

# Part-Time Firefighter/ Paramedic



The Coal City Fire Protection District is accepting applications for part-time firefighter/ paramedics.

## **Selection Process:**

The selection process will consist of review of application, an oral interview, successful passing of background/fingerprint check. A medical examination with toxicology screening will be conducted when an offer of employment occurs.

## **Orientation:**

Successful candidates will complete a two (2) week orientation training before being allowed to work any shifts for the District.

## **Application Deadline:**

Applicants must submit completed application packet by June 1, 2019. **Completed application packages can be mailed, emailed or dropped off in person at:**

*Coal City Fire Protection District*

*35 South DeWitt Place*

*PO Box 219*

*Coal City, IL 60416*

*jsheldon@ccfire.net*

**\*\*\*\*\*Coal City Fire Protection District is an Equal Opportunity Employer\*\*\*\*\***



## ***COAL CITY FIRE PROTECTION DISTRICT***

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### **SUBJECT: Part-time Firefighter/Paramedic Information Sheet**

#### **I. INTRODUCTION**

- A. In order to insure adequate firefighting and EMS capability for the residents of the Coal City Fire Protection District, the District has established a program consisting of full and part-time firefighter/ EMS positions.**
- B. The Fire Chief shall be responsible for implementing these guidelines. It shall be the Chief's responsibility to recruit qualified personnel to be available on an on-call or part-time basis to assist fire department employees in performing their duties.**

#### **II. SCOPE**

- A. These guidelines govern all firefighters who enter into employment with the Fire District to respond to calls for firefighting / EMS assistance. This assistance is sporadic in nature and may happen at any time that it is needed or requested.**
- B. Part-time personnel are paid at on an hourly rate for all hours worked.**
- C. Shifts are scheduled in 12 hour blocks. Permanent part-time shifts are available in 24 Hours or 12 hours depending upon needs of the district and shift availability. Part-time members must work a minimum of 24 hours per month to remain a member.**

#### **III. MEMBERSHIP REQUIREMENTS**

- A. Participate in the Safety training required by the Occupational Safety and Health Administration (OSHA). At a minimum this training shall include the following but not limited to:
  - 1. Blood Borne Pathogen Training**
  - 2. Right to Know (Hazard Communications)**
  - 3. Lock-out / Tag-out**
  - 4. Confined Space**
  - 5. Sexual Harassment**
  - 6. Respiratory Protection Program- including Fit Testing/ SCBA Modules**
  - 7. Accident & Injury Reporting Procedures**
  - 8. Emergency Action Plans**
  - 9. Workplace Violence****
- B. Submit documentation of an annual physical examination as required by NFPA 1582. All members must successfully pass a pulmonary function test. The District will pay for examinations if it is not paid for by another employing agency. The annual physical documentation shall be stored in a separate file at the administrative office.**

- C. Firefighters / EMS personnel will comply with rules, and operational guidelines of the District as they may be amended from time to time.

**IV. COMPENSATION AND BENEFITS**

- A. Receive minimum wage per hour for orientation training pay.
- B. Part-time members will be covered under the Fire District’s Workman’s Compensation coverage for injuries sustained in the line of duty for the District under these guidelines. The District’s insurance carrier will make all determinations of the compensability of each claim.
- C. Part-time members will also be provided a \$50,000 dollar life insurance policy and a \$25,000 short-term disability insurance policy for line of duty injuries or death.
- D. Permanent part-time shift members who work 24/48 hour shift rotation may work additional open part-time shifts with the approval of the Fire Chief or their designee and will be allowed to earn compensatory time off. Comp time shall be banked at a rate of 1.5 times the number of hours worked. (Example: 24 hours worked=36 hours banked) a maximum of 96 hours may be banked at any one time.
- E. The Fire Chief shall evaluate the pay for part-time and paid on call members on an as needed basis. Changes shall be recommended to the Fire District Board for approval.

<u>Position</u>	<u>Salary</u>
FF Basic/Paramedic	\$17.51 per hour
FF Advanced/Paramedic	\$17.77 per hour

**V. ADDITIONAL REQUIREMENTS**

- A. Applicants shall possess a valid Illinois Driver’s License and be insurable by the District's insurance carrier. Must successfully pass a complete background investigation and pass a pre-employment physical including drug screen.

