

Mount Prospect Fire Department

112 E. Northwest Highway
Mount Prospect, IL 60056
(847) 870-5660



Firefighter/Paramedic Applicant Information Packet



Michael J. Figolah
Fire Chief

Firefighter/Paramedic Requirements

The Village of Mount Prospect Fire Department is recruiting Men and Women to become full-time Firefighter/Paramedics.

Each applicant:

1. Must be at least 21 years of age and not over 34 years of age at time of application deadline (December 4, 2009). The maximum age limitation shall not apply to any person currently employed as a full-time firefighter in a regularly constituted fire department or any municipality or a fire protection district whose obligations were assumed by a fire protection district under Section 21 of the Illinois Fire Protection District Act, or to any person who has served a municipality as a regularly enrolled volunteer firefighter for five (5) years immediately preceding the time that municipality begins to use full-time firefighters to provide all or part of its fire protection service (65 ILCS 10-2.1-6).
2. Must be a U.S. Citizen. If your birth certificate indicates you were not born in the United States, you must submit a copy of your naturalization papers.
3. Must have a valid driver's license at time of application.
4. Must have a valid Candidate Physical Ability Test (CPAT) card dated between December 31, 2008 and December 31, 2009 or you will not be eligible to proceed to the oral interview. A copy of a valid card must be submitted with the full-application as stated in step 3 of the testing process. **You have until December 31, 2009 to obtain a CPAT card for this testing cycle.** CPAT testing can be completed at locations throughout the country. A few locations are:
NIPSTA, Glenview, IL - www.nipsta.org, phone number (847) 998-8090.
Southwest United Fire District, Joliet, IL - www.sufd.org, phone number (630) 910-2016.
West Allis, WI Fire Department, www.ci.west-allis.wi.us phone number (414)-302-8900.
Emergency Services Education Center, Indianapolis, Indiana - www.esecindy.org phone number (317)-270-5703.
5. Must have a High School diploma or its equivalent as recognized by the State of Illinois and have not less than 60 semester hours college credit from a nationally accredited college/university or its equivalency as listed below:
 - Thirty (30) college semester equivalency hours for each full 12 months of non-disability service as a firefighter with another full-time, officially constituted and sanctioned fire department.
 - Thirty (30) college semester equivalency hours for each full 12 months of **active duty** in the military service of the United States (honorable discharge). Persons who were solely reservists (without active duty) shall not be eligible to claim these credits.
 - Thirty (30) college semester equivalency hours for demonstrating fluency in a language prevalent in Mount Prospect Fire Service area, other than English. Fluency shall mean a clearly demonstrated ability to read, write, and understand the language.
 - Sixty (60) college semester equivalency hours for applicants that are certified by the State of Illinois as a Paramedic.
 - Sixty (60) college semester equivalency hours for applicants that are certified by the State of Illinois, Office of the State Fire Marshal, as a Firefighter II.

Testing Process

There are multiple steps to successfully apply for the position of Firefighter/Paramedic with the Mount Prospect Fire Department.

Step 1: Complete and submit the Preliminary Application by the deadline of December 4, 2009 at 4:45 PM. An original signature (not a copy) must accompany the Preliminary Application. This application cannot be faxed or e-mailed. If sent by mail, it must be received by the deadline.

You qualify for the exam if you meet one of the following requirements:

- If you have 60 semester hours of college credit from a nationally accredited college/university.
- If you have been a full-time firefighter with another full-time department for two (2) years or more.
- If you have two (2) or more years of active-duty in the military service of the United States (honorable discharge).
- If you are an Illinois Certified Paramedic.
- If you are certified by the State of Illinois, Office of the State Fire Marshal, as a Firefighter II.
- If you are fluent in a Foreign Language prevalent in the Mount Prospect service area and have an additional 30 hour equivalency listed on page 2 in item 5 under requirements.

Step 2: All applicants take Written Test on December 12, 2009 at either Prospect High School or Malcolm X College at 9 AM. Applicants must bring a valid picture ID with them to take the written exam.

Step 3: The top 20 scoring applicants, plus tied scores, will be notified and instructed to attend the Oral Interview on either January 18, 19, or 20, 2010 (Oral interview dates are tentative). Included in the notice for the oral interview will be a full application and instructions to submit the following items with the full application by January 8, 2010:

- Copy of Birth Certificate
- Copy of Naturalization Papers, if born outside US
- Copy of High School Diploma or GED Certificate
- Copy of Drivers License
- Copy of College Transcript, if applicable showing proof of 60 semester hours of College Credit from a nationally accredited college/university or its equivalent as listed above.
- Copy of Military Separation Papers (DD 214), if applicable
- Copy of valid Candidate Physical Ability Test (CPAT) card (front and back) dated between December 31, 2008 and December 31, 2009

Step 4: Submit evidence of qualification for Mount Prospect POC Preference Points within 10 days after posting the Initial Eligibility List, if applicable.

