

City of Monticello

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120 W. Washington Street  
MONTICELLO, INDIANA 47960  
Phone 574-583-3151

To: Prospective Full Time Applicants,

Thank you for your interest in seeking employment with the Monticello Fire Department. We are currently accepting applications for Firefighter/EMT positions. Our process will remain open until positions are filled. We will continue to keep a file of applications for 6 months. You may send updates or changes to your credentials anytime during that period without another application.

The Monticello Fire Department Full Time Firefighter/EMT position application packet consists of several documents. A complete application packet consists of this information document, an MFD application, an Adult Criminal History Check, and a BMV Records Check. Please complete and return 3 of the documents as directed. Failure to comply with instructions and policies of the Applicant Screening Process will result in rejection of the application. Failure to accurately and truthfully complete any of the documents will also result in rejection of the application.

Please read all instructions carefully in every document.

Documents should be typed or printed neatly in blue or black ink where indicated.

Check your documents for completeness prior to submission.

The completed MFD application must be returned to the Monticello Fire Department. Other documents should be returned to locations directed on their forms.

**Basic Qualifications for Full Time:**

1. Must be a U.S Citizen.
2. If hired Firefighters are required to become a resident of White County, Indiana or an adjoining County.
3. Must be 21 years old to meet Indiana pension qualifications.
4. Must be able to read and communicate in English.
5. Must maintain a valid Indiana Driver's License.
6. Must be a High School Graduate or possess a G.E.D.
7. Must be certified as an EMT.
8. No felony convictions.
9. Must be able to produce required documents for your application.
10. Must become Certified EMT/Paramedic in time frame assigned by the Fire Chief.
11. Must be willing to sign a tuition reimbursement contract if the department provides training funds to complete paramedic certification. No repayment is necessary after 5 years of service.
12. Must be approved by the 1977 Firefighter's Pension and Disability Fund at the time of their employment.
13. Must provide a complete and accurate MFD application and other documents.

## **Notice to Applicants prior to submission:**

You will be expected to perform your duties with a high level of ethical responsibility as a Firefighter for the City of Monticello. We expect you to conduct yourself in accordance with our department's core values. Our department core values consist of the following 3 areas.

### **Honor:**

1. You will interact with honesty and integrity with any member of the public or department member.
2. You will take responsibility for your actions and for those that you are responsible to supervise.
3. You will be mindful of your public responsibility, of your position and how your actions reflect on the entire organization.

### **Courage:**

1. You will support the mission of the organization to save lives and property.
2. You will stand to defend our citizens and members from harm.

### **Duty:**

1. You will obey the orders of your superiors.
2. You will show respect and dignity towards all people.
3. You will commit to positive change and constant improvement in which to carry out our mission.
4. You will effectively work as a team to accomplish our goals.

In addition to our departments core values you should also expect as a full time firefighter to...

A. You will be assigned to work 24 hour shifts at our fire house. You may work weekends, holidays, or you may miss family events due to the rotation of the shift schedule. Your choice of days off will increase as you build years of service with the department.

- B. You will be assigned to work on an ambulance as well as making fire responses. Riding positions change with years of service in the department.
- C. You will be expected to participate with all daily activities of the shift. Firefighting is a unique occupation which requires to the ability to work as a team while living together with others.
- D. You will be expected to follow our department rules. This is a core value of our department.
- E. Employees of the City of Monticello may be required to submit to a random drug test.
- F. You will be expected to conduct yourself in an ethical manor on or off duty.
- G. Candidates are selected by the review of their credentials, the applicant pool, a series of interviews, and applicate rating system.

### **Applicant Checklist**

- ✓ Birth Certificate
- ✓ Copy of Driver's License
- ✓ Copies of any Fire or EMS Certifications
- ✓ High School, College, transcripts, diplomas
- ✓ DD214 if applicable for military veterans
- ✓ Two small photographs. 1. Full length with short sleeves. 2. Head and shoulder.
- ✓ Adult Limited Criminal History
- ✓ BMV Records Check
- ✓ MFD Application

### **Final Instructions**

Return completed MFD Application to: Attention Assistant Chief

Monticello Fire Department

120 W. Washington St.

Monticello, In. 47960

Questions regarding the application can be directed to the business office 574-583-3151

## **Full Time Firefighter Position Summary of Benefits, Compensation, and Structure**

### **Annual Pay:**

Probationary Firefighter/EMT \$39,440.00

First Class Firefighter/Paramedic \$40,565.00

### **Uniform Allowance after first year:**

\$860.00 per year for uniforms.

