURG FIRE DEPARTMENT**

**POSITION:** Firefighter/EMT  
**WORK SCHEDULE:** 24-hour shift of 6:00 a.m. – 6:00 a.m. next day, one day on, two days off, on assigned shift schedule  
**JOB CATEGORY:** POLE (Protective Occupations, Law Enforcement)  
**DATE WRITTEN:** January 1997  
**DATE REVISED:** September 2025  
**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

The following essential job functions comprise a summary of job duties, requirements and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for the incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

Responds to various alarms, rides and/or drives vehicle, carries/sets up appropriate equipment; Maintains radio communications with emergency personnel on site; Suppresses fires, including climbing ladders, crawling/walking on roofs/floors, operating equipment to open ventilation holes, applying water and/or chemicals on fires, and moving into fire areas; Salvages and overhauls fire scenes and monitors sites for recurrence of fire; prepares equipment to ensure readiness for service, replenishing supplies, cleaning/washing equipment, returning to proper storage location; Completes/submits reports as required; Searches for/rescues victims from dangerous situations, stabilizes injured individuals by performing basic first aid or CPR; Monitors/performs general maintenance on equipment and vehicles, cleaning/washing, checking fluids and tire pressure, and filling air tanks and checking regulator; Performs various housekeeping duties in/around station on rotating schedule; Periodically responds to reports of hazardous materials, identifying/containing hazardous materials and evacuating persons from hazardous areas as needed; Participates in daily training/practice sessions as required.

**REQUIREMENTS:**

High school diploma or HSE, and ability to successfully complete training programs as required; Ability to meet all Department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the work place; Working knowledge of fire service hydraulics and ability to properly operate and maintain Department vehicles and equipment, including protective clothing, axes, ladders, aerial devices and hoses; Working knowledge of radio frequencies, codes, procedures and limitations, and ability to speak clearly and distinctly, hear and be heard and understood in person, by radio and by telephone; Ability to effectively communicate orally and in writing with co-workers, other emergency personnel and victims, including being sensitive to professional ethics, gender, cultural diversities and disabilities;

Ability to utilize universal health precautions to prevent infection from blood-borne pathogens; Ability to physically perform the essential duties of the position, including, but not limited to, exerting continuous physical effort for long periods, standing/walking for long periods, pushing/pulling objects, climbing stairs and ladders, reaching, bending, handling/grasping/fingering objects, and hearing communications, and lifting/carrying objects weighing more than fifty pounds, often up/down flights of stairs or ladders; Ability to understand and follow all oral and written orders as required; Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations from off-duty status, taking appropriate action with injured and/or distraught individuals, and acting safely, despite stress of potential injury to self and/or others; Ability to work irregular and/or extended hours.

**LICENSE/CERTIFICATION NEEDED**

**Certification by State of Indiana as Firefighter I / II within one year of employment.**

**Certification by State of Indiana as EMT-B within one year of employment.**

**Possession of a valid driver's license and demonstrated safe driving record.**

**CPAT card.**

**Additional certifications may be required.**

## **BASIC ESSENTIAL FUNCTIONS FOR FIREFIGHTERS**

1. Respond to alarms by reporting to assigned vehicles, riding in or on assigned vehicles to the scene of the emergency.
2. Lift, carry, drag, lay and connect hose lines from hydrants and equipment to scene, carry resuscitators, tools and other equipment from vehicle to scene.
3. Raise and climb ladders, crawl and walk on roofs and floors, open holes and windows with axes, bars or hooks for access or ventilation.
4. Combat fires by holding nozzles and directing streams of fog, chemicals or water and move into fire area, including into confined spaces and upstairs.
5. Communicate by voice or radio with other firefighters and other emergency personnel to relay observations, equipment needs and other relevant information.
6. Move people away from danger, including carrying unconscious people or holding a life net.
7. Provide emergency medical treatment to injured people.
8. Remove objects from buildings, place protective covers over objects and monitor assigned areas for signs of recurrence.
9. Conduct fire drills, critique drill participants on emergency procedure and instruct groups on such procedures.
10. Participate in training on fire fighting, emergency aid, emergency procedures and related subjects.
11. Maintain departmental equipment and structures, which includes cleaning and washing walls and floors, hanging and drying fire hose, cleaning equipment and performing preventative maintenance on motorized equipment.
12. Maintain personal physical fitness.
13. Perform related duties as assigned.

