



Warrenville Fire Protection District
Job Opening
Part-Time Firefighter Paramedic

The Warrenville Fire Protection District is seeking qualified candidates for the position of part-time firefighter paramedic. The Warrenville Fire Protection District is a dynamic, energetic, friendly and diverse community of over 20,000 residents that increases with a workday population of more than 45,000. The Warrenville Fire Protection District is located twenty-five miles due west of downtown Chicago just off Interstate 88. The fire district encompasses 18 square miles of residential, light industry and mid-rise buildings.

Requirements:

- High school diploma, age 21 years and over along with being a U.S. Citizen with a valid Illinois Driver's License.
- Possess a valid Illinois Department of Public Health EMT-P Certification.
- Possess a valid Basic Firefighter or Firefighter II Certification issued by the Illinois Office State Fire Marshal.
- Have current CPAT and Ladder. (Considered valid within one date of hire.)
- No record of Felony or Misdemeanor Convictions
- Applicant must be willing to work 8, 12, and or 24 hour shifts during the week.
- Part time employees shall participate in a minimum of 12 hours of training each month.
- Each applicant must provide a Letter of Good Standings from his or her system hospital or affiliation and test into the Edward EMS System prior to hire.
- Each applicant must provide a copy of his or her birth certificate, high school diploma (or its equivalent) and Fire Fighters II & Paramedic License.
- Attach required documents with the application to qualify for the interview process. Any individual subsequently hired by the fire district must complete and pass a background investigation by the local police department.

Job Description:

- Candidates will be responsible for district ambulances.
- Candidates will be responsible for patient care and completing all necessary patient care report forms.
- Candidates will perform interior structural firefighting operations.
- Candidates will perform exterior structural firefighting operations.
- Candidates will be required to attend a two-day orientation to become familiar with district vehicles, operations, and Edward Hospital's SOP's.
- Work as part of the District's Pub Education Program.
- Candidates will report the Lieutenant while on duty.
- Other duties as assigned.

Benefits:

Hourly pay is \$21.00 per hour. Overtime pay on designated holidays. No other benefits are provided.

Submit cover letter with resume along with application to:

Fire Chief Dennis Rogers
Warrenville Fire Protection District
P.O. Box 51
Warrenville, IL 60555

Application can be downloaded on the fire district website:

http://www.warrenvillefire.com/links_forms/forms/WFPD_POC_Application.pdf

The Warrenville Fire Protection District is an Equal Opportunity Employer

Warrenville Fire Protection District
RULES AND REGULATIONS

RULE OR REGULATION: FIREFIGHTER/PARAMEDIC & FIREFIGHTER/EMT

EFFECTIVE DATE: 1990

REVISED: 05 / 03 / 2016

Position:

Firefighter EMT and Firefighter Paramedic are the basic operational positions within the WFPD.

Firefighter EMT and Firefighter Paramedic are subordinate within the rank according to seniority with the WFPD and / or senior designation as identified by specific WFPD criterion such as but not limited to advanced certification, education, or experience. Firefighter EMT is subordinate to Firefighter Paramedic regardless of WFPD seniority within the specifics of patient care as defined by the PMD of the EMS system having jurisdiction. Firefighter EMT and Firefighter Paramedic are subordinate to the ranks listed in the official organizational chart of the WFPD.

Firefighter EMT and Firefighter Paramedic respond within the WFPD chain of command to his or her assigned Lieutenant. Firefighter EMT and Firefighter Paramedic have the authority and responsibility to carry out duties consistent with legitimate orders, WFPD policy and procedure, with best practices of safety and effectiveness in a given situation.

General Summary:

Firefighter EMT and Firefighter Paramedic perform the services consistent with a modern fire service organization. These services generally include (but are not limited to) Fire Prevention activities, Emergency Medical activities, Fire Rescue and Suppression activities, Special Rescue and Recovery activities, and other specialized services in relation to life and property protection.

These services may be delivered 24-7-365 under a variety of extreme conditions such as severe weather, rapidly changing circumstances, physical and psychological stress. The services are often performed in situations that are dangerous with the potential of becoming injury or life threatening.

Primary Responsibilities:

Firefighter EMT and Firefighter Paramedic are first and foremost responsible for their personal readiness to perform their duties. This includes being able to demonstrate a high level of competency in the knowledge, skills and abilities associated with the performance of duty.

Firefighter EMT and Firefighter Paramedic are responsible for complying with all applicable directives, policies and procedures of the WFPD.

