

FIREFIGHTER/PARAMEDIC

Village of Buffalo Grove

Salary Range: \$54,173.60 - \$88,318.88

General Requirements:

Min. Age 21; Max. Age 34; H.S. Grad. or Equiv.; US citizen or legal resident; Valid DL; Must meet add'l. selection & training requirements.

Information/Application:

Applications available at Buffalo Grove Village Hall, 50 Raupp Blvd., BG Fire Admin., 1051 Highland Grove Dr., and at www.vbg.org.

Completed Applications must be returned at one of the mandatory orientation meetings with a \$15.00 non-refundable application fee.

Mandatory Orientation:

Saturday, March 31 @ 9:00 a.m. or Thursday, April 5 @ 7:00 p.m. at BG Village Hall.

Written Test:

Saturday, April 28 @ 9:00 a.m. at Buffalo Grove H.S.
1100 W. Dundee Road.

Must present CPAT Certification and Ladder Climb Certification issued between October 28, 2011 and April 28, 2012 by NIPSTA or SUFD at written test.

EOE

Firefighter/Paramedic Testing Process

The following is a summary description of guidelines of the Village of Buffalo Grove's firefighter hiring process, revised in compliance with Illinois Public Act 97-0251.

Testing is to be typically conducted every two years, as announced by the BFPC.

When testing takes place, all individuals interested in becoming a Buffalo Grove Firefighter must meet the following requirements:

- Minimum of 21 years of age and under 35 years of age, unless previously a full-time Firefighter in Illinois as noted under state statute (65 IL 5/10-2.1-6.3), at the time of the written examination
- U.S. citizen or legally authorized to work in the U.S.
- High School Diploma or GED
- Licensed as an EMT-P by the Illinois State Board of Health at the time of hire
- Possess a valid Driver's License
- Proof of completion of Candidate Physical Ability Test (CPAT) and proof of passing a Ladder Climb Test, with attainment date less than six (6) months prior to the written exam. [Information regarding CPAT and obtaining certification can be obtained by visiting the Northeastern Illinois Public Safety Training Academy (NIPSTA) website www.nipsta.org/CPAT or Southwest United Fire District (SUFD) website www.sufd.org/sitecontent/index/page/cpat
- Have correctable vision to 20/30 and have ability to distinguish colors
- Must have the ability to understand the English language, written and spoken

Fire Testing Process

Elements of the selection process include: application process and fee payment; orientation; completion of CPAT including ladder climb test; and written examination.

Applicants will be processed through the following ordered steps:

- Completion of an application and required documents
- Attend mandatory orientation meeting, where applications and fees will be collected
- Proof of completion of Candidate Physical Ability Test (CPAT) and proof of passing a Ladder Climb Test, with attainment date less than six (6) months of written exam
- Written Examination
- An initial eligibility list without preference points will be established, based on a numeric score in compliance with statute
- Submission of proof of preference points: 5 – one year of active military duty with honorable discharge; 2 – certification by the State Fire Marshall's office as a Firefighter II; 3 – Associate Degree in Fire Service or Emergency Medical Service, or Bachelor's Degree
- A final eligibility list which includes all preference points will be established in numeric descending order
- The eligibility list is valid for a period of two years from the date of certification by the Board of Fire & Police Commissioners, unless said list is depleted prior to the two-year anniversary

Testing Element Requirements

Orientation – attend

Application – completed in full and signed

Application Fee -- \$15.00 paid to Village of Buffalo Grove by check or cash

Physical Ability – Pass or Fail

Written Examination – minimum 70% required or State Statute

Polygraph – Advisory Only

Background Investigation – Recommended or Not Recommended

Oral Interview – Pass or Fail

Psychological Assessment – Recommended or Not Recommended

Medical Examination – Qualified or Not Qualified

Further participation in the selection process will take place as vacancies occur. Applicants will be invited, in rank order, to participate in and successfully advance through the following steps:

- Valid CPAT including Ladder Climb as required by the Board of Fire & Police Commissioners, consistent with state statute
- Proof of Emergency Medical Technical – Paramedic license through Illinois State Board of Health
- Polygraph evaluation
- Background investigation including criminal, business, education and employment history
- Oral Interview with the BFPC
- If conditional offer of employment is approved, completion of a Psychological evaluation and Medical examination, including drug screen
- If final offer of employment is approved, enter into established Village agreements
- Appointment and swearing-in ceremony by the BFPC

Following appointment, a new Firefighter is required to satisfy other requirements, including:

- Successful completion and certification (as required) as a Basic Operations Firefighter at the fire recruit academy approved by the Fire Chief and by the Office of the State Fire Marshall
- Successful completion of the Department's in-house training program
- Successful completion of the twelve (12)-month probationary period.