## **ENVIRONMENTAL FACTORS FOR FIREFIGHTERS**

**The essential job functions for a firefighter are performed in and affected by the following environmental factors. A firefighter must:**

1. Operate both as a member of a team and independently at incidents of uncertain duration.
2. Spend extensive time outside exposed to the elements.
3. Experience frequent transitions from hot to cold and from humid to dry atmospheres.
4. Tolerate extreme fluctuations in and perform physically demanding work in hot (up to 400 deg. F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body cooling mechanisms.
5. Work in wet, icy, or muddy areas.
6. Perform a variety of tasks on slippery, hazardous surfaces as on roof tops or from ladders.
7. Work in areas where sustaining traumatic or thermal injury is possible.
8. Face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents either through inhalation or skin contact.
9. Face exposure to infectious agents such as hepatitis B or HIV.
10. Perform complex tasks during life-threatening emergencies.
11. Work for long periods of time, requiring sustained physical activity and intense concentration.
12. Face life or death decisions during emergency conditions.
13. Tolerate exposure to grotesque sights and smells associated with major trauma and burn victims.
14. Make rapid transitions from rest to near maximal exertion without warm-up periods.
15. Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
16. Use manual or power tools in the performance of duties.
17. Rely on sense of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in confused, chaotic, and potentially life threatening environments.
18. Wear personal protective equipment that weighs approximately 50 pounds while performing the essential functions of their job.
19. Perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches water column resistance to exhalation at a flow of 40 liters per minute.
20. Be able to communicate with people effectively.

# APPLICATION FOR EMPLOYMENT

## City of Greensburg, Indiana

*An Equal Opportunity Employer*

The City of Greensburg, Indiana, does not discriminate on the basis of race, color, gender, national origin, sexual orientation, gender identity, age, religion, or disability, in employment or the provision of services.

### PLEASE PRINT OR TYPE

Date of Application \_\_\_\_\_

Position sought \_\_\_\_\_ Email address: \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_

Middle initial \_\_\_\_\_ Former name(s) \_\_\_\_\_

Address \_\_\_\_\_ City/state/zip \_\_\_\_\_

Phone \_\_\_\_\_ Are you at least 18 years of age? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Check all that you are available to work: ☐ Full time ☐ Part time ☐ Temporary/Seasonal

Date available to start work: \_\_\_\_\_

### EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience during the previous five years, beginning with your current employer. Failure to include all past employment may be grounds for disqualification. If currently unemployed, check here \_\_\_\_\_ and skip to "Previous employer" below.

- Current employer \_\_\_\_\_

Address \_\_\_\_\_ City/state/zip \_\_\_\_\_

Phone \_\_\_\_\_ Hire date \_\_\_\_\_ Job Title \_\_\_\_\_

Beginning salary \_\_\_\_\_ per \_\_\_\_\_ Current salary \_\_\_\_\_ per \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Work phone \_\_\_\_\_

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:

\_\_\_\_\_  
\_\_\_\_\_

Why do you want to leave your current position?

\_\_\_\_\_  
\_\_\_\_\_

May we contact your current employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If no please explain why: \_\_\_\_\_



\_\_\_\_\_  
\_\_\_\_\_

- Previous employer \_\_\_\_\_

Address \_\_\_\_\_ City/state/zip \_\_\_\_\_

Phone \_\_\_\_\_ Dates employed \_\_\_\_\_ - \_\_\_\_\_ Job Title \_\_\_\_\_

Beginning salary \_\_\_\_\_ per \_\_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Work phone \_\_\_\_\_

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving? \_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_ No: \_\_\_\_ If no please explain why:

\_\_\_\_\_  
\_\_\_\_\_

- Previous employer \_\_\_\_\_

Address \_\_\_\_\_ City/state/zip \_\_\_\_\_

Phone \_\_\_\_\_ Dates employed \_\_\_\_\_ - \_\_\_\_\_ Job Title \_\_\_\_\_

Beginning salary \_\_\_\_\_ per \_\_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Work phone \_\_\_\_\_

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving? \_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_ No: \_\_\_\_ If no please explain why:

\_\_\_\_\_  
\_\_\_\_\_

- Previous employer \_\_\_\_\_

Address \_\_\_\_\_ City/state/zip \_\_\_\_\_

Phone \_\_\_\_\_ Dates employed \_\_\_\_\_ - \_\_\_\_\_ Job Title \_\_\_\_\_

Beginning salary \_\_\_\_\_ per \_\_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Work phone \_\_\_\_\_

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:

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Reason for leaving? \_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_ No: \_\_\_\_ If no please explain why:

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⇒ If you had any additional employers within the last five years, attach additional pages as needed.