Failure to provide these documents with the full application may eliminate you from the process. Start gathering these documents now.

Mount Prospect Fire Department Hiring Process

1. Preliminary Application Deadline – December 4, 2009 by 4:45 PM, Central Standard Time.

2. Written Test – December 12, 2009 at 9 AM

The written test is a general knowledge exam that shall fairly test the capacity of the applicant to discharge the duties of the position to which the applicant seeks appointment. The written test will be held at Prospect High School, 801 W. Kensington, Mount Prospect, IL and Malcolm X College, 1900 W. Van Buren Street, Chicago, IL (see attached maps).

3. Candidate Physical Ability Test (CPAT) – December 31, 2009 Deadline

The CPAT test consists of eight physical tasks that are representative of actions typically performed by firefighters and can be completed at many locations nationwide. All applicants are required to provide proof of successful completion of the CPAT exam by providing a copy of the CPAT card dated between December 31, 2008 and December 31, 2009.

4. Full Applications Due – January 8, 2010

All applicants qualifying for an Oral Interview will be notified of their successful qualification and notified to call Fire Administration to schedule their interview on one of the three tentative dates (January 18, 19, or 20). Successful applicants will also be provided with a full application and a list of documents that must be submitted with the full application. See Step 3 of Testing Process for a list of items that must be provided with the full application.

HINT: Do not wait until this notice to gather these documents. Start immediately!

5. Oral Interview – Tentative Dates – January 18, 19, 20, 2010

This testing component is conducted by an interview board comprised of members of the Board of Fire and Police Commission and members of the Fire Department. The applicants will be asked several questions with their responses graded by the interview board.

6. Initial Eligibility List

An initial eligibility list shall be established based upon the average of the successful candidates Written and Oral Interview Test Scores.

7. Preference Points

Preference points may be awarded (5 preference points) to the Initial Eligibility List if the applicant was engaged in active service with the Mount Prospect Fire Department as a Paid-On-Call Firefighter for a minimum of three (3) years.

8. Final Eligibility List

The Final Eligibility List will list the applicants based upon the average of the Written and Oral Interview Test Scores plus Preference Points. The applicants on the Final Eligibility List shall remain in effect for two (2) years or until the list is exhausted. However, subsequent testing may occur every 6 months or as determined by the Board of Fire and Police Commissioners. The Eligibility List shall be updated as each test occurs with the new applicant scores being integrated into the existing list. The rank order or placement on a prior list shall not be a factor in determining the rank on the new list. Applicants shall be placed on the new Eligibility List in order of their test scores. No applicant shall be eligible for retesting as long as that applicant's name is on an active Eligibility List.

9. Polygraph/Psychological/Background Check/Medical Exam

A comprehensive polygraph, psychological, background investigation, and medical exam are conducted on applicants to establish evidence of good moral character, a well-adjusted personality, community commitment, fire service adaptability, and physically able to perform a pattern of conduct acceptable to that of a Firefighter/Paramedic with the Mount Prospect Fire Department. Remember to answer all questions thoroughly. Incomplete or inaccurate information can eliminate you from the process.

BENEFIT PACKAGE

The current wage and benefit package (2010) is as follows:

	<u>FIREFIGHTER</u>	<u>FIREFIGHTER/PARAMEDIC</u>
Starting:	<u>\$52,363</u>	<u>\$56,363</u>
After 1 year:	<u>\$58,146</u>	<u>\$62,146</u>
After 2 years:	<u>\$62,608</u>	<u>\$66,608</u>
After 3 years:	<u>\$67,072</u>	<u>\$71,072</u>
After 4 years:	<u>\$70,313</u>	<u>\$74,313</u>
After 5 years:	<u>\$77,068</u>	<u>\$81,068</u>
<u>Top Grade</u> FFIII, FAE Haz-Mat Ops	<u>\$80,070</u>	<u>\$84,070</u>

LONGEVITY PAY (PAID ANNUALLY)

5 years to 9 years.....	\$400
10 years to 14 years.....	\$500
15 years to 19 years.....	\$600
20 years and over	\$700

VACATION - SHIFT DAYS (24 HOUR)

0 to 6 months.....	0
6 to 12 months.....	3-5*
1 to 5 years.....	5
6 to 7 years.....	6
8 to 9 years.....	7
10 to 11 years.....	8
12 to 13 years.....	9
14 years and over.....	10

*Dependent upon starting date

PENSION PLAN

BASIC PENSION REQUIREMENTS: 20 years service and 50 years of age 50% of salary based on pay for final month of work. Each year after twenty-years the pension increases 2.5% to a maximum of 75% after 30 years of service.

