



Albertville Fire Department

5959 Main Avenue NE * P.O. Box 9 * Albertville, MN 55301 * Phone 763-497-3384 x 107

April 2nd, 2026

The City of Albertville, MN is currently taking applications for the position of Reserve Firefighter with the Albertville Fire Department.

The Albertville Fire Department is responsible for fire and emergency response for a fire service area covering the City of Albertville and a substantial portion of the City of Otsego, serving a population of approximately 17,000 people across over twenty-six square miles.

Applicants must be at least 18-years of age and live within a 10-minute response time to the Albertville Fire Hall, located at 11350 57th St NE.

Applicants must submit a Fire Department application prior to **Thursday, April 30th, 2026, at 5:00 p.m.**

Cover letters, resumes, and a copy of any relevant training certifications are also encouraged.

The Fire Department application and a full job description for the Reserve Firefighter position can be found on the City of Albertville website, or picked up at the Albertville City Hall located at 5959 Main Av NE.

Applications can be dropped off at Albertville City Hall or emailed to the Fire Chief at EricB@albertvillemn.gov

Albertville Fire Department

Standard Operating Policies and Procedures



Policy Title: Employment Eligibility - Requirements and Process
Chapter: 4.0 Administrative Policies and Procedures
Section: 4.1 Appointments, Employment, Hiring, and Promotions
Sub-Section: 4.1.4 Employment Eligibility - Requirements and Process

Date: 04/20/2021
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Updated: 02/07/2023

4.1 Appointments, Employment, Hiring, and Promotions

4.1.4 Employment Eligibility - Requirements and Process

- A. All potential Firefighters shall be at least 18 years of age.
- B. All potential Firefighters shall complete and successfully pass the AFD hiring process. This process shall include, but is not limited to:
 1. Application:
 - a. All applications are due by the date/time posted in the job announcement.
 - b. The applications shall be scored and ranked.
 - c. List of applicants to be interviewed shall be based on ranking of applications and staffing needs of the AFD, but no interviews shall be granted for any applicant scoring less than 6 out of 10 points on their application.
 2. Initial Interview:
 - a. The Interview Panel shall consist of at least 2 Officers with a minimum of 5-years of AFD experience.
 - i. If any Firefighter chooses to be on the Interview Panel they shall have a minimum of 5-years of AFD experience.
 - ii. The interview shall be scored by the Interview Panel and an average score of 60% is required for the applicant to be eligible for consideration for appointment to the AFD.
 - iii. The interview is set up to return spontaneous and truthful answers from the applicant. The ability to re-apply and retake the interview allows the applicant to coach themselves after the initial interview, thus making their answers unreliable. Any applicant who receives an average score of less than 60% on an initial interview shall be ineligible for another interview for a period of five years.
 3. Physical Ability Test
 4. Reference Checks
 5. Final Interview:
 - a. The Final Interview Panel shall consist of the Fire Chief, and/or Deputy Fire Chief, and/or Assistant Fire Chief
 - i. The interview shall be scored by the Final Interview Panel

4.1.4 Employment Eligibility - Requirements and Process

6. Conditional Job Offer
 7. MN BCA Background and Criminal History Checks
 8. Pre-employment Medical Exams / Drug Testing
 9. Pre-employment Psychological Exams and Interview
 10. If a candidate is rejected for employment based on the results of the background checks, medical exam, and/or psychological exam and interview they will be notified of this determination.
 11. City Council Approval / Appointment
- C. Employment Response Requirements
1. To be eligible, Firefighter applicants shall live within a 10-minute response time to the Albertville Fire Station, as determined by commercial global positioning system (GPS) or mapping software.

Albertville Fire Department

Standard Operating Policies and Procedures



Policy Title: Duties of a Firefighter
Chapter: 5.0 Firefighter Job Descriptions, Duties, and Position Requirements
Section: 5.3 Duties of a Firefighter

Date: 04/20/2021
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Updated: 07/18/2022

5.3 Duties of a Firefighter

5.3.1 Description:

- A. Responds to emergency calls to protect and save life and property through effective rescue and firefighting work. Performs related fire prevention activities, equipment and facility maintenance, housekeeping functions as assigned, and performs other fire duties as directed. Responds to emergency medical calls and render aid to victims.