VILLAGE OF BUFFALO GROVE

POSITION TITLE:

FIREFIGHTER / PARAMEDIC

DEPARTMENT/DIVISION:

FIRE

FLSA STATUS:

NON-EXEMPT

UPDATED:

JANUARY, 2012



NATURE OF WORK

This is highly skilled emergency firefighting and emergency medical services work.

Work involves responsibility for participating in the provision of emergency medical services and the performance of rescue, fire suppression, and fire prevention duties as a member of a company at an assigned station on an assigned shift. Work also involves the operation of fire and emergency medical services equipment, and the maintenance of equipment, apparatus, and quarters. Employees of this class are required to participate in the operation of apparatus and the performance of hazardous tasks and skilled medical procedures under emergency conditions which may involve strenuous exertion under such handicaps as fire, heat, smoke, and cramped surroundings. Although firefighting and emergency medical services work are the most difficult and responsible areas of activity, a substantial portion of time is spent training and studying methods, techniques, and procedures, and in routine duties in the care and maintenance of fire department property and equipment. Work is usually performed in accordance with general instructions and well defined procedures, under the command of a superior officer. Work is reviewed through observation, inspections, and reports for results obtained.

Firefighting and emergency response are very difficult jobs requiring performance functions which are physically and psychologically very demanding. Firefighting and emergency response personnel are exposed to many toxic substances during the firefighting work, including carbon monoxide, cyanide, acrolein, hydrogen chloride, nitrogen dioxide, and benzene. The burning of plastics and other synthetic materials may expose firefighters to other toxic materials such as isocyanates and nitrosamines. Hazardous materials incidents may involve exposures to many other toxic materials.

The strenuous work demands of firefighters, combined with exposures to carbon monoxide and other toxic substances may increase the risk for cardiovascular disease among firefighters. Acute respiratory changes also may stress the cardiovascular system.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Responds to emergency medical and fire calls in accordance with standard operating procedures; provides rescue and required emergency medical services; operates cutting torches and saws, power jacks, and a variety of other rescue equipment and tools; removes fire or accident victims to a safe location.

Examines patients and reports symptoms, vital signs, and apparent nature of illness or injury to physicians by radio or telemetry equipment; performs immediate lifesaving procedures required by circumstances; stabilizes patients and carries out instructions issued by physician; administers intravenous injections and solutions, and therapeutic drugs; operates resuscitator and defibrillator; supplies back and neck supports and braces, bandages, and splints as necessary; transports patient to hospital when stable; completes mobile intensive care rescue and ambulance report.

Inspects and maintains emergency equipment, radios, and ambulance units to ensure proper operating condition; maintains an adequate supply of first aid and other disposable materials; inventories and replenishes drug stock.

Responds to fire alarms and lays and connects hose, operates hose nozzles and directs fog and water streams; raises and climbs ladders; uses chemical extinguishers; uses axes and similar tools to ventilate buildings and expose hidden fire areas; participates in post-fire salvage operations such as removing and covering household articles, mopping floors, and cleaning debris.

Pumps water to fire at a designated pressure and ensures that suction hose and fire hose are properly located; monitors condition of pumper and vehicle during operation and makes necessary adjustments or changes; operates generators, smoke ejectors, foam units, and similar equipment.

Checks engine daily and inspects pumping equipment, ignition, batteries, lights, brakes, and other equipment to see that the apparatus is in good working condition and reports defects; participates in the maintenance and minor mechanical repair of fire apparatus.

Performs general maintenance work in the upkeep of fire station buildings and grounds; cleans, waxes, polishes, and otherwise maintains assigned equipment and quarters.

Participates in a continuing program of training and instruction, including attendance at scheduled drills and classes; participates in company fire inspections and in pre-fire surveys.

This list of duties and responsibilities is not intended to be all inclusive. The employer reserves the right to assign additional duties and responsibilities as necessary.

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to operate both as a member of a team and independently at incidents of uncertain duration.

Ability to spend extensive time outside exposed to the elements.

Ability to tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 degrees F), humid (up to 100%) atmospheres while wearing equipment which significantly impairs body cooling mechanisms and to be able to experience frequent transition from hot to cold and from humid to dry atmospheres.