HOLIDAY PAY

Currently, additional pay is received for the following holidays:

- New Years Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

SICK LEAVE

Firefighter/Paramedics accrue sick leave at a rate of six (6) 24-hour shift days annually.

PERSONAL TIME

Firefighter/Paramedics accrue 48 hours of personal time annually.

BEREAVEMENT

One 24-hour shift day leave annually with pay in order to attend the funeral of anyone in the immediate family.

UNIFORM ALLOWANCE

An annual uniform allowance of **\$450** is provided. An initial issue of necessary uniforms and protective gear is provided at the time of hire at no cost to the applicant.

INSURANCE PROGRAM

Several program options of health and life insurance currently exist in the Village of Mount Prospect.

WORK SCHEDULE

There are three shifts, (A, B, C,) each 24 hours in duration. Each shift works 24 hours, with 48 hours off between shifts.

Commonly asked questions

What if I'm already a firefighter?

You will be required to follow the same testing process as outlined above.

What is the job of a Firefighter/Paramedic really like?

Firefighting involves extremely hard, skilled physical work, and firefighters must be able to handle emergency, life-or-death situations. Firefighters must also be willing learners. Continuous in-service training throughout their careers keeps them up-to-date on the newest technologies and latest fire suppression methods. Training in the fire service encompasses many subjects, such as building construction, emergency medical procedures, hazardous materials, technical rescue, public education, community relations. Firefighters must have strong social skills, and the ability to think and communicate clearly in very stressful situations. You are more than welcome to stop by any Mount Prospect Fire Station during normal business hours (8-5) and visit with the on duty crew to find out more.

What if I have a Police record?

All firefighter applicants go through a thorough police background check before being hired. A criminal conviction will not automatically eliminate you from the process.

JOB DESCRIPTION

JOB TITLE:

Firefighter/Paramedic (FF/P)

NATURE OF WORK:

This is a highly skilled emergency firefighting and emergency medical service position within the structure of the Village of Mount Prospect.

The work involves a responsibility for participating in the provision of fire, rescue and emergency medical service to the community. In addition, the FF may be assigned additional responsibilities within the Fire Prevention Bureau, Public Education or one of many specialties within the Fire Department. The FF will also be involved in the operation of fire and emergency medical service equipment and apparatus and the upkeep of the building and grounds of the fire stations.

Employees of this class are required to participate in the operation of apparatus and the performance of hazardous tasks and skilled medical procedures under emergency conditions. These tasks involve strenuous exertion under emergency situations such as fire, heat, smoke and cramped surroundings.

Although firefighting and emergency medical service work are the most difficult and responsible areas of activity, a substantial portion of time is spent training; mastering methods, techniques and procedures and other duties dealing with the care and maintenance of fire department property and equipment.

Work is usually performed in accordance with general instructions and well defined procedures under the supervision of a designated company officer. Work of a FF is reviewed through observation, inspections and reports.

Firefighting and emergency response are very difficult jobs requiring performance functions which are physically and psychologically very demanding.

Firefighting and emergency response personnel are potentially exposed to a variety of toxic substances during emergency operations. Among the toxic substances are: carbon monoxide, cyanide, acrolein, hydrogen chloride, nitrogen dioxide and benzene, just to name a few.

The burning of plastics and other synthetic materials may expose firefighters to other toxic materials such as isocyanides and nitrosamines. Hazardous materials incidents may involve exposures to many other toxic materials.

The strenuous work demands of firefighters and the environments which they are exposed may increase their risk of cardiovascular disease and respiratory diseases.

RESPONSIBILITIES:

A FF responds to all assigned fire alarms and becomes involved in all aspects of fire suppression operations. Various types of alarms may require all or some combination of any of the following: lay and connect hoses, operate nozzles, direct hose streams, raise and climb ladders, operate extinguishers, operate common tools, operate specialized tools and operate fire apparatus. The FF will also participate in post fire salvage operations to prevent further damage to real and personal property.