### **3.01 ALL MEMBERS**

#### **A. Nature of Work**

All members provide skilled firefighting, rescue, emergency medical services, fire prevention and related support activities. Work involves responsibility for participating in the provision of emergency medical services, performance of rescue and fire suppression and prevention, as well as all duties delegated by law, ordinances, rules or regulations, or practices or procedures. Work involves the operation of fire, rescue and emergency medical service equipment, and the maintenance of equipment, apparatus and quarters. Employees are required to participate in the operation of apparatus and perform hazardous tasks and skilled medical procedures under emergency conditions, which may involve strenuous exertion under such adverse conditions as fire, heat, smoke, darkness and cramped surroundings.

Although firefighting and emergency medical services work are the essential and most difficult and critical areas of activity, a substantial portion of time is spent training and studying methods, techniques, procedures and maintaining District property and equipment. Support activities include fire prevention, dispatch, mechanical and administrative work. Work is usually performed in accordance with general instructions and well-defined procedures, under the command of a superior officer. Work is reviewed through testing and evaluation.

#### **B. Functions and Responsibilities**

##### **1. Station and Apparatus Maintenance**

- a. Responsible for cleanliness and proper operating condition of assigned apparatus, including maintenance and minor mechanical repair.
- b. Responsible to his/her shift officer for the proper care, working conditions, and appearance of fire engines, trucks, squads, ambulances and other vehicles to which he/she may be assigned.
- c. Responsible for the cleanliness and proper maintenance of the buildings and grounds to which he/she may be assigned.
- d. Particularly observant of the operating efficiency of apparatus or vehicle assigned to his/her care and promptly informs his/her shift officer of any difficulties or irregularities, which may affect operation or immediate response.
- e. Maintenance of a daily inventory check and adequate supply of all tools, appliances and supplies on the apparatus in his/her assigned station.

## **2. Fire Suppression**

- a. Reacts and responds to orders during medical, fire and other emergency calls in accordance with District Standard Operating Procedures (SOP's) and/or Standard Operating Guidelines (SOG'S).
- b. Directs and/or supervises others at the scene of an emergency when directed.
- c. Engages in rescue, fire control and extinguishment, and property conservation, including the use of fire hoses, ladders and other fire suppression and rescue equipment.
- d. Operates fire apparatus, rescue and other emergency equipment under adverse emergency circumstances.
- e. Becomes and remains familiar with pre-plans, geographical locations, target and special hazards within the response area.
- f. Becomes and remains familiar with the standard operating procedures of fire ground operations, high-rise operations and elevator operations.

## **3. E.M.S.**

- a. Becomes and remains familiar with the policy and procedures manual of the emergency medical services system.
- b. Becomes and remains familiar with the standard operating procedures of the emergency medical services system.
- c. Conducts inspections and inventory of ambulances on a scheduled basis.
- d. Collects patient information and acts upon it.
- e. Prepares written EMS reports and supplemental reports as needed.
- f. Provides emergency medical care to those in need or when called upon under the direction of the resource hospital.
- g. Develops and remains familiar with the skills of gaining access and disentanglement of victims from entrapment.
- h. Communicates patient status to physician by radio or cellular phone.
- i. Stabilizes patients and transports them to emergency facilities.

#### **4. Organizational Support**

- a. Conducts and/or attends continuing educational programs of training and instruction, including attendance at scheduled drills and classes, as assigned. Participates in company fire inspections and in pre-fire surveys.
- b. Develops and maintains required skills and certifications associated with areas of special instruction and expertise such as:
  - 1. Certified Firefighter II – Basic Operations
  - 2. Hazardous Materials Operations
  - 3. Emergency Medical Technician B, I or P
  - 4. NIMS Certification- 100, 200, 700, and 800
- c. Prepares clear, accurate and complete reports, logs and documents on any and all activities engaged in.
- d. Becomes and remains familiar with the use of the computer and data entry.
- e. May perform desk duties (telephone, computer terminal and radio) assisting with data processing and filing.

#### **5. Risk Care Management**

- a. Develops and maintains required skills in the operation and use of respiratory equipment and apparatus.
- b. Develops and maintains a required knowledge of safety with regard to small tools during operations.
- c. Corrects or reports all non-safe conditions or hazards to his/her supervisor.
- d. Develops and maintains knowledge of nationally recognized safety standards and Illinois Department of Labor Standards.
- e. Develops and maintains a required skill of all safety procedures of the Coal City Fire Protection District.