Firefighter EMT and Firefighter Paramedic are responsible for insuring that PPE, apparatus and equipment is in good order and ready for use.

Firefighter EMT and Firefighter Paramedic are responsible for the safe and effective performance of duties prescribed by any lawful order, directive, policy or procedure including operational SOPs as promulgated by the WFPD.

Summary of Tasks:

Routine inspection and maintenance of equipment carried on all vehicles and apparatus including PPE, hand tools, power tools and equipment, EMS equipment and supplies.

Required tasks associated with emergency response in a Safe and effective manner. These include EMS basic and advanced tasks that insure proper patient assessment and treatment, packaging and transport.

Proper placement and engineering of apparatus, deployment and use of equipment such as supply and attack hose, ladders, power equipment, and hand tools commonly used in fire rescue and suppression situations. Fire rescue and suppression tasks such as working in an IDLH environment to perform coordinated search and rescue activities, ventilation and fire suppression.

Specialized rescue and recovery tasks such as the use of specialized equipment.

Position Requirements:

State of Illinois Fire Marshal Office of Personal Standards and Education Certification as a Basic Operations Firefighter in compliance with OSFM Division of Personnel Standards and Education Administrative Code;

TITLE 41: FIRE PROTECTION; CHAPTER I: OFFICE OF THE STATE FIRE MARSHAL

PART 141 POLICY AND PROCEDURES MANUAL FOR FIRE PROTECTION

PERSONNEL; SECTION 141.301 BASIC OPERATIONS FIREFIGHTER

As may be offered and / or required by operational requirements determined by Administration; State of Illinois Fire Marshal Office of Personal Standards and Education Certification as a Fire Apparatus Engineer in compliance with OSFM Division of Personnel Standards and Education requirements.

Illinois Department of Public Health position required EMT or Paramedic License.

Full compliance with the requirements of the EMS provider system under which the WFPD operates.

Health/fitness compliance as described in the WFPD Rules and Regulations.

Successful completion of the WFPD selection process as detailed in the WFPD Rules and Regulations.

Successful completion of the 1 year probationary period as required by the WFPD.

Training requirements as necessary to maintain required certifications and compliance with WFPD training requirements.

Preferred Requirements:

Prior fire and / or EMS service experience.

Associates degree in Fire Science from a regionally accredited educational institution.



Warrenville Fire Protection District
3S472 Batavia Road
Warrenville, IL 60555

Application Date _____
Date _____

Warrenville Fire Protection District Membership Application

Paid on Call (POC) Firefighter []

Part Time Firefighter []

Social Security # _____ Name _____

Other names you have used or been known by _____

Current Address
Street Address City State Zip Code

Mailing Address
Street Address City State Zip Code

Contact Numbers
Cell Home e-mail
business fax

Hair Color _____ Eye Color _____ Weight _____ Height _____

Have you any identifying marks such as scars, tattoos or missing digits? []Yes []No

If Yes, state the nature and location of same _____

Have you ever applied to, or worked for, Warrenville Fire Protection District before? []Yes []No

If yes, What date were you hired? _____ What date did you leave? _____

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? []Yes []No

Do you have any friends and/or relatives working for Warrenville Fire Protection District? []Yes []No

Name Relationship

Name Relationship

Are you able to perform the essential functions of the job for which you are applying, either with or without, reasonable accomodation? []Yes []No

If no, please describe the functions that cannot be performed _____

Birth Date _____ Birth Place _____

In case of emergency notify
Name Telephone # Relationship

Current Employer _____

Street Address City State Zip Code

Supervisor's Name Tel #

Position or Title Nature of work

Warrenville Fire Protection District Membership Application - Continued

Do you have a valid Illinois driver's license? Yes No Number and Class _____

Have you been convicted of a felony? Yes No

Have you had any previous fire experience? Yes No

Describe _____

EDUCATIONAL HISTORY

Name of School	Location of School	Number of Years Attended	Course of Study	Graduate
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

MILITARY HISTORY

Are you now or have you ever been in the military service of the United States? Yes No

If yes: Branch of Service _____ Serial # _____

Highest Rank held _____ Type of discharge _____

Period of active duty, From _____ To _____

Are you now or were you ever an active member of any branch of the US Military Reserve Forces or National Guard Unit?

