



# CITY OF NORTH LAUDERDALE

Is seeking qualified applicants for the position of

## OPEN AND COMPETITIVE

Opening Date 02/02/2018

Closing Date 02/16/2018, 4:00PM

## **FIREFIGHTER / PARAMEDIC**

Grade M2 - \$18.60 per hour

Initial appointment as Part-time (Reserve) with possibility of transfer to Full-time position.

### **DEFINITION**

This is hazardous work involving fire suppression, fire prevention, rescue and protecting the lives and property of the citizens of North Lauderdale. An employee in this position is responsible for the performance of hazardous tasks under emergency conditions. The employee, under close supervision of the Rescue Lieutenant, is responsible for rescuing persons and property from danger, extinguishing fires and performing salvage and related follow-up work. Employees are required to perform lifesaving rescue techniques as part of a fire rescue operation, or as part of any other emergency operation. Emergency responses constitute the primary focus of a firefighter/paramedic's responsibility. Considerable non-emergency time is spent in training, performing inspections and maintenance of equipment, apparatus and the fire station. Duties involve an element of personal danger and employees must be capable of functioning as an integral part of a team to ensure the safe and efficient performance of duties.

### **ESSENTIAL JOB FUNCTIONS**

- Responds to emergencies with a fire company or rescue unit. Answers medical emergencies as part of an engine company as a basic life support unit, or an advanced life support unit.
- Removes, extricates and rescues persons from danger; recognizes acuity symptoms requiring immediate care and administers lifesaving rescue procedures to injured or afflicted persons.
- Checks out fire rescue medical equipment (narcotics log, monthly inventory sheets) and fills out state reports.
- Performs ventilation, salvage and overhaul operations.
- Connects fire hose to hydrants and pumps and operates hose streams inside and outside of buildings.
- Operates hand fire extinguishers.
- Drives, operates and inspects Fire Department vehicles. Operates, utilizes and maintains Fire Department equipment and gear.
- Raises and climbs ladders.
- Operates heavy extrication equipment, rescues victims from vehicles, drowning, accidents, fire, and other harmful conditions.
- Makes daily inspections of apparatus and equipment.
- Attends training classes offered by the Fire Department.
- Recognizes hazardous material situations.
- Participates in pre-fire planning of commercial and multi-family structures.
- Aids in the mitigation of other emergencies as directed by the supervisor.
- Checks and services fire hydrants.
- Checks out Fire Rescue Division medical equipment, narcotics log, monthly inventory sheets, fill out State reports for sick or injured persons.
- Communicates with dispatch, emergency room physicians and staff, police, fire officers and related personnel for accurate and efficient dissemination of information and medical orders.
- Prepares EMS and department reports; completes patient reports, compiles billing information and delivers patient findings to emergency room physicians. Maintains records.
- Participates in public education and community outreach programs.
- Work is usually under close supervision, but at times, independent judgment is required.
- A firefighter/paramedic is directly responsible to his shift officer, but is subordinate to a driver/engineer.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Florida regional common EMS protocols, fire and related laws.
- Pre-established City, County and State policies and procedures applicable to the work.
- Emergency medical technology at the advance level.
- The geographical layout of the City of North Lauderdale, including entranceways, dead-end streets, cul-de-sacs and detours; especially those thoroughfares detoured by canals and fields.
- Physical locations of all fire hydrants and water supplies in the City of North Lauderdale.
- The principles and techniques of customer relations.

#### **Ability to:**

- Perceive and react sensitively to the needs of others.
- Operate heavy fire rescue vehicles and equipment even under adverse conditions.
- Clearly communicate, understand and follow written and oral instructions
- Perform detailed patient examinations and provide diagnostic assessment of patient's condition.
- Make decisions readily, render judgment, take action or commit oneself in life or death situations.
- Deal diplomatically with irate, violent or frantic individuals under considerable stress; react quickly and calmly in emergency situations.
- Read, update and maintain various records and files.
- Operate basic office equipment.
- Access, operate and maintain various software applications.
- Maintain composure under emergency situations; work effectively under stressful conditions.
- Establish and maintain effective working relationships with departmental staff, supervisors and the general public.
- Swim.

### **DESIRABLE EXPERIENCE AND TRAINING**

- High school diploma or GED.
- Certification from the State of Florida for firefighter and paramedic.
- Must possess and maintain CPR and ACLS certifications.
- EVOC certification.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook).
- Valid Florida driver's license required.
- Proficient in driving heavy duty fire equipment.

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### **PHYSICAL REQUIREMENTS**

Some tasks involve the ability to exert very moderate physical effort in light works, typically involving some combination of sitting, standing and/or walking. Emergency tasks involve the performance of physically demanding work, which may involve some combination of running, walking, jumping or climbing, and may involve the lifting, carrying, pushing, and/or pulling of heavy objects, materials and/or persons. Must be able to wear protective clothing and equipment and work in extremely high temperatures and toxic atmospheres. Must maintain the ability to perform the physical aspects of this classification.