List and explain periods of unemployment in the past five years:

From \_\_\_\_\_ to \_\_\_\_\_ Reason: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Reason: \_\_\_\_\_

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### **EDUCATION AND TRAINING**

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High school attended *Attach additional pages as needed.*

Name \_\_\_\_\_

Address \_\_\_\_\_ City/state/zip \_\_\_\_\_

Diploma? Yes \_\_\_\_ No \_\_\_\_ HSE (High school equivalent) Yes \_\_\_\_ No \_\_\_\_

Activities, awards (*You may exclude any which indicates race, color, religion, gender, age, national origin, or disability.*)

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College(s) or Trade School(s) attended (*Attach additional pages as needed.*)

- Name \_\_\_\_\_

Dates attended \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ City/state/zip \_\_\_\_\_

Degree(s) \_\_\_\_\_ Major/minor course(s) of study \_\_\_\_\_

- Name \_\_\_\_\_

Dates attended \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ City/state/zip \_\_\_\_\_

Degree(s) \_\_\_\_\_ Major/minor course(s) of study \_\_\_\_\_

- Activities, awards (*You may exclude any which indicates race, color, religion, gender, age, national origin, or disability.*)

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- Seminars/workshops, special awards, other information that may be relevant to the position you are seeking:

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### **MILITARY HISTORY AND STATUS**

If you have **never** served in the military on active duty, check here \_\_\_\_ and skip to the next section.

<u>Military Branch</u>	<u>Dates of service</u>	<u>Highest Rank Attained</u>	<u>Rank at Separation</u>

Type of Discharge \_\_\_\_\_

Citations/awards received \_\_\_\_\_

### **PROFESSIONAL OR SPECIALIZED TRAINING**

Specialized training \_\_\_\_\_

Professional /Special license(s) or certificate(s):

<u>State</u>	<u>Issued by</u>	<u>Date Issued</u>	<u>Expiration</u>	<u>Type</u>	<u>License #</u>

Have you ever had any license suspended, revoked or terminated?

### **PROFESSIONAL AFFILIATIONS**

List current or previous affiliations/organizations and related offices/positions.

<u>Organization name</u>	<u>Address</u>	<u>Phone</u>	<u>Offices/positions</u>

- Use the following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating your application. *(You may exclude any which indicates race, color, religion, gender, age, national origin or disability.)*

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### **PERSONAL INFORMATION**

Do you have any commitments which might interfere with or adversely affect your employment with us, such as a second job or school? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

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- List three references who are not related to you and are not former employers or supervisors:

- Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City/state/zip \_\_\_\_\_  
Number of years known \_\_\_\_\_
- Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City/state/zip \_\_\_\_\_  
Number of years known \_\_\_\_\_
- Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City/state/zip \_\_\_\_\_  
Number of years known \_\_\_\_\_

### **APPLICANT CERTIFICATION**

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

INITIALS

I understand and accept that, if I am hired, I may be hired conditionally on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.	
I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from current and former employers.	
I understand and accept that, if I am hired, I may be hired conditionally on passing a criminal background check.	
I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.	

<p>I solemnly swear that all the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to the withdrawal of an employment offer or termination following employment.</p>	
<p>I understand that the employer provides police and fire service on a seven day per week and twenty-four hour per day service, and therefore, if employed by either Department, I may be required to work holidays, evening shifts or night shifts, including weekends.</p>	
<p>I understand that if I am hired as a sworn officer on the Police Department or as a firefighter on the Fire Department, I must successfully complete required training and courses specified and be certified by either the State of Indiana Police Academy or City Fire Department rules and regulations.</p>	

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

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Applicant's signature Date

# VOLUNTARY AFFIRMATIVE ACTION SURVEY

TO BE COMPLETED BY APPLICANT – TO BE FILED SEPERATELY FROM APPLICATIONS

## City of Greensburg, Indiana *an Equal Opportunity Employer*

**The City of Greensburg does not discriminate on the basis of race, color, gender, national origin, age, sexual orientation, gender identity, religion, or disability in employment or the provision of services.**

### >COMPLETION OF INFORMATION BELOW IS VOLUNTARY<

Please be advised that your survey is considered confidential information and it is not a part of your official application for employment. Inclusion or exclusion of any data will not affect any employment decision.

In an effort to comply with government requirements regarding recordkeeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Thank you for your cooperation.