Yes No

If yes, Rank _____ Unit _____ From _____ To _____

CERTIFICATES EARNED

EMT-B Yes No

FIREFIGHTER II Yes No

EMT-P Yes No

FIREFIGHTER III Yes No

FAE Yes No

CERTIFIED DIVER Yes No

OTHER Yes No _____

CONVICTION HISTORY

27. Have you ever been convicted of a crime other than minor traffic violations? Yes _____ No _____

If Yes, explain below:

Date	Policy Agency	Offense	Disposition of Case

28. List all traffic convictions and accidents you have had in the last four (4) years.

(If more room is needed, please type on a separate page and attach.)

Location (City, State)	Approximate Date	Violation	Disposition

I hereby make application for membership to the Warrenville Fire Protection District.

I agree to obey the by-laws and all the rules of the Warrenville Fire Protection District if I am accepted.

Upon leaving the District, I agree to turn in all equipment belonging to the District which has been entrusted to me during the time of my membership. I declare, to the best of my knowledge, that all the information provided by me on this application is true, correct, and complete.

SIGNATURE OF APPLICANT _____

32. **Employer's name** _____ **Phone** _____

Address _____

Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ **to** _____ **Salary** _____ **Per** _____
Month-year month-year

33. Have you ever been suspended or terminated, other than from an economic layoff, from any prior employment? Yes _____ No _____ If yes, please explain:

34. Have you ever resigned from any employment position because of misconduct or unsatisfactory performance or while under investigation? Yes _____ No _____

If yes, explain: _____

35. Have you ever taken a civil service exam? Yes _____ No _____

Agency _____ Date _____ Position on List _____

Status _____

36. Are you currently on any eligibility list(s)? Yes _____ No _____

If yes, indicate position applied for, status on list, and expiration date of each: _____

37. Have you ever applied to the Warrenville Fire Protection District? Yes _____ No _____

When: _____ What Position: _____

REFERENCES

Please list three (3) adults not related to you and not former employers, who have known you for more than three (3) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality, and other qualities.

38. Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

39. Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

40. Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

41. List organizations of which you are a member that relate to the position for which you are applying:

42. Explain your reasons for wanting to become a firefighter/EMT-B and/or firefighter/paramedic: _____

43. Please review the enclosed job description for the position for which you are applying and state whether you can perform the essential job functions listed therein with or without reasonable accommodation.

Yes _____ No _____

44. If accommodation is needed, please explain: _____

45. Person(s) to be notified in case of emergency.

Name _____ Address _____

Phone _____ Relationship _____

Name _____ Address _____

Phone _____ Relationship _____

Name _____ Address _____

Phone _____ Relationship _____

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND STATEMENTS, AND I CERTIFY THAT THERE ARE NO MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS IN THIS QUESTIONNAIRE, AND THAT ALL MY ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS ON THIS QUESTIONNAIRE OR AT ANY TIME DURING THE HIRING PROCESS MAY RESULT IN MY APPLICATION NO LONGER BEING CONSIDERED OR IN TERMINATION OF MY EMPLOYMENT WITH THE WARRENVILLE FIRE PROTECTION DISTRICT.

Dated at _____ Illinois, this _____ day of _____, 20 .

Signature in Full _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially and will be used only to help assure the best use of your abilities if you are employed with us.

**Protection District
AUTHORIZATION FORM**

I, _____, hereby authorize the Warrenville Fire Protection District and its agents, employees or representatives to obtain and use all information relating to my previous and current employment, education, military record, criminal conviction history, personal characteristics, credit history, and all other information which may bear favorably or unfavorably upon my application for employment made to the Warrenville Fire Protection District. I also consent to the release to the Warrenville Fire Protection District of any and all medical records prepared during the physical examination I am required to undergo for employment with the Warrenville Fire Protection District. I further release from liability any person or persons providing or receiving any such information in connection with this pre-employment investigation.

I hereby acknowledge and agree that as a condition of employment with the Warrenville Fire Protection District, I must maintain at all times a valid State of Illinois Driver's License of the Class required to operate all vehicles of the Warrenville Fire Protection District. I do further agree that my failure to maintain said driver's license will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the Village. At time of hire, I must qualify for, obtain and maintain at all times a valid State of Illinois Firefighter II certification by Illinois State Fire Marshal and EMT – P/B by Illinois Department of Public Health. I do further agree that my failure to obtain and maintain the requisite certifications will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the Warrenville Fire Protection District.

Signature _____

SUBSCRIBED and SWORN to
before me this _____ day of
_____, 20 .

Notary Public

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