The FF will also respond to all assigned emergency medical alarms. The FF is responsible for providing rescue and emergency medical aid. In response to a medical emergency, a FF will, at times, have to operate cutting tools, pneumatic and hydraulic tools, and a variety of other rescue equipment. During rescue operations, the FF is also responsible for his or her safety and the safety of the patient(s).

The FF is responsible for evaluating patients, monitoring vital signs, performing lifesaving procedures, stabilizing patient(s), carrying out instructions issued in accordance with standard EMS procedures, operating resuscitators, applying back and neck braces, applying splints and orthopedic devices, and safe transporting of patient(s) to a medical treatment facility.

The FF will in the course of daily shift activity inspect and perform standard maintenance of fire and EMS apparatus. This may include any or all of the following: radio checks, equipment inventories, apparatus mechanical functions, tool/equipment functions, pump operations and power equipment function to name a few.

In addition to performing the above, the FF will be responsible for the upkeep of the apparatus and the fire station building and grounds. This may include cleaning, waxing, polishing, painting and washing.

The responsibilities outlined in this description are not intended to be a complete and all inclusive list. The supervisor, under direction of the Fire Chief, reserves the right to assign additional duties and responsibilities as may be necessary to complete the mission of the Mount Prospect Fire Department.

ABILITIES AND SKILLS:

A Firefighter must have:

- The ability to operate both as a member of a team and independently as the situation requires.
- The ability to spend extended periods of time outside exposed to the elements
- The ability to tolerate extreme fluctuations in temperature while performing various mental and physical tasks. You must perform physically demanding work in hot (up to 400 degrees F and greater), humid (up to 100%) atmospheres while wearing equipment which significantly impairs body cooling mechanisms and to be able to experience frequent transition from hot to cold and from humid to dry atmosphere.
- The ability to work in wet, icy, or muddy areas and to perform a variety of tasks on slippery, hazardous surfaces such as on roof tops or from ladders.

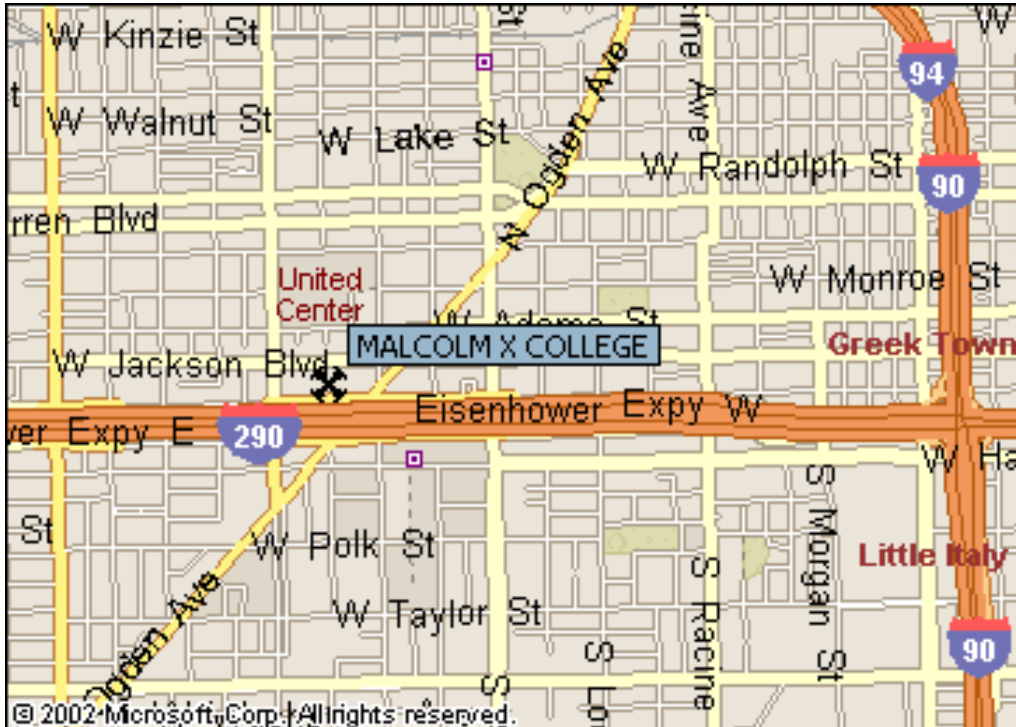
- The ability to work in areas where sustaining traumatic or thermal injuries are possible.
- The ability to face possible exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents either through inhalation or skin contact.
- The ability to face possible exposure to infectious agents such as Hepatitis B or HIV.
- The ability to wear personal protective equipment that weighs approximately 50 pounds while performing various strenuous firefighting, rescue, and other related tasks.
- The ability to perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow of 40 liters per minute.
- The ability to perform complex tasks during life-threatening emergencies.
- The ability to work for long periods of time, requiring sustained physical activity and intense concentration.
- The ability to face life or death decisions during emergency conditions.
- The ability to face exposure to grotesque sights and smells associated with major trauma and burn victims.
- The ability to make rapid transitions from rest to near maximal exertion.
- The ability to operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
- The ability to rely 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.
- The ability to raise, climb, and work from ground and aerial ladders, without work inhibiting fears of heights.
- The ability to rescue, by carrying or dragging, an adult weighing at least 150 pounds from a burning structure or other dangerous situations.
- The ability to lift and carry at least fifty pounds, over horizontal and vertical distances of at least 250 feet.
- The ability to operate hand and power tools, in both emergency and non-emergency situations.
- The ability to advance and drag hoses, up to five inches in diameter, both charged and uncharged, limited distances, both horizontally and vertically.

