Herculaneum Fire Department

151 Riverview Plaza Drive
Herculaneum, Missouri 63048
Business: 636.475.3080 – Fax: 636.475.6191
www.cityofherculaneum.gov – E-Mail: Fire-Rescue@cityofherculaneum.gov

Dear Applicant:

Welcome to the Herculaneum Fire Department hiring process.

We take a great deal of pride in our Fire Department and hope you will share this if you are selected. The history of the Fire Department extends from 1951 when it was first formed, to the present day. The equipment has changed, but the basic mission "To protect lives and property and to serve the citizens of the City of Herculaneum to the best of our ability" remains the same.

Working as a Firefighter in the City of Herculaneum offers many opportunities. The Department is highly involved in incident prevention and very effective in responding to incidents that do occur with well-trained and dedicated volunteers and employees. We are involved in Fire Prevention, Public Safety Education, Basic Life Support, Fire Suppression, Rescue, Marine Rescue and Hazardous Materials Response to name a few of the services provided by our department.

Before applying, carefully read through the enclosed packet paying particular attention to the description and explanation of the minimum qualifications, job classification, selection process, physical ability information and medical evaluations.

Prior to returning your application to the Department, please ensure that all requirements are met. All requested information is to be legible, complete, and returned with your application.

Also included is a summary of information pertaining to the Herculaneum Fire Department and applicable employee benefits. You may retain the information for reference.

Sincerely,

_____

Kevin Baker
Fire Chief

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LIEUTENANT
SUMMARY OF DUTIES AND RESPONSIBILITIES

Under the immediate supervision of higher-ranking officers, members in the classification are responsible for:

1. Preventing, containing and extinguishing fires;
2. Administering emergency medical services as per licensure;
3. Assisting in rescue/evacuation operations under extreme conditions;
4. Maintaining/cleaning Department equipment, apparatus, vehicles and facilities;
5. Safely driving and operating various types of fire apparatus;
6. Participating in and/or conducting fire prevention drills and training sessions;
7. Preparing/maintaining various files and records, as directed;
8. Assisting in the inspection of buildings for fire hazards, compliance with fire prevention codes and pre-incident planning;
9. Assisting in the investigation of fire cause and origins;
10. Maintaining good health and physical condition is sufficient to permit full completion of assigned duties under often stressful and dangerous situations;
11. Performing related duties as needed and/or assigned;
12. Participating in or conducting public relations/education programs

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Minimum Employment Standards for Firefighters

No person shall be employed as a firefighter by the City of Herculaneum unless he/she meets the following minimum employment standards:

1. Applicant must be able to lawfully work in the United States at all times while employed by the City of Herculaneum.

2. Applicant can read, write, and speak the English language clearly and distinctly.

3. The applicant has never been convicted of a felony or crime involving moral turpitude.

4. Applicants are a minimum of twenty-one (21) years of age.

5. Applicants shall possess a high school diploma or official Certificate of High School Equivalency (GED).

6. Applicant shall possess a valid State of Missouri Operators License

7. Applicant shall possess the following certifications and/or licenses:
    a. Missouri Division of Fire Safety – Firefighter I & II Certification
    b. Missouri Division of Fire Safety - HAZMAT Awareness & Operations
    c. Current State of Missouri EMT-B/EMT-P License
    d. Missouri Division of Fire Safety – Fire Officer I
    e. Missouri Division of Fire Safety – Instructor I
        i. Preferred Qualifications
            1. Missouri Division of Fire Safety – Fire Officer II
            2. Missouri Division of Fire Safety – 1403 Live Fire Instructor

8. Each applicant or member of HFD shall possess a good moral character and work history, and receive a favorable report based on a comprehensive background investigation including, but not limited to, school and employment records, driving records, and criminal history.

9. Candidates will be subject to satisfactory completion of a NPFA 1582 Physical & criminal background/driving record check. (Paid by the City) after conditional offer.

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Lieutenant Detailed Selection Process

I. Advertise for Qualified Applicants

Applications accepted at the Herculaneum Fire Department, 151 Riverview Plaza Drive, Herculaneum, MO 63048 from 0800 – 1600, Monday-Friday, until 1600 on October 16, 2026, or until position is filled.

II. Review Resumes & Applications

Members of the Administrative Staff will review resumes and applications to establish a list of all qualified applicants. Application packets not meeting minimum requirements will be discarded.