### **ENVIRONMENTAL REQUIREMENTS**

Some tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for lengthy exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks are performed in highly critical and hazardous conditions, where fire and/or other life threatening situations occur, skill in exercising established safety precautions is essential in avoidance of injury or accidents. Some tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Other work requires diplomatic, skillful and immediate response to potentially violent situations and must submit to essential safety precautions to avoid personal injury or injury to the general public.

Review of employment application and experience to determine relevant training and/or experience by the HR Manager and Fire Chief.

**Written Test** – Monday, March 5, 2018 at 9:00am (By Invitation Only)

**Oral Interviews** – Date and time to be determined. (By Invitation Only)

**In-House Applicants:** If you are interested in applying for this position, please submit your current resume along with a memo to the Human Resources Department through the Fire Chief. The memo should explain your qualifications and why you are eligible for this position.

## **FIREFIGHTER REQUIRED PAPERWORK**

Required paperwork MUST be submitted with Employment Application

- State of Florida Firefighter Certification
- State of Florida Paramedic Certification (Minimum Last Term Paramedic program enrolment accepted)
- Valid Florida driver's license
- High school diploma or GED
- American Heart Association or American Red Cross CPR Certification
- American Heart Association–Advance Cardiac Life Support Provider (ACLS) Certification
- Emergency Vehicle Operation Certification (EVOC)
- Physical Agility within prior 12 months

**AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE WORK PLACE**

## EMPLOYMENT INFORMATION

*(This information does not replace, add to, or change any Personnel Rules, or otherwise written instructions or regulations.)*

### **AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER:**

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, physical or mental disability, political affiliation, race, religious creed, sex or other non-merit factors (except as limited by Law, City Civil Service Rules, or bonafide occupational qualifications).

### **APPLICATIONS:**

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Applications not completed in full may be disqualified. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position. Verification of education, if required under this announcement, must be submitted prior to consideration for appointment. Social Security Card must be presented at time of appointment.

Applications and information may be obtained by contacting: North Lauderdale Human Resources Department, City Hall, 701 SW 71st Avenue, North Lauderdale, Florida 33068 (954-724-7068).

### **CHANGE OF ADDRESS:**

Applicants are responsible for notifying the Human Resources Department of any change of address and/or telephone number.

### **EMPLOYMENT STANDARDS:**

Experience means full-time paid experience unless the announcement states volunteer experience is acceptable. (Part-time paid experience may be accumulated to meet the total experience requirements). When an examination includes a rating for training and experience only training and experience information submitted prior to the closing date will be considered.

### **EXAMINATION RESULTS:**

Scores and standings on eligible lists will not be given upon request.

### **HIRING PROCEDURES AND SELECTION:**

Employment lists are established by ranking candidates according to their overall scores in the examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will make a selection from among the top three ranks on the employment list. A candidate who is not selected will remain on the employment list for one year and will be certified to other similar Vacancies as they occur.

### **PRE-EMPLOYMENT DRUG SCREENING:**

Each applicant shall execute a consent form. Each person selected to fill a position shall undergo drug screening prior to appointment. An offer of employment is not binding until a candidate has passed this examination and other pre-employment background and reference checks.

### **PROBATIONARY PERIOD:**

The probationary period is the final phase of the examination process. Each original open-competitive appointment to a permanent position shall be subject to a probationary period of one year. Each promotional appointment shall be subject to a six month probationary period.

### **RESIDENCE REQUIREMENT:**

Applicants are not required to reside in North Lauderdale in order to be eligible to compete in an entrance examination.

### **TRAVEL AND RELATED EXPENSES:**

The City of North Lauderdale does not reimburse applicants for any travel or related expenses incurred in connection with applying and competing for employment.

### **VETERAN'S PREFERENCE:**

A veteran who enters an open-competitive examination shall be eligible to receive preferential credit added to the total passing score earned in the examination as provided for in the Personnel Rules. To obtain veteran's preference candidates **MUST** submit a copy of separation papers (FORM DD-214) at the time the application is filed.

## **EMPLOYEE BENEFITS**

The following explanation of benefits applies to employees in permanent full-time positions. Some benefits differ, depending on the employee unit.

### **VACATION:**

Employees earn 12 days of vacation leave a year for the first five (5) years of continuous employment. Employees accrual rate changes based on years service over five (5) years.

### **SICK LEAVE:**

96 hours of sick leave are earned each year. Accrued sick leave may be used as needed for personal illness.

### **HOLIDAYS:**

The City of North Lauderdale observes 12 regular holidays a year and such other days as the City Council may designate. When a holiday falls on Saturday or Sunday, the preceding Friday or the following Monday may be declared a holiday for city employees.

### **WORKING CONDITIONS:**

The basic work week is five days, 40 hours for most Divisions.

### **HEALTH PLANS:**

Medical insurance, hospital coverage is available to all full time employees and their dependents. The City provides life insurance to all employees.

### **ADDITIONAL BENEFITS:**

The City program includes retirement, survivor benefits and disability benefits to employees in selected job classifications.

### **SALARY:**

The salary range for each position is listed on the examination announcement.

### **CREDIT UNION:**

Credit Union membership is available to employees providing the following services: Loans, systematic savings, dividends, financial counseling, car loans, notary service, and more.