Ability to work in wet, icy, or muddy areas and to perform a variety of tasks on slippery, hazardous surfaces such as on roof tops or from ladders.

Ability to work in areas where sustaining traumatic or thermal injuries is possible.

Ability to face possible 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.

Ability to face possible exposure to infectious agents such as hepatitis B or HIV.

Able to wear personal protective equipment that weighs approximately 50 pounds while performing various strenuous firefighting, rescue, and other related tasks.

Ability to perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow of 40 liters per minute.

Able to perform complex tasks during life-threatening emergencies.

Able to work for long periods of time, requiring sustained physical activity and intense concentration.

Able to face life or death decisions during emergency conditions.

Able to face exposure to grotesque sights and smells associated with major trauma and burn victims.

Able to make rapid transitions from rest to near maximal exertion without warm-up periods.

Able to operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.

Must be able to rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of the operation.

Must have and maintain licensure by the Illinois Department of Public Health as an EMT-P (paramedic) at the time of appointment, and throughout entire career.

Ability to raise, climb, and work from ground and aerial ladders, without work inhibiting fears of heights.

Ability to rescue, by carrying or dragging, an adult weighing at least 150 pounds, from a burning structure or other dangerous situations.

Ability to lift and carry at least fifty pounds, over horizontal and vertical distances of at least 250 feet.

Ability to operate hand and power tools, in both emergency and non-emergency situations.

Ability to advance and drag hoses, up to five inches in diameter, both charged and uncharged, limited distances, both horizontally and vertically.

Ability to connect and disconnect hose couplings, easily and quickly.

Ability to maintain balance, in varying situations.

Ability to understand and carry out orders and assignments, in both emergency and non-emergency situations, and must be able to demonstrate understandable English speaking skills.

Ability to lift and carry a stretcher, with an adult patient weighing at least 150 pounds, up or down flights of stairs with a minimum of one person to assist.

Ability to read English and be able to demonstrate twelfth grade reading skills.

Ability to meet NFPA 1582 medical requirements for Firefighter, upon conditional offer of employment.

Must have and maintain a current driver's license of the proper classification, as determined by the employer.

Must not pose a direct threat to the health and safety of himself or others.

Ability to use writing instruments and be able to demonstrate adequate English writing skills.

Must be able to meet attendance requirements of the shift schedule that requires employees to work Saturdays, Sundays, and holidays.

Must be able to learn the skills and duties of the job at minimally acceptable levels within reasonable training time frames.

Must be appropriately motivated and disciplined to learn complex job knowledge within reasonable training time frames.

Must be free of significant personality limitations (e.g. inflexibility, rigidity, etc.) that will interfere with learning the job in reasonable training time frames.

Willingness to perform both emergency and routine tasks with consistency of investment and effort.

Desire to serve and protect the public.

Willingness to respond to supervisory guidance and assignments.

Willingness to respond to correction and discipline.

Willingness to follow policies and procedures.

Ability to cope with (repeated) trauma and loss.

Courage to confront and ability to cope with danger to self and others.

Ability to cope with work schedule and impact of job on self and family.

Psychological endurance, tenacity for physically and emotionally demanding tasks (e.g. major fires in freezing temperatures).

Ability to make quality decisions based on training and common sense.

Ability to concentrate and focus in stressful situations.

Ability to act in the face of danger.

Freedom from disabling fears (e.g. heights, fire, blood.)

Willingness to work effectively with others as a team member.

Adequate interpersonal skills to integrate within the fire station environment for lengthy periods of time (e.g. 24-hour shifts).

Ability to meet such physical requirements as may be established by competent authority.

OTHER JOB FUNCTIONS

Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment and tools.

Ability to analyze situations quickly and objectively, and to determine proper courses of action.

Ability to establish and maintain effective working relationships with others.

Ability to communicate with the public.

Performs other related work as required.



Village of Buffalo Grove

Board of Police and Fire Commissioners



Letter to applicant:

It is the policy of the Village of Buffalo Grove to provide equal employment opportunities to all employees and applicants for employment and to abide by all applicable federal, state and local equal employment opportunity laws. All employment decisions, including, but not limited to, recruiting, hiring, placing, promoting, and compensation, for all job classifications will be made without regard to race, religion, color, national origin, ancestry, sex, age, disability, handicap or any other legally protected category, except as required or allowed by job necessity, preemptive statutes or other law. Additionally, the Village is committed to making reasonable accommodations in accordance with applicable law to applicants and employees with disabilities or handicaps who are otherwise qualified for the positions in question. Requests for reasonable accommodations should be directed to Director of Human Resources Arthur Malinowski at 847-459-2500.