#### **6. Fire Prevention and Education**

- a. Conducts fire education and good public relations by participating in community activities.
- b. Makes presentations to groups and individuals on subjects related to safety, prevention and education.
- c. May conduct housekeeping inspections.
- d. Conducts pre-plan surveys of buildings and other locations.

## **7. Technical**

- a. Develops and maintains the required skills to operate pumping apparatus and make the calculations to flow the needed quantity of water through each length of hose being applied.
  - b. Develops and maintains a required skill to operate aerial apparatus during critical operations.
8. The above list of duties and responsibilities is not intended to be all- inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duties and responsibilities at its discretion.

## **C. Equipment**

Members are required to operate the following equipment:

1. Fire apparatus and ambulances reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time.
2. Basic office equipment including but not limited to typewriters, telephones, computers, printers, copy machines, etc.
3. Basic fire and rescue tools and equipment necessary to perform job task and functions including but not limited to axes, pike poles, extrication tools, ladders, forcible entry tools, hose appliances, mechanical ventilation tools, portable hydraulic tools, chain and circular power saws, O2 and CO detectors.
4. Basic ambulance equipment necessary to perform job tasks and functions including but not limited to EKG monitor, O2 kit, trauma kit, child-birth kit, Hare traction splint, stretcher operations, cellular phones.

## **D. Environmental and Working Conditions**

1. The essential functions of the position are performed in and affected by the following environmental factors:
  - a. Operates both as part of a team and independently at incidents of uncertain duration.
  - b. Spends extensive time outside exposed to the elements.
  - c. Tolerates extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot and humid environments while wearing personal protective equipment, which significantly impairs body-cooling mechanisms.

- d. Experiences frequent transitions from hot to cold and from humid to dry elements.
- e. Able to work in wet, icy or muddy areas.
- f. Performs a variety of tasks on slippery, hazardous surfaces such as on rooftops or ladders.
- g. Works in areas where sustaining traumatic or thermal injury is possible.
- h. Faces 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.
- i. Wears personal protective equipment that weighs approximately 50 pounds while performing these tasks.
- j. Performs physically demanding work while wearing positive pressure breathing apparatus (SCBA).
- k. Performs complex tasks during life-threatening emergencies.
- l. Works for long periods of time requiring sustained physical activity and intense concentration.
- m. Faces life or death decisions during emergency conditions.
- n. Makes rapid transitions from rest to near maximal exertion without warm-up periods.
- o. Operates in environments of high noise, poor visibility, and limited mobility, at heights and in enclosed or confined spaces.
- p. Uses manual and power tools in the performance of duties.
- q. Relies 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.
- r. Raises, climbs and works from ground and aerial ladders.
- s. Performs rescues from burning buildings, vehicles or other dangerous situations.
- t. Works with hoses both charged and uncharged, limited distances, both horizontally and vertically.
- u. Understands and carries out oral and written orders and assignments, in both emergency and non-emergency situations.
- v. Assimilates, retains, and effectively uses geographic knowledge concerning the District and surrounding vicinity.
- w. Faces exposure to grotesque sights and smells associated with illness, major trauma and burn victims.
- x. Faces possible exposure to infectious agents such as hepatitis B or HIV.



y. Lifts and carries a stretcher up or down flights of stairs with a minimum of one person to assist.

z. The above list of duties is intended to be illustrative and not all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duties and responsibilities at its discretion.

## **2. Scheduling**

Must be able to meet attendance requirements of the shift schedule that require working on Saturdays, Sundays and holidays. This position involves regular and irregular shift work depending on fill-in needs and mandatory callbacks.

Work shifts are normally 12 or 24 hours in duration or daily assignments, and may be extended in the event of an emergency, disaster, personnel shortage, workload or work in progress.

## **E. Requisite Knowledge and Skills**

1. Completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

2. Successful completion of the State requirements to obtain a Basic Operations Firefighter II certificate and maintenance of same pursuant to District policy.

3. Successful completion of the Illinois Department of Public Health requirements to obtain Emergency Medical Technician B, I or P Certification and maintenance of same pursuant to District policy.

4. Successful completion of the State requirements to obtain Hazardous Materials Operations Certification and maintenance of same pursuant to District policy.