#### • PERSONAL INFORMATION

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Applicant last name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

#### • REFERRAL SOURCE

\_\_\_\_ Advertisement \_\_\_\_ Employee \_\_\_\_ Relative \_\_\_\_ Walk-in \_\_\_\_ School

\_\_\_\_ Government employment agency \_\_\_\_ Private employment agency

\_\_\_\_ Other \_\_\_\_\_

#### • GOVERNMENT REQUESTED INFORMATION

Check One: \_\_\_\_ Male \_\_\_\_ Female

Check one of the following race/ethnic groups:

\_\_\_\_ Black \_\_\_\_ White \_\_\_\_ Native American/Alaskan Native \_\_\_\_ Asian/Pacific Islander

\_\_\_\_ Hispanic (Mexican-American, Puerto Rican & other Spanish origin)

Check the following that are applicable:

\_\_\_\_ Veteran \_\_\_\_ Vietnam Era Veteran \_\_\_\_ Disabled Veteran \_\_\_\_ Disabled individual

## GREENSBURG FIRE DEPARTMENT

### PROBATIONARY FIREFIGHTER BENEFITS for 2025

Base Pay \$59,579.52

INPRS 77 Pension Salary \$74,488.96

Firefighters receive a longevity raise of 2% of base pay for years 1-10  
0.5% of base pay for years 11-20 for a total of 25%

Health Insurance - \$400.00 for single per year, \$800.00 for employee and children per year,  
\$1000.00 for employee and spouse per year, \$1200.00 for family per year

Wellness incentive for FF's scoring above minimum standard \$732.00

City Insurance offers Tele-Health & Mental Tele-Health, Dental & Vision

Holidays – Firefighters receive 13 holidays each year, one for each 28 day pay period.

PTO – Firefighters earn Paid Time Off hours each pay period

Clothing Allowance \$1000 annually

**POSITION DESCRIPTION  
CITY OF GREENSBURG, INDIANA**

**POSITION:** Firefighter/EMT  
**DEPARTMENT:** Fire  
**WORK SCHEDULE:** 24-hour shift of 6:00 a.m. - 6:00 a.m., one day on, two days off,  
on assigned shift schedule  
**JOB CATEGORY:** POLE (Protective Occupations, Law Enforcement)

**DATE WRITTEN:** January 1997                      **STATUS:** Full-time  
**DATE REVISED:** September 2024              **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Firefighter/EMT for the City of Greensburg Fire Department, responsible for responding to various emergency situations, including fires, auto accidents, and medical calls.

**DUTIES:**

Enforces local, state, and federal laws by implementing effective policy for the prevention and investigation of arson and other violations and the protection of lives of the public.

Responds to various alarms, rides and/or drives vehicles to emergency scenes, and carries/sets up appropriate equipment. Maintains radio communication with other emergency personnel on site.

Suppresses fires, including but not limited to, climbing ladders, crawling/walking on roofs and floors, operating hand/power tools and equipment to force entry and/or open holes and windows to supply adequate ventilation, focusing streams of water and/or chemicals toward fires, and moving into fire areas.

Searches for and rescues victims from dangerous situations, which may include carrying or assisting conscious or unconscious victims up/down ladders and stairs, extricating victims trapped in confined areas as training and conditions will safely permit, stabilizing victims by performing basic first aid or CPR, and performing rope assisted rescues. Comforts distraught individuals at emergency scenes as needed, such as victims, relatives, and/or spectators.

Salvages and overhauls fire scenes, including damaged structural components, and monitors site for recurrence of fire as assigned. Protects and preserves evidence at fire scenes.

Completes and submits reports as required, such as fire scene observation, run sheets, inspection reports, and injury and blood-borne pathogens exposure reports.

Ensures equipment is ready for service, including monitoring and performing general maintenance, replenishing supplies, cleaning/washing equipment, examining for damage, filling air tanks and checking regulators, and returning to proper storage location. Monitors and performs general maintenance on vehicles, including cleaning/washing interior and exterior and checking fluids and tire pressure



Performs various housekeeping duties in/around station on rotating schedule, such as sweeping/ mopping floors, dusting, cleaning toilets, and removing trash.

Responds to reports of hazardous materials, including identifying and containing hazardous materials to minimize or prevent damage, and safely evacuating persons from hazardous areas as training and conditions will safely permit as assigned.

Participates and represents Department at community events such as parades and special dinners, makes speaking presentations to various groups such as providing tours of fire station, and providing training and information to businesses, organizations, and schools.

