

City of Evanston Fire and Life Safety Services

Thank you for your interest in the City of Evanston Fire and Life Safety Services. Please read this document carefully, paying particular attention to deadlines and required documents.

Firefighter Minimum Requirements

- \$25.00 non-refundable application fee*;
- U.S. Citizenship;
- High School Diploma or equivalent (GED);
- Valid Driver's License;
- Be between 20 and 34 years of age at time of application deadline (7/22/2013), unless currently employed as a firefighter/paramedic. Candidates who are 20 years of age are eligible to test but will not be appointed until 21 years of age;
- Must have a valid CPAT and Ladder Climb Certification issued within one year prior to written exam date (8/24/2013);

Department Size:	107
Starting Salary:	\$50,927
Ceiling Salary:	\$84,918

Application Instructions

- 1) Visit www.publicsafetyrecruitment.com to complete the online application for the position of **Firefighter**. Your online application must be confirmed no later than **12 Noon on July 22, 2013**. You will receive a confirmation number when you complete your online application; Save this number for your records.
- 2) **Return the signed Required Documents (see CHECKLIST!) before 12 Noon on Monday, July 22, 2013 to Public Safety Recruitment, Attn: Evanston FD, 1127 S. Mannheim Rd., Suite 203, Westchester, IL 60154.** Applications received AFTER the deadline will NOT be accepted. Postmarked or faxed required forms will NOT be accepted. Documents may be delivered by mail or by hand during business hours (M-Th 9a-5p; Fri 9a-3p; Closed Holidays and Weekends). Sending required documents via traceable carrier (i.e. UPS, FedEx, USPS Priority Mail, etc.) is suggested to ensure timely delivery.
- 3) Candidates may attend a tutorial session to help prepare for the entry-level written examination for the City of Evanston Fire and Life Safety Services. There are two (2) dates available for the tutorial sessions; Wednesday, July 24, 2013 at 7:00 p.m. and Saturday, July 27, 2013 at 9:00 a.m. Tutorial sessions will be held at the Civic Center, Council Chambers, 2100 Ridge Avenue, Evanston, IL 60201.
- 4) **Attend Mandatory Orientation and Written Exam on Saturday, August 24, 2013 at Evanston Township High School, 1600 Dodge Avenue, Evanston, IL 60201. Arrive no later than 8:15 a.m. with photo identification** (valid Driver's License or State ID) to sign in. Orientation begins promptly at 9:00 a.m. and testing will immediately follow.

All portions of the testing process are mandatory. Failure to attend and successfully complete any portion of the process will result in elimination from employment consideration.

Please visit our website to pay the application fee and complete the online application

www.publicsafetyrecruitment.com

If you have any questions, please contact Public Safety Recruitment

1-800-343-HIRE ~ e-mail: info@publicsafetyrecruitment.com

9 am – 5 pm Monday through Thursday and

9 am – 3 pm on Friday; Closed Holidays and Weekends

***The application fee can be waived for candidates experiencing financial hardship. For details, send an email to info@publicsafetyrecruitment.com.**

CHECK LIST: EVANSTON FIRE AND LIFE SAFETY SERVICES

Application:

DEADLINE: 07/22/2013 at NOON

☐ Confirmed Online

WRITE YOUR CONFIRMATION NUMBER HERE: _____

(The confirmation page immediately follows the references section of the online application)

Required Documents:

DEADLINE: 07/22/2013 at NOON

☐ **COPY of High School Diploma or GED** (Copy of High School Transcripts with Graduation Date, Dated GED, College Transcripts showing high school and high school graduation date, or Signed Letter on High School letterhead is also acceptable.)

☐ **COPY of valid Driver's License** (Copy of front and back if you received a renewal sticker)

☐ **COPY of Birth Record** ~ READ CAREFULLY: Must contain the applicant's full name and date of birth and must be verifiable. To be verifiable, it must be possible to contact the regulatory authority to confirm the authenticity of the document.

ONE OF THE FOLLOWING IS ACCEPTABLE AND REQUIRED AS YOUR BIRTH RECORD:

• **COPY of US Birth certificate** (Copy of original or certified by a Board of Health or Bureau of Vital statistics within the U.S. State Department or U.S. territories. **Hospital copy NOT accepted.**)

OR

• **COPY of valid US Passport**

OR

• **COPY of Naturalization Papers**

CPAT and Ladder Climb Certification:

DEADLINE: 07/22/2013 at NOON OR Bring with on Test Day

☐ **COPY of CPAT card issued within 12 months PRIOR to written exam date**

☐ **COPY of Ladder Climb Certification issued within 12 months PRIOR to written exam date**

(Cards/certifications considered valid only if issued from 8/24/2012 through 8/24/2013)

IF CPAT AND LADDER CLIMB CERTIFICATIONS ARE ISSUED BEFORE DEADLINE, SUBMIT THESE DOCUMENTS BY 12 NOON ON 7/22/2013.