## **F. Worker Characteristics**

The position requires the employee to have and maintain:

### **The Physical ability to:**

a. Subdue resisting individuals

b. Run to persons requiring emergency assistance

c. Lift and carry equipment and injured or deceased persons

d. Force entry into buildings

e. Climb flights of stairs/ladders

f. Walk, stand or sit for long periods of time (including driving)

g. Endure exposure to extreme weather and disease

h. Perform life-saving procedures (CPR, first aid, etc.)

i. Communicate effectively, verbally and in writing

j. Operate required equipment

k. Perform required job tasks and functions

l. Provide assistance to citizens and co-workers in distress, including but not limited to independently carrying or dragging unconscious people.

**2. Effective Audio-Visual Discrimination and Perception Needed to:**

a. Make observations

b. Read, speak and write using the English language

c. Drive and operate equipment safely

d. Vision Standard:

1. Color vision adequate to identify red, green and yellow colors

2. Far visual acuity: 20/30 binocular each eye (corrected) 20/100 uncorrected unless corrected with soft contact lenses (successful long term use)

3. Peripheral vision 140 degrees or better

4. Case by case review: radial keratotomy, repaired retinal detachment, optic neuritis.

### **3. Ability Needed To:**

- a. Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action
- b. Understand, interpret and apply applicable ordinances, and Fire District rules and policies.
- c. Understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests.
- d. Work independently and effectively within the confines of standard operating procedures.
- e. Initiate appropriate interpersonal and intra and inter-agency communications.
- f. Act quickly, calmly and decisively in emergencies and under stress.
- g. Handle situations firmly, courteously, tactfully and impartially
- h. Express oneself clearly and concisely, orally and in writing.
- i. Record information clearly and completely.
- j. Maintain confidentiality in the performance of duties.
- k. Assimilate, retain and effectively use geographic knowledge concerning the District and the surrounding vicinity.
- l. Not pose a direct threat to the health and safety of other individuals.

### **4. Emotional and Psychological Stability Needed To:**

- a. Accept constructive criticism in a mature fashion.
- b. Effectively communicate and interact positively with fellow employees and citizens.
- c. Tolerate stress.
- d. Function effectively under stress.
- e. Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

#### **G. Experience and Training**

Completion of a standard high school course (or equivalent GED), preferably supplemented by some additional college level course work in fire science, meeting the physical requirements prescribed by the Coal City Fire Protection District and the Board of Fire Commissioners at the time of examination and be in possession of both a valid Illinois driver's license and the appropriate IDPH EMT license during ones entire employment.

#### **H. Policies**

1. Keep themselves in readiness for duty and not remove themselves from place of assignment without the specified permission of their commanding officer.
2. Remain on duty unless properly relieved or otherwise directed by the commanding officer.
3. Report to their places of assignment, fit and able to perform their required duties. They shall not, by any improper act, render themselves unfit for duty.
4. Be courteous and respectful in their contacts with the public.
5. Be properly attired at all times when representing the District.
6. Conduct themselves in a manner, which will not tend to impair the good order and discipline of the District.
7. Carry their District identification cards at all times.
8. Be governed by instructions of the Board of Trustees before signing any release from liability, or taking civil action for damages against a third party for on-duty injuries caused by negligence of a third party.
9. Make no recommendations nor exercise any discretionary powers, as firefighters, relative to any contract or sale to which the District is a party, and in which the member involved is directly or indirectly financially interested.
10. Excepting as provided in these Policies, refrain from communications with the office of the Board on any matter affecting the District or any employee thereof except through channels or in those cases where it is required for business of the District.
11. At all times, drive and operate apparatus in a safe manner, with due regard for the welfare of the public and the District.

12. Under the supervision of their respective commanding officers, be responsible for the condition and operation of apparatus to which they are assigned and shall be held strictly accountable for the readiness of such apparatus for service.
13. Acquaint themselves with the topography, physical conditions, street names, numbers, locations and other matters affecting response.
14. When assigned as pump operators, be familiar with District practices and procedures relative to water supply, hose streams, pump operations and other essentials to enable them to efficiently perform their duties.
15. Maintain a valid Illinois driver's license, Class B Non-CDL or higher class, to be able to drive and operate any District vehicle with a gross weight of 16,000 pounds or more and report to the Fire Chief any violation, which could cause suspension or revocation of driving privileges.
16. Maintain records on apparatus as to service, mileage, repairs and down time.
17. Review checkout sheets for the apparatus and note any repairs or alterations on checkout sheets.
18. Attends internal and external education programs and reads appropriate professional journals pertinent to their position in order to maintain and enhance their skills.