5.3.2 Essential Job Functions:

- A. Respond to fire calls and/or emergencies as directed.
- B. Respond to emergency medical calls, render aid to victim(s) as required in accordance with AFD policy.
- C. Respond to fire alarms. Involves getting to the scene with proper equipment quickly and safely. Includes proper positioning of fire apparatus and other equipment. Conducts themselves in a safe and efficient manner.
- D. Rescue individuals from fires and other emergency situations. Evacuate occupants of burning structures and assist them to safety. Administer first aid to injured persons as required.
- E. Extinguish fires. Place hoses and ladders, operate pumps, direct streams of water, use other extinguishing agents as appropriate, ventilate structures by opening windows or cutting holes, etc. May operate aerial ladders, fire extinguishers, bars, axes, etc., as needed. Involves working inside, outside, and on top of burning and smoke-filled structures.
- F. Perform salvage operations. May include placing tarps, removing excess water, shoveling out debris, sometimes patching windows and holes, and performing other clean-up as directed.
- G. Wears and uses appropriate protective clothing and equipment, including self-contained breathing apparatus (SCBA).
- H. Communicates during emergencies in a calm, descriptive, and articulate manner, using portable two-way radios or person to person voice communications.
- I. Clean up and prepare equipment. Includes refueling vehicles, refilling water tanks, recharging air tanks and extinguishers, washing trucks and hand tools, drying and reloading hoses, and other work needed to return vehicles and equipment to ready status.

5.3 Duties of a Firefighter

- J. Assist in inspecting, maintaining, and repairing, as necessary, all fire related equipment. Complete proper check lists and report damaged and improperly functioning equipment.
- K. Maintain facilities and perform housekeeping duties as directed. Includes building and grounds maintenance, sweeping and washing floors and walls, cleaning living areas, and performing minor repairs as needed and assigned.
- L. Assist in fire prevention duties as assigned. Assist with regular inspection of commercial and public buildings. Assist with fire prevention education, etc.
- M. Maintain and improve rescue and firefighting skills. Attend training sessions, studies material on fire hazards and Firefighting or rescue methods and maintains familiarity with city streets and all AFD equipment.
- N. Emergency Medical Response - Personnel shall maintain all related skill levels in accordance with the laws of the State of Minnesota.
- O. Keep a superior officer advised of fire suppression developments.
- P. Work as a member of a team, under the supervision of a superior officer within the AFD's chain of command.
- Q. Maintains effective relations with internal and external contacts.
- R. Provides exceptional service to residents, business employees, and visitors.
- S. Perform other duties as assigned.

5.3.3 Job Requirements and Physical Demands:

- A. Need to have excellent driving skills.
- B. Be able to step up into/on truck with a maximum height of 30".
- C. Be able to climb several flights of stairs, 12' to 35' ladders, and 110' aerial.
- D. Be able to balance self while handling weighted equipment in a burning and smoke-filled structures.
- E. Be able to lift or carry equipment from floor to overhead.
- F. Be able to kneel/crouch balanced without support.
- G. Be able to crawl about on hands and knees with weight on your back.
- H. Be able to push/pull objects using total body movements (forces up to 18 pounds required for basic equipment).
- I. Be able to walk long distances (over 100 yards at one time).
- J. Need good grip strength with gloves to handle tools requiring torqueing, pounding, and jerky motions with hands.
- K. Handle equipment, injured people and gauges.
- L. Be able to move around with 55 pounds weighted gear and a variety of weighted equipment or an injured person.
- M. Have general mechanical ability/knowledge of engines.
- N. Need good visual acuity to read gauges.
- O. Need good auditory and comprehension skills to follow directions.
- P. Need quick reflexes.
- Q. Not be claustrophobic or have a fear of heights or cramped quarters.

5.3 Duties of a Firefighter

- R. Maintenance of grounds which includes, but is not limited to, shoveling, snow blowing, and watering.
- S. Be able to work under stress/pressure.
- T. Be able to perform rescue operations in water and ice conditions.

Albertville Fire Department

Standard Operating Policies and Procedures



Policy Title: Reserve Firefighter
Chapter: 5.0 Firefighter Job Descriptions, Duties, and Position Requirements
Section: 5.4 Position Descriptions
Sub-Section: 5.4.1 Reserve Firefighter

Date: 04/20/2021
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Updated: 12/04/2023

5.4 Position Descriptions

5.4.1 Reserve Firefighter

A. Requirements - See Section 4.1.4 (Employment Eligibility Requirements and Process) of the AFD Standard Operating Policies and Procedures:

The following requirements shall be completed and successfully passed before becoming eligible for a Reserve Firefighter position:

1. Potential Reserve Firefighters shall be at least 18 years of age.
2. Potential Reserve Firefighters shall live within a 10-minute response time to the Albertville Fire Station, as determined by commercial global positioning system (GPS) or mapping software.
3. Potential Reserve Firefighters shall complete and successfully pass the AFD hiring process. This process shall include, but is not limited to:
 - a. Application
 - b. Initial Interview
 - c. Physical Ability Test
 - d. Reference Checks
 - e. Final Interview
 - f. Conditional Job Offer
 - g. MN BCA Background and Criminal History Checks
 - h. Pre-Employment Medical Exams / Drug Testing
 - i. Pre-Employment Psychological Exams and Interview
 - j. City Council Approval / Appointment

B. Training:

All training shall be approved by the Fire Chief, Deputy Fire Chief, and/or Training Captain.

