

# THE CITY OF FLORENCE, KENTUCKY

HUMAN RESOURCES DEPARTMENT  
2014 INFORMATION AND APPLICATION PACKET

## FIREFIGHTER/EMT-FIREFIGHTER/PARAMEDIC

PLEASE READ THIS PACKET THOROUGHLY

POSITION: -FIREFIGHTER/PARAMEDIC  
-FIREFIGHTER/EMT

### I. REQUIREMENTS, QUALIFICATIONS AND SALARY

#### AGE

Applicant must be at least 21 years of age as of January 16, 2014.

#### CITIZENSHIP

Applicants must be a U.S. citizen.

#### CERTIFICATIONS

Applicants must possess a minimum of a high school diploma or GED. Applicants must, at a minimum, be a Kentucky 150 Hour Certified Firefighter and/or Ohio 240 Certified Firefighter and/or hold Pro-Board Firefighter I & II certification and/or hold IFSAC Firefighter I & II certification. In order to apply, individuals must be currently certified as an EMT-Basic or an EMT-Paramedic. To be eligible for hire, applicant's current EMS certification must be reciprocal and/or transferable to a "**Kentucky Certification**" as an EMT-Basic or an EMT-Paramedic.

#### CPAT

Applicants must hold a current Candidate Physical Ability Test (CPAT) certification not more than 12 months old on the date that a pre-employment background check is initiated and/or no later than the date that a contingent offer of employment is made.

#### SALARY (Fiscal 13-14)

Firefighter/EMT: \$41,817.00 plus \$3,100.00 State Training Incentive after attaining Kentucky 400-Hour Certification

Firefighter/Paramedic: \$48,317.00 plus \$3,100.00 State Training Incentive after attaining Kentucky 400-Hour Certification

#### GENERAL STATEMENT OF DUTIES

Fire/EMS personnel are responsible to protect lives and property through prevention, and to respond to fires, rescues, medical emergencies, hazardous material incidents, and other related incidents.

#### EXAMPLES OF WORK PERFORMED (Illustration Only)

A position within this classification will include but not be limited to all of the duties listed herein, as well as related work not listed:

- Perform general work in the cleaning and maintenance of Fire/EMS department facilities and equipment.
- Attend and participate in fire and EMS training and drills.
- Conduct fire and EMS safety education programs for public groups.
- Conduct code compliance inspections
- Test hydrant and hoses
- Respond to emergency calls and perform a variety of firefighting, rescue and emergency medical service duties.
- Transport patients to the hospital.

## EXAMPLES OF MINIMUM REQUIRED KNOWLEDGE, ABILITIES AND PERSONAL CHARACTERISTICS (Illustration Only)

A position within this classification will require all of the knowledge, abilities, and skills listed herein and other characteristics not listed:

- Possess 12th grade or higher skills in reading, spelling, and written and oral communications.
- Be in very good physical condition.
- Satisfactorily complete a comprehensive background investigation.
- Satisfactorily complete a psychological evaluation.
- Be free from alcohol and drug dependency and possess emotional stability.
- Be free from felony convictions.
- Have a valid driver's license and possess a good driving record.
- Follow orders and directives.
- Have the ability and willingness to learn Fire/EMS procedures and principles.
- Be willing to work irregular hours and overtime.

## **II. APPLICATION PROCESS**

The Fire/EMS Department will use written tests scores, a candidate's current Fire/EMS certifications and experience and other information to determine which candidates will move to the interview process and will be eligible for possible future employment.

### APPLICATION/ INITIAL SELECTION PROCESS

Application/Informational packets are available at The City of Florence Finance Department, Florence Government Center, 8100 Ewing Blvd., Florence, KY 41042. Business hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. All applications must be returned to this same location. Fire/EMS employment applications are also available on-line at: [www.florence-ky.gov](http://www.florence-ky.gov).

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CITY OF FLORENCE  
FINANCE DEPARTMENT NO LATER THAN 3:00pm ON FRIDAY JANUARY 10, 2014.  
NO EXCEPTIONS**

### WRITTEN ASSESSMENT

**THIS IS THE ONLY NOTIFICATION YOU WILL  
RECEIVE IN REGARD TO THE WRITTEN ASSESSMENT**

You must attend the written assessment which is administered to evaluate such skills as reading comprehension, situational judgment, logical reasoning, basic math skills, mechanical aptitude, map reading ability, and vocabulary. The assessment shall take place on **Thursday January 16th, 2014 at 7:00 PM at the BOONE COUNTY HIGH SCHOOL, 7056 Burlington Pike (Route #18) Florence, Kentucky**. No makeup assessments will be given. No one will be admitted to the assessment room after 7:00pm. The written test scores along with Fire/EMS related experience and Fire/EMS related credentials will determine which candidates will move forward in the process. Only those candidates chosen to proceed in the process will be notified. All others will be placed on file with the City of Florence for possible future reference.

**APPLICANTS MUST BRING THEIR VALID VEHICLE OPERATORS LICENSE TO THE ASSESSMENT**

### INTERVIEW PROCESS

Selected applicants will be requested to appear for an oral interview, whereupon questions based on job-related criteria adopted by the City of Florence Fire/EMS Department will be asked regarding the applicant's suitability to become employed by the Department. Upon completion of the interview, qualified candidates shall be placed in a candidate pool for consideration. Records of qualified candidates are traditionally kept on file for a period not to exceed one year.

### WHEN A POSITION BECOMES AVAILABLE:

When a position, or positions, becomes available, selected candidate(s) shall be subject to the following final evaluations:

### BACKGROUND INVESTIGATION\*

Candidates shall be subject to a comprehensive background investigation. Investigators will check personal references, criminal history, employment records and other background information. Candidates will be evaluated based on the information gathered from the background investigation.

### POLYGRAPH EVALUATION\*

The purpose of the polygraph evaluation is to assess the candidate's honesty and truthfulness. Candidates must satisfactorily complete this evaluation to be considered for possible employment. This information will be held in strict confidence and will not be released.

### MEDICAL EVALUATION\*

The purpose of the medical evaluation is to assess the candidate's overall health and determine baselines for items such as hearing, cardiopulmonary function and other medical related systems. Candidates must pass a comprehensive pre-placement medical assessment, be qualified to use respirator devices and pass a drug screen.

### PSYCHOLOGICAL ASSESSMENT\*

The purpose of a psychological assessment is to determine whether the candidate has the personality characteristics necessary to become a competent Firefighter/Paramedic or Firefighter/EMT.

**\* All information will be held in strict confidence. Information gathered during the application and interview process shall be used exclusively to aid in the evaluation of candidates applying for positions within the Fire/EMS department.**

## **III. SELECTION**

Following the completion of the hiring assessment process, when a position becomes available, the Fire/EMS Chief shall recommend the candidate(s) who are best qualified and suited for possible future employment to the City Coordinator. Final approval for employment is performed by the Mayor.