Firefighting Gear is provided by the department.

### **Telephone Stipend:**

\$10.00 per month.

### **Paid Time Off**

Vacation: Beginning after 1<sup>st</sup> year. 1 day earned per year to a maximum 18 days total.

Holidays: Number is set each year. 2015 Holidays are 12 days for the year.

Sick Days: 6 days per year to a maximum total of 30 days. Voluntary Sick Bank is available for employees who participate.

### **Retirement:**

The City of Monticello Firefighters participate in the 1977 Firefighters Pension and Disability Fund. Pension benefits are available to participants upon specific years of service. The fund rules and regulations are available online on their web site.

**Training:**

Paramedic tuition costs are paid by the City of Monticello. The department members have participated in different paramedic programs ranging from one year to accelerated 4 month programs. The Fire Chief will select the most appropriate program based upon department needs and academic abilities of the firefighter. When the department provides tuition to a paramedic program employees are required to sign a tuition reimbursement contract which expires after 5 years of service.

Different levels of Fire and Rescue training is also available and provided by the department. Department members are encouraged to gain certifications in several areas such as diving, auto extrication, rope rescue, and haz mat.

**Health Insurance:**

The City of Monticello has a Health Saving Plan available to full time employees. Employee contribution levels are set each year. Rates apply to the type of plan you are enrolled in. Plans for individual or family are available.

Current single deductible is \$2,600 of which the City contributes \$500 per year.

Current family deductible is \$5,200 of which the City contributes \$1,000 per year.

**Work Schedule:**

Firefighters are assigned to work one of the three different shifts. Each shift works 24 hours at a time. In a 28 day period firefighters will be scheduled to work 9-10 twenty for hour shifts. Overtime is paid when a firefighter works more than 212 hours in a 28 day cycle. The rotation of days to work begins with one day of work, one day off, second day of work, second day off, third day of work, and then 4 days off in a row to then begin the cycle again.

Off duty firefighters may also respond to fires and other emergencies when they are available and will be compensated for the time outside of their regular scheduled shift.

**Pay Schedule:**

Firefighters are paid by direct deposit bi-weekly. Overtime is paid once per month.

**Short and Long Term Disability:**

In the case of a firefighter who is unable to perform their assigned work due to an injury or disability, the City provides a short term insurance disability policy. Long term disability is covered under the rules and regulations of the 1977 Firefighters Pension and Disability Fund.

**Life Insurance:**

The City of Monticello provides for a \$25,000 policy of Life Insurance to full time employees.

**Longevity Pay**

Full Years Of Employment	Longevity Pay	Full Years of Employment	Longevity Pay
3 yrs	\$100.00	17 yrs	\$ 1400.00
4 yrs	\$150.00	18 yrs	\$ 1450.00
5 yrs	\$ 350.00	19 yrs	\$ 1500.00
6 yrs	\$ 400.00	20 yrs	\$ 1850.00
7 yrs	\$ 450.00	21 yrs	\$ 1900.00
8 yrs	\$ 500.00	22 yrs	\$ 1950.00
9 yrs	\$ 550.00	23 yrs	\$ 2000.00
10 yrs	\$ 800.00	24 yrs	\$ 2050.00
11 yrs	\$ 850.00	25 yrs	\$ 2450.00
12 yrs	\$ 900.00	26 yrs	\$ 2500.00
13 yrs	\$ 950.00	27 yrs	\$ 2550.00
14 yrs	\$ 1000.00	28 yrs	\$ 2600.00
15 yrs	\$ 1300.00	29 yrs	\$ 2650.00
16 yrs	\$ 1350.00	30 yrs	\$ 3100.00

# Monticello Fire Department Organizational Chart