Village of Buffalo Grove

Board of Police and Fire Commissioners



Read every question carefully and answer each question accurately. An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in his/her applications, or examination of appointment. Any false statements on this application will be considered sufficient cause for dismissal. **All entries must be printed, legibly with an ink pen or typewritten.** If space provided is not sufficient for complete answers or if you wish to provide additional information, show on the reverse side of the application.

DATE:	APPLICATION FOR THE POSITION OF FIREFIGHTER			
Name Last	First	Middle	Social Security Number:	
			Drivers License Number:	
Present address:	City	State	Zip Code	
How long have you lived at this address?	Home Telephone	Business Telephone	Alternate Contact Number	
Date of Birth	Email address			
Give your home addresses for the past ten years, excluding your present address: (Do not use rural route numbers or box numbers. Give month & Year)				
address:	City	State	Zip Code	Month & Year
address:	City	State	Zip Code	Month & Year
address:	City	State	Zip Code	Month & Year
address:	City	State	Zip Code	Month & Year
address:	City	State	Zip Code	Month & Year
Have you reached the age of 21 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		If naturalized Citizen give date ____ / ____ / ____		
Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes explain _____ _____ _____		Were you ever convicted of Driving Under the Influence or any other driving offense? <input type="checkbox"/> No <input type="checkbox"/> Yes, where & disposition _____ _____ _____		



Village of Buffalo Grove

Board of Fire and Police Commissioners



Education	High School/Equivalent	College/University	Trade/Vocational
School Name and Address	_____	_____	_____
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Degree Major Course of study	Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	Total hours _____	
Relevant Courses Special Training Internships			

Have you ever applied for employment with this or other police departments?

No Yes, list the department names: _____

Were you ever discharged or asked to resign from your employment?

No Yes, give details: _____

List below your past work record for the last 20 years, please include all full and part time positions. Begin with the most current position. (Use backside of application if necessary).

Employer Name	Telephone	Dates Employed		Description of position / work performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason For Leaving				

May we contact your present employer? No Yes Applicant's Signature _____



Village of Buffalo Grove

Board of Police and Fire Commissioners



Employer Name	Telephone	Dates Employed		Description of position / work performed
		From	To	
Address				
Job Title	Hourly Rate/Salary			
Supervisor				
Reason For Leaving				

Employer Name	Telephone	Dates Employed		Description of position / work performed
		From	To	
Address				
Job Title	Hourly Rate/Salary			
Supervisor				
Reason For Leaving				

List all Professional Registrations, Licenses, and/or Certificates

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<p>Have you ever served on active duty in the Armed Services of the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes give:</p> <p>Branch of Service _____</p> <p>Dates _____</p> <p>Rank at discharge _____</p> <p>◆ Include a copy of your certified DD214 or Separation Papers.</p>	<p>Were you ever convicted in a Court Martial or were the subject of a Summary Court or any other disciplinary action?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, give details, type of action, charges & disposition:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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List any Commendations and Citations awarded to you as a member of the Armed Forces

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Village of Buffalo Grove

Board of Fire and Police Commissioners

How did you learn about this position?

- Current employee
- Friend / Relative (non-employee)
- Village of Buffalo Grove website
- Newspaper advertisement
- Internet job posting
- Professional publication
- School or college posting
- Walk-in
- Other _____

Read the Following Carefully before Signing this Application

By signing below, I acknowledge that I have truthfully answered all the questions on this employment application and the information provided is accurate and complete. I authorize the Village of Buffalo Grove and its agents to investigate and verify the information provided herein. I understand that misrepresentation or omission of facts contained in this employment application is cause for disqualification from employment consideration or, if hired, for dismissal without notice or benefits. I understand that this document does not constitute an offer of employment or employment contract and establishes no obligation on the part of the Village of Buffalo Grove or its agencies to employ me.

Furthermore, by signing below I authorize my current and former employers and their agents, references, schools, and military authorities to furnish their records of my service, my reason for leaving their employ, and any other information relevant to my suitability for employment. I release my current and former employers and their agents, references, schools, military authorities and the Village of Buffalo Grove and its agents from any and all liability or damage whatsoever which may result because of furnishing such information.

Signature

Date

*Village of Buffalo Grove Village Hall
50 Raupp Blvd. Buffalo Grove, Illinois 60089
Telephone 847-459-2500
Village website www.vbg.org*