

## Job Posting – Firefighter/Paramedic City of Manistee

The City of Manistee (EOE) is seeking one individual for immediate full-time employment for the position of Firefighter/Paramedic. These are non-SAFER positions. Starting salary of \$37,340-\$45,226, commensurate with experience, with generous annual increases and a competitive benefit package including MERS Defined Benefit pension plan, health, dental, optical, life insurance, paid holidays, sick leave, and vacation. Successful candidates are required to undergo drug screening, pass a physical fitness test, pass an oral interview, pass a psych test, and undergo a reference or security check.

Qualified applicants must hold a valid State of Michigan driver's license, and:

- A current Michigan Firefighters Training Council Certification as a State Certified Firefighter **and** a current EMT or Paramedic License from the State of Michigan.

**Or**

- A current Paramedic License from the State of Michigan.

As a condition of continued employment:

- New hires, where necessary, will be required to successfully complete a paramedic program, at the employers' expense and become licensed as a paramedic within two years.
- New hires, where necessary, will be required to acquire certification, at the employers' expense by the Michigan Firefighters Training Council Certification as a State Certified Firefighter Level I & II within one year.

Interested applicants shall submit an application, cover letter, resume' and references by 5:00 p.m. on Friday May 17, 2019. They can be mailed to the City of Manistee, Attn: City Clerk's Office, 70 Maple St. Manistee, MI 49660 or by e-mail to [hdarling@manisteemi.gov](mailto:hdarling@manisteemi.gov). Resumes will not be accepted in lieu of a completed application; however, applicants are encouraged to include a resume and cover letter with their completed application. Applications can be picked up in person at the City Clerk's Office at 70 Maple St. Manistee, MI 49660 or on the City of Manistee's website.

***The City of Manistee is an Equal Opportunity Employer***

# CITY OF MANISTEE

## JOB DESCRIPTION

**JOB TITLE:**           **Firefighter / Paramedic**

**CLASSIFICATION:**    Non-Exempt

**SUPERVISED BY:**     Fire Captain or Driver/Engineer, as assigned

**SUPERVISES:**         No Supervisory Responsibilities

**POSITION SUMMARY:**

Under the supervision of the shift command officer, controls and extinguishes fires, protects life and property, maintains equipment, and provides emergency ambulance services to the public.

**ESSENTIAL JOB FUNCTIONS:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1.     Responds to fire alarms and participates in fire suppression activities and property protection measures.
2.     Operates a variety of firefighting equipment, tools and vehicles.
3.     Receives dispatches for ambulance assistance, drives the ambulance to the emergency scene, administers medical care, and provides other medical professionals with necessary information regarding the patient.
4.     Participates in training programs for hydraulics, pump operation and maintenance, and firefighting techniques.
5.     Performs maintenance and upkeep on fire station equipment and facilities to ensure compliance with departmental standards.
6.     Prepares reports of firefighting activities, as directed, ambulance runs, equipment malfunctions, and equipment service dates.
7.     May be responsible for specialized programs such as fire prevention and safety, smoke detector awareness, and emergency training for the public.
8.     Performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Graduation from high school or possession of an equivalency diploma; Associates or Bachelors degree preferred.
- Paramedic certification and Firefighter I and II certification.
- A Michigan Vehicle Operator's License.
- Thorough knowledge of the principles, practices, and techniques of fire suppression and related safety issues.
- Thorough knowledge of the operation and use of a variety of firefighting tools, emergency vehicles, protective equipment, and emergency medical instruments.
- Thorough knowledge of the appropriate medical treatment procedures to apply in emergency situations.
- Thorough knowledge of the geography, streets, and facility locations within the City.
- Skill in establishing and maintaining effective working relationships with City employees, the public and other emergency services personnel.
- Ability to make sound independent decisions when no assistance is available.
- Ability to react calmly, follow standard procedures, and exercise good judgement, initiative, and resourcefulness when dealing with the public and other emergency services personnel.
- Ability to work effectively under stress in emergency and confrontational situations.
- Firefighting experience preferred.
- Emergency medical services experience preferred.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms, and talk or hear; and smell; and travel to other locations. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move heavy items and frequently lift and/or move very heavy objects.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and extreme heat. The employee is frequently exposed to moving mechanical parts and/or heavy machinery equipment. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually moderate and can be loud or very loud.

---

*This description is intended to provide a summary of the type and level of work performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required of a person so classified.*

**APPLICATION FOR EMPLOYMENT**



**AN EQUAL OPPORTUNITY EMPLOYER**

**INSTRUCTIONS - COMPLETE ALL SECTIONS:**

Please print the requested information in the spaces provided below:

Date of Application: \_\_\_\_\_ Date available to begin work: \_\_\_\_\_  
Month/Day/Year Month/Day/Year

**PERSONAL INFORMATION**

Last Name		First	Middle	Social Security Number:	
Street Address			Home Telephone:		
City		State	Zip Code	Cell Telephone:	
e-mail address:					
In case of an emergency, notify:					
Name		Address		Telephone Number	
Are you 18 years or older?		YES	NO	Work Permits required for individuals under the age of 18	
If related to any City of Manistee employees or City Council Members, state name, department and relationship to you:					
Have you ever been convicted of a crime? <input type="checkbox"/> YES (explain) <input type="checkbox"/> NO					
(A criminal conviction record will not necessarily prohibit you from being employed.)					
If YES, please list date, place, and nature of offense: _____					
Are there any felony charges presently pending against you? <input type="checkbox"/> YES (explain) <input type="checkbox"/> NO					