1. Reserve Firefighters shall attend all AFD meetings and/or training sessions, unless they are enrolled in initial State Certification classes as required by the AFD; or enrolled in MN EMSRB certified training for initial Emergency Medical Responder (EMR).
 - a. These sessions shall cover the operation of equipment and vehicles; and the standard operating procedures (SOP's), standard operating guidelines (SOG's), rules, regulations, and policies of the AFD.
2. Firefighter I, II, HazMat Operations, CPR/Emergency Medical Responder (EMR), and FEMA ICS / NIMS 100 / 200 / 700 training shall be completed during the

5.4.1 Reserve Firefighter

Reserve Firefighter period, unless otherwise directed by the Fire Chief and/or Board of Officers, before being eligible for a Paid-On-Call/Probationary Firefighter position.

- C. Attendance:
 - 1. Reserve Firefighter attendance is required at AFD regularly scheduled meetings and/or training drills and official events, unless otherwise specified by the Fire Chief, and/or Board of Officers.
 - 2. A response to a reasonable number of calls is required and expected. Response to calls shall be at least 20% of the total calls per quarter. Not meeting this requirement shall be considered a call response percentage violation. All call response percentage violations shall be documented and kept as part of the Firefighters personnel file.
- D. Duties:
 - 1. A Reserve Firefighter shall assume only the duties of a Firefighter that they have been fully trained in. The Reserve Firefighter is expected to wear a BLUE helmet, along with full turnout gear, to identify them as a Reserve Firefighter. They are required to wear all other safety equipment deemed necessary by the Incident Commander, an Officer, or the ranking Firefighter in charge, to include reflective safety vest on ANY roadway.
 - 2. Reserve Firefighters duties shall be assigned by the Incident Commander, an Officer, or the ranking Firefighter in charge.
 - 3. Reserve Firefighters shall not enter an emergency vehicle for a call response unless instructed to do so by the Incident Commander, an Officer, or the ranking Firefighter in charge.
- E. Pay/Benefits
 - 1. Reserve Firefighters shall not be paid for training, calls, meetings, activities, or events.
 - 2. Reserve Firefighters shall not receive MN PERA Statewide Volunteer Firefighter (SVF) Plan benefits.
- F. Officer Positions
 - 1. A Reserve Firefighter shall not be eligible to be chosen for any AFD Board of Officer position.
- G. Performance Evaluation
 - 1. Reserve Firefighters shall be evaluated every 12 months, or as deemed necessary by the Fire Chief and/or Board of Officers.
- H. Termination:
 - 1. Reserve Firefighters may be dismissed at the discretion of the Fire Chief and/or Board of Officers, at any time, if the Firefighter's performance does not meet the required standards as outlined in the AFD's Standard Operating Policies and Procedures and/or Standard Operating and Response Guidelines. There shall be no appeal procedure. (Albertville City Code Sections 6-1-2-B and 6-1-7)

5.4.1 Reserve Firefighter

- I. Moving from Reserve Firefighter to Probationary Paid-On-Call Firefighter:
 1. The Reserve Firefighter shall complete and successfully pass Firefighter I, II, HazMat Ops, CPR/Emergency Medical Responder (EMR), and FEMA ICS/NIMS 100 / 200 / 700 training, unless otherwise directed by the Fire Chief and/or Board of Officers.
 2. The Reserve Firefighter shall meet the minimum qualifications for, and obtain, an MBFTE Firefighter License and an EMSRB EMR Certification.
 3. The Reserve Firefighter shall attend all AFD meetings and/or training sessions, unless otherwise directed by the Fire Chief and/or Board of Officers.
 4. Movement from Reserve Firefighter to Probationary Paid-On-Call Firefighter is based on merit and performance. Items discussed by the Board of Officers during the promotional process include, but are not limited to:
 - a. Call Percentage
 - b. Meeting Attendance
 - c. Training Hours
 - d. Activity Time
 - e. Positive working relationships within the AFD and Community
 5. If and/or when a Probationary Paid-On-Call Firefighter position is open, and after approval of the Fire Chief and/or Board of Officers, the Reserve Firefighter shall assume all duties of a Probationary Paid-On-Call Firefighter.