III. Candidate Eligibility

The City of Herculaneum reserves the right to eliminate any or all candidates from the application process, at any time, for any reason, including, but not limited to the following:

- There is evidence of any materially false or misleading statements found on the candidates' resume or application.
- The candidate has been convicted of, or pled guilty to, a felony in which the felony conviction reasonably relates to the applicant's competency to do the work required by the City of Herculaneum.

IV. Oral Interviews

Oral Interviews will be conducted on December 2, 2026. Time slots will be given to candidates via email. Interviews will be conducted by the Fire Chief and Peer Review Panel.

V. Preliminary Eligibility Roster

Based on applications, resumes, experience, test results and oral interviews a Preliminary Eligibility Roster will be presented to the Board of Aldermen.

VI. Conditional Offer of Employment

A conditional offer will be made to candidates on October 3, 2026. Candidates will have 3 days to accept conditional offers. Conditional offer will be subject to the following:

- Background Investigation
  - Driving Records Check
  - Criminal Records Check

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- Education Records Check
- Unfavorable findings of the background investigation will eliminate the candidate from the selection process.

- Medical/Physical Examination
  - Candidate(s) will be required to undergo a NFPA 1582 Physical, Psychological, Medical Evaluation, and Drug Screening. The candidate must be physically, mentally, and emotionally capable of performing all aspects of the job classification for which the candidate has applied.
  - A medical opinion from physician(s), of the department's choosing, rendering a candidate physically or mentally incapable of performing the necessary duties will eliminate the candidate from the selection process.
  - All medical records of applicants will be held in secured files in accordance with Federal Law, including HIPPA.

VII. Eligibility Roster

An eligibility roster may be established ranking candidates. The roster will remain active for up to one year from the completion of the interviews.

Persons requesting accommodation for any part of the selection process must make a written notification to the Fire Chief at the time of the application submission.

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Applicant Instructions & Checklist

Prior to returning your application for employment, ensure that all required items are complete and legible. Applications will be rejected if incomplete, illegible, or missing any of the items required below.

- ☐ Resume
- ☐ Application for Employment
- ☐ Disclosure Form to Obtain Consumer Reports for Employment Purposes
- ☐ Copy of High School diploma or copy of official Certificate of High School Equivalency (GED).
- ☐ Copy of DD214 for former military
- ☐ Official college transcript(s) if you have college credit.
- ☐ Copy of your Driver License
- ☐ Copy of Missouri Division of Fire Safety certification of Firefighter I & II
- ☐ Copy of Missouri Division of Fire Safety certification of HAZMAT Awareness & Operations
- ☐ Copy of Missouri EMT-B or EMT-P license.
- ☐ Copy of Missouri Division of Fire Safety certification of Fire Officer I
- ☐ Copy of Missouri Division of Fire Safety certification of Firefighter Instructor I
- ☐ Any additional Certifications pertinent to this position

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Application for Employment

Date of Application_____

Instructions

Please furnish complete and accurate information. Applications will be verified. Incomplete applications will not be considered. In addition to completing this form, you may attach a resume detailing your professional, education and social activities.

Social Security No. _____-____-_____ Date of Birth_____

Name_____
First Middle Last

Address_____
Street City State Zip

Home Telephone No. (____)_____ Cell Telephone No. (____)_____

Email Address_____

Position Applied for_____

Are you legally eligible for employment in the United States? □Yes □No

Have you ever been convicted of a crime? □Yes □No
If yes, explain

_____

_____

Missouri Operator License No._____ Class_____
(Please attach photocopy of valid driver's license)

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Education

Firefighter I & II? □Yes □No Date Completed_____

HazMat Awareness & Operations? □Yes □No Date Completed_____

EMT License No._____ Expiration Date_____

High School_____
Name Phone

Graduated? □Yes □No G.E.D.? □Yes □No

College_____
Name Phone

Graduated? □Yes □No Credit Hours Completed_____ Course of Study_____

List any other education, certifications, or training with dates of attendance:

_____

_____

Attach copies of certificates, diplomas and licenses showing completion of training. Copies will not be returned.