- The ability to connect and disconnect hose couplings, easily and quickly.
- The ability to maintain balance, in varying situations.
- The ability to understand and carry out orders and assignments, in both emergency and non-emergency situations, and must be able to demonstrate understandable English speaking skills.
- The ability to lift and carry a stretcher with an adult patient weighing at least 150 pounds, up or down flights of stairs with a minimum of one person to assist.
- The ability to read English and be able to demonstrate twelfth grade reading skills.
- The ability to maintain a current Illinois driver's license of the proper classification, as determined by the employer.
- The ability not to pose a direct threat to the health and safety to yourself or others.
- The ability to perform essential job functions at a safe level.
- The ability to use writing instruments and be able to demonstrate adequate English writing skills.
- The ability to meet attendance requirements of the shift schedule that requires employees to work Saturdays, Sundays and holidays - 8:00 A.M. - 8:00 A.M.
- The ability to learn the skills and duties of the job at minimally acceptable levels within reasonable training time frames
- The ability to appropriately be motivated and disciplined to learn complex job knowledge within reasonable training time frames.
- The ability to be free of significant personality limitations (e.g. inflexibility, rigidity, etc.) that will interfere with learning the job in reasonable training time frames.
- The ability to perform both emergency and routine tasks with consistency of investment and effort.
- The desire to serve and protect the public.
- The willingness to respond to supervisory guidance and assignments.
- The willingness to respond to correction and maintain discipline.
- The willingness to follow policies and procedures.
- The ability to cope with repeated trauma and loss to others.
- The courage to confront and ability to cope with danger to yourself.
- The ability to cope with work schedule and impact of the job on self and family.

- The psychological endurance, tenacity for physically and emotionally demanding tasks (i.e. major fires in freezing temperatures).
- The ability to make quality decisions based on training and common sense.
- The ability to be adequately mature and life experienced for the job, including reality-based views of one's own abilities.
- The ability to concentrate and focus in stressful situations.
- The ability to act in the face of danger.
- The freedom from disabling fears (of heights, fire, blood, etc.).
- The willingness to work effectively with others as a team member.
- Adequate interpersonal skills to integrate within the fire station environment for lengthy period of time: (i.e. 24-hours shifts)

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the person assigned to the position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and job requirements change.

WRITTEN EXAMINATION LOCATIONS MAP



Malcolm X College
1900 West Van Buren Street
Lecture Hall 2205
Chicago, Illinois

From the North

Take the Kennedy Expressway (I-90/94) south to the Eisenhower Expressway (I-290)
Take I-290 West to Damen Avenue
Exit at Damen Avenue north to Jackson Boulevard
Turn right at Jackson Boulevard to main parking lot at 1900 West Jackson Street