Participates in training/practice sessions as required.

Responds to emergency situations from off-duty status.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or HSE required.

Possession of and ability to maintain certifications as required by OSHA, State of Indiana, and the Chief, including but not limited to Firefighter I and II, State of Indiana EMT, Hazmat Tech, Rope Rescue Tech, and NIMS ICS 700:800 or ICS 100:200. Ability to successfully complete all continuing education and training programs as required.

Ability to meet all Department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Working knowledge of fire service hydraulics and ability to properly operate and maintain Department vehicles and equipment, including protective clothing, breathing apparatuses, axes, power saws, fans, cutting torch, crowbar, ladders, aerial devices, and hoses.

Working knowledge of radio frequencies, codes, procedures and limitations, and ability to speak clearly and distinctly, and hear and be heard and understood in person, by radio, and by telephone.

Working knowledge of department bloodborne pathogen exposure reporting procedures and the ability to utilize universal health precautions to prevent infection from bloodborne pathogens.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare written documents, correspondence, and reports within established Departmental deadlines.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other City departments, other emergency personnel, victims and their family, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of Department information/records according to state

requirements.

Ability to complete and pass annual agility test and physically perform the essential duties of the position, including but not limited to exerting continuous physical effort for long periods, standing/walking for long periods, pushing/pulling objects, climbing stairs and ladders, reaching, bending, handling/grasping objects, hearing sounds/communication, and lifting/carrying objects weighing more than 50 pounds, often up/down flights of stairs or ladders.

Ability to understand and follow all written and oral orders as required.

Ability to respond swiftly, rationally and decisively to emergency situations, including taking appropriate action with injured and/or distraught individuals, despite stress of potential injury to self and/or others.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work irregular and/or extended hours and respond to emergency situations from off-duty status.

Possession of a valid driver's license and a demonstrated safe driving record.

#### **I. RESPONSIBILITY:**

Incumbent performs a wide variety of firefighting duties according to standard Department operating procedures, making independent decisions and taking authoritative action in response to situational demands. Incumbent works according to a formal schedule with priorities determined by service needs of the public. Incumbent's work is periodically reviewed through direct observation for compliance with Department policies and procedures. Errors in emergency duties are usually prevented through procedural safeguards, and undetected errors could result in endangerment to self and/or others and/or damage to equipment.

#### **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other City departments, other emergency personnel, victims and their families, and the public for the purposes of exchanging and explaining information and providing services.

Incumbent reports directly to Officer in Charge or chain of command.

#### **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties primarily in a fire station and at emergency scenes involving exposure to hazardous conditions normally associated with firefighting and medical scenes, including smoke, toxic chemicals, noxious gases/fumes, extreme temperatures, dangerous heights, communicable diseases, and violent/distraught individuals. Universal health/safety precautions must be followed at all times to avoid contamination, infection, and/or injury to self and others. Physical effort during emergency response may involve continuous physical exertion, standing/ walking for long periods, pushing/pulling objects, climbing stairs and ladders, reaching, bending, handling/grasping objects, hearing sounds/communication, and lifting/carrying objects weighing more than 50 pounds, often up/down flights of stairs or ladders.

Incumbent is required to occasionally work extended and/or irregular hours and respond to emergency situations from off-duty status.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Firefighter/EMT for the City of Greensburg Fire Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

## **Important dates**

**WRITTEN TEST November 10, 2025, 6:00 P.M.**

**Firefighter review board interviews week of November 17, 2025 (TBA)**

**Ride along to be in December (TBA)**

**Applicant must perform an aerial ladder climb on this date**

**Board of Works interviews January 13, 2026**

**USE THIS SHEET TO MAKE SURE YOU HAVE EVERYTHING NEEDED  
FOR YOUR APPLICATION**

PRINT APPLICANT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CELL PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

1. APPLICATION – SIGNED AND INITIALED \_\_\_\_\_
2. VOLUNTARY AFFIRMATIVE ACTION SURVEY \_\_\_\_\_
3. DRIVERS LICENSE \_\_\_\_\_
4. BIRTH CERTIFICATE \_\_\_\_\_
5. DD214 - IF YOU HAVE LEFT MILITARY SERVICE, OR STILL ACTIVE \_\_\_\_\_
6. HIGH SCHOOL DIPLOMA \_\_\_\_\_
8. FIRE SERVICE CERTIFICATIONS \_\_\_\_\_
9. EMT CERTIFICATION \_\_\_\_\_