Military Experience

Have you ever served in the U.S. Armed Forces? □ Yes □ No

Branch_____ Type of Discharge_____
Please include a copy of DD214

Highest Rank_____ Dates_____ to_____

List job title, description of duties or work performed:

_____

_____

_____

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Employment

Company_____ Phone_(____)_____

Address _____
Street City State Zip

Supervisor's Name_____ Title_____

Job Title_____ From_____ To _____

List description of duties or work performed & reason for leaving:
_____

Company_____ Phone_(____)_____

Address _____
Street City State Zip

Supervisor's Name_____ Title_____

Job Title_____ From_____ To _____

List description of duties or work performed & reason for leaving:
_____

Company_____ Phone_(____)_____

Address _____
Street City State Zip

Supervisor's Name_____ Title_____

Job Title_____ From_____ To _____

List description of duties or work performed & reason for leaving:
_____

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Volunteer Experience

Agency_____
Name Address Phone

Supervisor's Name_____ Title_____

List job title, description of duties or work performed & reason for leaving:

_____

_____

_____

Professional References

Full Name_____ Relationship_____

Company_____ Years Acquainted_____

Address_____ Phone_(____)_____

Full Name_____ Relationship_____

Company_____ Years Acquainted_____

Address_____ Phone_(____)_____

Full Name_____ Relationship_____

Company_____ Years Acquainted_____

Address_____ Phone_(____)_____

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DISCLOSURE FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT OR VOLUNTEER PURPOSES

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering you for an employment or volunteer and, if you are already an employee or volunteer, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, [***Herculaneum Fire Department***] ("the Company") may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

IntelliCorp Records, Inc. can be contacted by mail at 3000 Auburn Dr, Suite 410; Beachwood, OH 44122; or phone: 1-888-946-8355; or website: www.intellicorp.net.

For explanation purposes:

- a "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and

- an "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment or volunteer purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address,

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and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize [***Herculaneum Fire Department***] to obtain and rely upon consumer reports or investigative consumer reports concerning me obtained from IntelliCorp Records, Inc.

By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in their decision about me.

☐ You may request a free copy of any consumer report or investigative consumer report we obtain on you by checking the box.

_____
Printed Name

_____ _____
Applicant Signature Date

_____ _____
Parent or Legal Guardian Signature (for searches conducted on minors under the age of 18) Date

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PERSONAL DATA

Last Name _____ First Name _____ Middle Name _____

Current Address _____ Dates Lived Here _____

Date of Birth _____ Other Names Used (including maiden name) _____ Years Used _____

Social Security Number _____ Driver's License # _____ DL State _____

Email address (may be used for official correspondence) _____

I have the right to make a request to **IntelliCorp Records, Inc**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc** has previously furnished within the two-year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete.

Printed Name _____ Applicant Signature _____ Date _____

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Scheduling, Wages & Benefits

Duty Day

Full-time Line-Members will work a 48/96 rotation, commencing at 08:00.

Pay Day

Payroll is distributed through weekly direct deposit into the employee's account.

Overtime

Overtime is paid pursuant to the Fair Labor Standards Act. All hours worked in a 28-day cycle of over 212, are paid at one and one half the hourly rate.

Salary

The starting salary for a Captain is $21.16 per hour or $63,000 annually which includes scheduled overtime.

Turnout Gear

New employees are furnished with an initial complement of turnout gear, which meets or exceeds NFPA specifications (helmet, hood, gloves, coat, pants, and boots).

Uniforms

All members are furnished with a $600 yearly clothing allowance to maintain a neat professional appearance while on duty.

Life Insurance

Provided by the City ($50,000 Life and $50,000 AD&D)

Major Medical Insurance

The City provides major medical insurance for the employees and their dependents with employee contribution. The employee contribution depends on individual or family coverage.

Social Security Benefits

The city contributes a matching amount equal to the employee contribution to Social Security Benefits.

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Pension

The city provides a defined benefit plan through Missouri Lagers Tier 6 after six months of employment. Employee contribution is 4% of salary.

Vacation

Vacation is provided after the first year.

Sick Leave

Sick leave is accumulated at a rate of 7.39 hrs every 28-day pay cycle, with a maximum accumulation of 120 days.

Holiday Pay

The city recognizes the following holidays: Employee's Birthday, New Year's Eve, New Year's Day, Martin Luther King, Jr.'s Birthday, Presidents Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day.

IAFF 2665

Employees are eligible to join the IAFF 2665 after 90 days of employment.