**EMPLOYMENT DESIRED**

POSITION(S) APPLIED FOR:	DEPARTMENT(S):	Police	<input type="checkbox"/>	Parks	<input type="checkbox"/>
		Fire	<input type="checkbox"/>	Marina	<input type="checkbox"/>
		Finance	<input type="checkbox"/>	Administration	<input type="checkbox"/>
		Clerk	<input type="checkbox"/>	Other	<input type="checkbox"/>
		Water & Sewer	<input type="checkbox"/>	_____	_____
		Public Works	<input type="checkbox"/>	_____	_____
PAY/SALARY DESIRED: \$ _____					
Kind of Work Sought:	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Seasonal <input type="checkbox"/>		
If part-time or seasonal, please specify days, hours or time of year sought:					

## EDUCATION

Applicants for certain positions may be required to provide transcripts:

EDUCATION	NAME & LOCATION OF SCHOOL	# OF YEARS COMPLETED	SUBJECTS STUDIED	DEGREES EARNED
High School				
College/University				
Vocational/Trade/ Graduate School				

## GENERAL

Do you have any special training, skills, qualifications, licenses, certifications or other experiences that relate to the position(s) applied for?

---



---

A current driver's license is required for positions which require the operation of any City vehicles/equipment. A license check will be conducted for application for positions requiring a current driver's license.

U.S. Military Service:

Branch of Service \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Rank or Rating \_\_\_\_\_ Type of Discharge \_\_\_\_\_

## PHYSICAL RECORD

Medical Examinations: In accordance with the provisions of the Americans with Disabilities Act, the City of Manistee may require job applicants to undergo a medical examination after an offer of employment has been made and prior to the commencement of employment duties, and may condition the offer of employment on the results of such examination.

**I HEREBY CERTIFY THAT I AM NOT CURRENTLY ENGAGED IN THE ILLEGAL USE OF DRUGS:**

I understand that as a condition of employment, **for positions requiring the operation of any City vehicles/equipment**, I may be required to take a pre-employment drug test for the illegal use of drugs, which may include the collection of urine samples from my person. I agree that the results of this test may be submitted to the City of Manistee, or its authorized representative, and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested test, and for communicating the results to the City of Manistee. I understand that if the results of any pre-employment drug tests are positive, it will be cause for rejection of my application or, if I am hired, that my employment with the City of Manistee may be immediately terminated.

I agree not to commence any action or suit relating to my employment with the City more than six (6) months after the occurrence of the facts giving rise to the claim, whichever is earlier, and to waive any longer statute of limitations to the contrary. In the event that the statute of limitations applicable to such claim is less than six (6) months, I agree that the shorter statute of limitations shall apply"

Applicant's Signature: \_\_\_\_\_

### FORMER EMPLOYERS

Please give an accurate, complete, full-time and part-time employment record. Start with present, or most recent employer. (List additional employers on a separate sheet, if necessary.)

PLEASE PRINT ALL INFORMATION

1.	Company Name:	Telephone:
	Address <span style="float: right;">City/State</span>	Employed (List Month and Year) From: <span style="float: right;">To:</span>
	List Your Job Title and Responsibilities	Reason for Leaving

2.	Company Name:	Telephone:
	Address <span style="float: right;">City/State</span>	Employed (List Month and Year) From: <span style="float: right;">To:</span>
	List Your Job Title and Responsibilities	Reason for Leaving

3.	Company Name:	Telephone:
	Address <span style="float: right;">City/State</span>	Employed (List Month and Year) From: <span style="float: right;">To:</span>
	List Your Job Title and Responsibilities	Reason for Leaving

4.	Company Name:	Telephone:
	Address <span style="float: right;">City/State</span>	Employed (List Month and Year) From: <span style="float: right;">To:</span>
	List Your Job Title and Responsibilities	Reason for Leaving

Have you ever been discharged or requested to resign any job?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please explain circumstances _____		
_____		
Are you presently employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

### REFERENCES

Please give the names of three (3) persons, not related to you, whom you have known for over a year.

NAME	ADDRESS	TELEPHONE	BUSINESS	YEARS KNOWN

**SIGNATURE**  
**(Read carefully before signing.)**

- I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the City of Manistee has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.
- I hereby authorize the City of Manistee to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the City of Manistee to release to the City of Manistee any information they have regarding me without providing written notice to me.
- I authorize the City of Manistee to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure; and I release the City of Manistee from any liability in connection with such use or disclosure.
- If I am hired by the City of Manistee, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the City of Manistee as they are from time to time changed, with or without notice to me.
- I also understand that the City may, in its sole discretion, conduct or have conducted by an individual or entity of its choice, a conviction-only criminal background history search on me. I hereby consent to this search being conducted and to the disclosure of the results of that search by the individual or entity conducting the search to the City. I further hereby release the individual or entity conducting the search, the City, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that criminal convictions may result in disqualification from employment with the City or in dismissal from employment if an offer of employment has been made and accepted.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_