CANDIDATES TAKING THE CPAT AND LADDER CLIMB CERTIFICATION AFTER THE DEADLINE ARE REQUIRED TO BRING COPIES OF BOTH CERTIFICATIONS WITH THEM ON TEST DAY.

If you have any questions regarding the application process or requirements
contact Public Safety Recruitment **before** the application deadline.

800.343.HIRE info@publicsafetyrecruitment.com

Applications will not be verified until after the deadline has passed. Candidates who submit applications lacking proper documentation as indicated above will not be admitted to orientation or testing and you will be eliminated from employment consideration. **I/O Solutions is not responsible for late, misdirected or incomplete application submissions.** You must submit all required documents and have successfully CONFIRMED your online application by the deadline in order to be eligible to attend any portion of testing. You may drop your application documents off in person or by mail; however, all documents including your online application are due by the deadline as indicated.

PLEASE SUBMIT REQUIRED DOCUMENTS TO:

**PUBLIC SAFETY RECRUITMENT
ATTN: EVANSTON FD
1127 S. MANNHEIM ROAD, SUITE 203
WESTCHESTER, IL 60154**

DO NOT SUBMIT REQUIRED DOCUMENTS TO THE DEPARTMENT OR CITY OF EVANSTON.



Date Developed:	1999
HR Review Date:	June 2013

JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Fire & Life Safety Services
DIVISION:	Suppression
POSITION TITLE:	Firefighter/Paramedic
JOB TYPE:	1208
PAY GRADE/RANGE:	F26: \$19.666/hour - \$32.792/hour
FLSA STATUS:	Non-Exempt
OPENING DATE:	June 10, 2013
CLOSING DATE:	July 22, 2013 (12 Noon)
TEST DATE:	August 24, 2013

NATURE OF WORK:

You must be able to react quickly and calmly in emergencies, make effective decisions under stress, establish working relationships with the public, provide fire protection, prevention and safety services, respond to all fires, explosions, accidents, hazardous material incidents and medical emergencies through tasks associated with the job such as but not limited to firefighting, driving, maintenance of equipment and grounds, inspections, making minor repairs and investigations as well as education. As a paramedic you are required to treat sick and injured individuals.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Responds to emergency calls; reports to assigned vehicles; dons emergency gear; rides in emergency vehicles; remains on call at station house.
- Applies forcible entry procedures; lifts, carries and uses tools to allow passage through fences, roofs or locked doors.
- Performs salvage and overhaul operations; inspects, cleans, and protects objects and grounds at fire scenes; attempts to minimize damage caused by firefighting activities; carries, drags or moves objects such as furniture; lifts and carries salvage/overhaul tools and equipment; pulls and opens ceilings and walls using pike pole or similar equipment.
- Performs rescue operations; locates victims, removes victims to positions of safety; carries, leads or drags people as required.
- Applies fire extinguishing agents; directs charged hose lines; utilizes extinguishers; applies fog, chemicals, or water to retard spread of fire; moves into fire area, including into confined spaces and up stairs.
- Carries out ventilation procedures; lifts, carries and uses tools to cut or open roofs or windows; carries and hangs fans or other equipment.
- Performs extrication procedures; lifts, carries and uses extrication tools/equipment.
- Performs ladder operations; individually, and with others, lifts, carries, and erects ladders of various sizes; climbs ladders of varying heights while carrying firefighting equipment; crawls and/or walks on roofs and floors.
- Performs hose evolutions; lifts, carries, drags and lays charged and uncharged hose lines; connects hoses to hydrants or other hoses; drains and loads hose; turns hydrants on and off.
- Administers emergency medical care; performs emergency medical services; carries patient around and over obstacles while on or off stretcher; transfers patient to ambulance; applies emergency life support procedures.
- Participates in training; attends seminars or training drills; improves technical skill on an on-going basis.
- Interacts with the public; provides information and support to victims; represents the department to residents and bystanders; interacts with public (including emotionally disturbed and physically and mentally impaired) in routine and hostile situations (e.g. instructs groups on emergency procedures).
- Cleans and maintains station house and maintains grounds; cleans, arranges and repairs house equipment, building and lawn; performs other house duties (e.g. meal preparation).
- Maintains equipment; inspects, washes and repairs firefighting, rescue, and EMS equipment; reports equipment in need of replacement.
- Maintains physical fitness; performs routine physical exercise; maintains personal health and physical well-being.
- Operates radio/communication equipment; uses two-way communication devices; transmits and receives emergency communications.
- Performs fire prevention activities; inspects homes and buildings; evaluates potential hazards or fireload; plans potential operations; conducts fire drills, critiques drill participants on emergency procedures.
- Documents information; observes events, gathers information and prepares reports; completes forms; operates computer.
- Participates in specialized operations; performs as directed in hazardous materials, water rescue and other technical emergency incidents.
- Operates emergency vehicles; drives ambulance, trucks or other emergency vehicles as required.
- Performs other duties as assigned or required by supervisor.