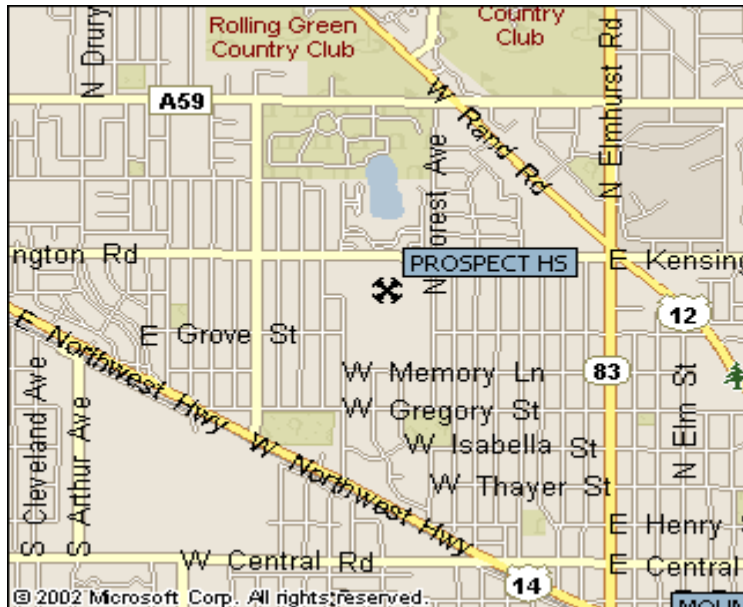
From the South

Take the Dan Ryan Expressway (I-90/94) north to the Eisenhower Expressway (I-290)
Take I-290 West to Damen Avenue
Exit at Damen Avenue north to Jackson Boulevard
Turn right at Jackson Boulevard to main parking lot at 1900 West Jackson Street

From the West

Take the Eisenhower Expressway (I-290) east to Damen Avenue
Exit at Damen Avenue north to Jackson Boulevard
Turn right at Jackson Boulevard to main parking lot at 1900 West Jackson Street

WRITTEN EXAMINATION LOCATION MAP (Cont'd)



**Prospect High School
801 West Kensington Road
Cafeteria
Mount Prospect, Illinois**

From the North

Take I-294 south to Willow Road
Exit right on Willow Road (aka Palatine Road) to Route 83 (Elmhurst Road)
Turn left on Route 83 to Kensington Road
Turn right on Kensington Road and continue for approximately 1 mile

From the East

Take I-90 west to Route 83 (Elmhurst Road) exit
Exit right on Route 83 to Kensington Road
Turn left on Kensington Road and continue for approximately 1 mile

From the South

Take I-294 north to I-90 west (to Rockford)
Take I-90 west to Route 83 (Elmhurst Road)
Exit right on Route 83 to Kensington Road
Turn left on Kensington Road and continue for approximately 1 mile

From the West

Take I-90 east to Route 53
Exit Route 53 north to Euclid Avenue
Take Euclid Avenue east to Northwest Highway (US-14)
Turn right on Northwest Highway to Kensington Road
Turn left on Kensington Road and continue for approximately 1 mile

**PRELIMINARY APPLICATION
FIREFIGHTER/PARAMEDIC EXAMINATION PROCESS
MOUNT PROSPECT FIRE DEPARTMENT**

NAME _____
Last First Middle

ADDRESS _____

CITY _____ STATE _____ ZIP _____

BIRTH DATE _____ HOME TELEPHONE _____

SOC. SEC. NO. _____ WORK TELEPHONE _____

1. Are you a United States citizen? YES _____ NO _____

2. Do you possess a high school diploma or GED equivalent? YES _____ NO _____

3. Check the following that apply: (Must have either 60 hours of College credit or 60 equivalency hours)

- 60 hours of college credit
- 30 hours of college credit for each 12 months non-disability service as a full-time firefighter
- 30 hours college credit for each 12 months of active duty military – non-reservist
- 30 hours college credit for fluency in a foreign language. List language _____
- 60 hours of college credit for a State of Illinois - Certified Paramedic
- 60 hours of college credit for a State of Illinois – Certified Firefighter II

4. Do you presently have a valid driver's license? YES _____ NO _____

If yes, indicate: STATE _____ NUMBER: _____

5. Have you ever been convicted of any criminal offense? YES _____ NO _____

If yes, please explain: _____

6. Do you require an accommodation in the completing of the application or testing process?

YES _____ NO _____

If yes, please explain: _____

7. Indicate written exam location : _____ Prospect High School

_____ Malcolm X College

I hereby certify that the foregoing is true and that any false statement may be considered cause for rejection of my application or dismissal.

DATE _____ SIGNATURE _____

EMAIL: _____

Completed application forms must be received in the office of the Fire Chief no later than **4:45 PM., Central Standard Time, Friday, December 4, 2009**, including applications returned by mail. No exceptions will be made.

RETURN APPLICATION TO:

Office of the Fire Chief
Mount Prospect Fire Department
112 E. Northwest Highway
Mount Prospect, IL 60056