MINIMUM REQUIREMENTS OF WORK:

- High school graduate
- Valid Driver's License
- Normal color vision
- Ability to complete and pass Firefighter/Paramedic education and certifications
- Be between 20 & 34 years of age, if 35 years of age or over, must currently be a Firefighter/Paramedic
- Application fee: \$25 (please ask for IO Solutions if financial hardship)
- Possession of valid Candidate Physical Ability Test (CPAT) card and Ladder Climb Certification issued within one year prior to written exam date (8/24/2013)

PHYSICAL REQUIREMENTS OF WORK:

Very heavy work; exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Kneeling (bending legs at knee to come to a rest on knees); crouching (bending body downward and forward by bending legs and spine); reaching (extending hand(s) and arm(s) in any direction); crawling (moving about on hands and knees or hands and feet); fingering (picking, pinching, or otherwise working with fingers primarily – rather than with whole hand or arm as in handling); handling (seizing, holding, grasping, turning or otherwise working with hands); feeling - perceiving attributes of objects such as size, shape, temperature or texture by means of receptors in skin, particularly those of finger tips); climbing (ability to ascend or descend ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms); balancing (ability to maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces); stooping (ability to bend body downward and forward by bending waist); talking (expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly); hearing (perceiving the nature of sounds. Hearing is important for those activities which require the ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on running engines); and seeing with corrective vision if necessary (the ability to perceive the nature of objects by eye); far vision (clarity of vision at 20 feet or more); near vision (clarity of vision at 20 inches or less); depth perception (ability to judge distance and space relationships so as to see objects where and as they actually are, including safety to oneself and others); field of vision (observing an area that can be seen up and in a given point, when required to see a large area while keeping the eyes fixed); accommodation (adjustment of lens of eye to bring an object into sharp focus, especially important when doing near-point work at varying distances from the eye; color-vision (ability to identify and distinguish colors).

Environmental Conditions- The worker is subject to both environmental conditions: activities occur both inside and outside; extreme heat with or without, temperature changes, temperature sufficiently high to cause marked bodily discomfort, wet and/or humid – wet, contact with water or other liquids, humid atmospheric conditions with moisture content sufficiently high to cause marked bodily discomfort. Exposure to noise and/or, either constant or intermittent, to cause marked distraction or possible hearing loss and/or sufficient vibration to cause bodily harm if endured day after day. Hazards – conditions or situations in which there is danger to life, health, or bodily injury. This category includes a variety of physical hazards, such as proximity to moving mechanical parts, electrical shock, working on scaffolding and high places, exposure to burns and radiant energy, exposure to all types of explosives, and exposure to toxic chemical and biological agents.

SUPERVISION:

Under the direction of the Fire Chief, work is performed in a paramilitary structure. Guidance is provided via the City Code, union contracts, state and federal legislation and guidelines, National Fire Protection Association standards, departmental standard operating guidelines, City and departmental policies, rules and regulations, the policies and standard operating procedures of the St. Francis EMS System in Region X, and requirements of the Illinois Department of Public Health and generally accepted professional guidelines. Work is evaluated through performance of the assigned functions, emergency responses, observation, reports, memos, work product, communication and discussion, and is formally evaluated at least annually for performance in these areas and with this classification standard.

PUBLIC CONTACT:

The employee has regular contact with citizens, elected officials, outside agency representatives, and City employees in many departments throughout the City.

<u>SELECTION METHOD</u>	<u>TYPE OF ELIGIBILITY LIST</u>	<u>LIFE OF FINAL ELIGIBILITY LIST</u>
Written Examination – Pass/Fail	Rank Order	2 years
Structured Oral Interview – Pass/Fail		
Application of preference points (optional)*		
Background Check – Pass/Fail		
Polygraph Exam – Pass/Fail		
Psychological Assessment – Pass/Fail		
Medical Exam & Drug/Alcohol Screens- Pass/Fail		

PREFERENCE POINTS: (Candidates may submit documentation to claim preference points after the Initial Eligibility List is created)

- 5 points – minimum of one year active military duty with honorable discharge
- 5 points – Evanston resident
- 2 points – At least six months of participation in an approved Fire Explorer Program
- 2 points – Possession of a valid paramedic license from the Illinois Department of Public Health (EMT-P)
- 2 points – Graduate of an Office of the State Fire Marshal fire academy (certificate of completion or Basic Firefighter certification is acceptable)

To apply for this position, please apply online at www.publicsafetyrecruitment.com before the application deadline.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).