



FIREFIGHTER/PARAMEDIC

The West Bloomfield Township Fire Department is now accepting applications for its entry-level Firefighter/Paramedic eligibility list. Firefighter/Paramedic duties include: fire suppression, emergency medical care and transportation, hazardous materials, technical rescue, confined space rescue, public education, maintaining equipment, including: apparatus, tools, fire service equipment and fire stations, participating in training, public education, protecting life, property and other related duties.

APPLICATION DEADLINE: Thursday, June 28, 2018 at 16:30 hrs.

ALL QUALIFIED APPLICANTS MUST PROVIDE PROOF OF THESE COMPLETED MINIMUM REQUIREMENTS WHEN SUBMITTING AN APPLICATION. INCOMPLETE APPLICATIONS OR THOSE WITH MISSING REQUIRED DOCUMENTS WILL NOT BE ACCEPTED.

- Must be a minimum of 18 years of age
- Possession of a high school diploma or equivalent
- No Felony Convictions
- State of Michigan Firefighter 1 & 2 Certification-preferred. Or be willing to complete in a Township provided academy setting.
- Current State of Michigan Paramedic License
- Current CPR Certification
- Current ACLS Certification
- Hazardous Materials Operations Level Certification -preferred
- Valid State of Michigan Drivers License
- Vision correctable to 20/20 in both eyes
- Physical condition appropriate for the position.
- Current Certificate of Passing from EMPCO-pre employment/Firefighter Testing Program www.empcoco.net
- Physical agility test at either Conference of Western Wayne (CWW) at (734) 462-4806 or Oakland Community College at <https://www.oaklandcc.edu/crest/fire/physicalagility.aspx>
- Candidates must also pass a drug screening, background investigation, psychological exam, oral interview(s) and post offer physical examination
- SEE CHECK LIST FOR ADDITIONAL REQUIREMENTS

Do NOT mail, fax or email applications.

Return completed applications, with **ALL** required documents, in person to:

West Bloomfield Township-Human Resources Dept.
4550 Walnut Lake Road
West Bloomfield, MI 48323
248-451-4803/248-451-4795
mduncan@wbtownship.org

Business Hours Only: Monday through Friday, 08:00 hrs to 16:30 hrs
An Equal Opportunity Employer



Fire Application Checklist

Instructions:

Use this form to verify that all the required documents listed below are included with the application. Incomplete applications will not be accepted. Do not include non-requested documents or certificates. Inclusion of a personal resume is acceptable.

- Completed Application.
- Current Certificate of passing from EMPCO-pre employment/Firefighter Testing program www.empco.net
- Passing certificate for physical agility testing at either Conference of Western Wayne (CWW) at (734) 462-4806 or at Oakland Community College <https://www.oaklandcc.edu/crest/fire/physicalagility.aspx>
- Copies of State of Michigan Firefighter I & II Certificates-*if applicable.*
- Copy of State of Michigan Paramedic License
- Copy of ACLS Card
- Copy of CPR Card
- Copy of Hazardous Materials Operations Level Certification-*if applicable.*
- Copy of high school and college transcript(s)
- Copy of high school and college diploma(s)
- Copy of valid State of Michigan driver's license.
- Copy of birth certificate.
- Copy of Social Security card.
- Current credit report.
- Copy of the previous 2 years of completed tax returns
- Completed Fire Applicant Checklist

Print this completed checklist, sign and submit with application.

Signature: _____ Date: _____

Charter Township of West Bloomfield-Human Resources Department
4550 Walnut Lake Rd
West Bloomfield, MI 48323



Hiring Policy

Firefighter/Paramedic

January 2011
Revised December 2015
Revised April 2018

Purpose and Intent

Provide procedures to be utilized in the selection of township firefighter/paramedics.

Amendments to this policy shall be presented to the Personnel Committee with intent for a favorable or unfavorable recommendation to the Township Board at a subsequent Township Board meeting.

Definitions

Hiring Authority: The township officer or department head, to whom an employee position reports based on the township budget.

Oral Board: A panel of fire department officers, township employees or consultants as designated by policy that conducts oral interviews of applicants.

Personnel Officer: Human Resources Director, and in the absence of such a Director, the Township Supervisor or an officer or employee of the township designated by the Supervisor to serve as Personnel Officer.

Qualifications

No person shall be employed as a firefighter in the fire department unless he/she meets the following minimum employment standards:

1. The applicant must be able to lawfully work in the United States at any time while employed by the township.
2. The applicant is able to read, write and speak the English language clearly and distinctly.
3. The applicant has never been convicted of a felony or misdemeanor conviction such as to include, but not be limited to domestic violence and child abuse or crime involving moral turpitude.
4. The applicant fulfills the residency requirements as set forth in the applicable collective bargaining agreement. The township may, in its sole discretion, employ persons without regard to the residency requirement; provided that such new employee becomes resident and reside in that area set forth in the Union contract within ninety (90) days after successfully completing the probationary period of employment.
5. The applicant is a minimum of eighteen (18) years of age.

6. The applicant shall possess a high school diploma or an acceptable general education development test certificate of a high school graduation level.
7. The applicant shall possess a valid state motor vehicle operator's or chauffeur's license.
8. The applicant shall possess a State of Michigan Paramedic license.
9. The applicant shall possess a State of Michigan Firefighter 1 & 2 certificate or be willing to successfully complete this certification in a Township authorized academy setting.
10. Each applicant shall possess a good moral character as determined by the Fire Chief from a favorable report based on a comprehensive background investigation covering school and employment records, home environment, personal traits and integrity. Considerations will be given to any and all violations, including traffic and conservation law convictions, as indicating a lack of good character. Each applicant shall possess a good driving record, indicating a respect for traffic laws and good driving habits and the record must be deemed acceptable for the fire department by the Fire Chief.
11. The applicant must pass a written pre-employment examination.
12. The applicant must successfully pass a physical ability test approved by the Fire Chief.
13. The applicant must successfully pass an oral interview to determine the applicant's acceptability for a firefighter position, assess appearance, background and ability to communicate.
14. The applicant must pass a pre-employment physical exam by a licensed physician selected by the township. The examination will determine if the applicant is free from any physical condition which might make the applicant unable, with or without accommodation, to perform the essential functions of the job of firefighter.
15. The applicant must pass a pre-employment emotional and mental fitness exam as established by a licensed psychologist or counselor selected by the township. The examination will determine if the applicant is free from any emotional or mental condition which might make the applicant unable, with or without accommodation, to perform the essential functions of the job of firefighter.

Oath of Office

The township Clerk shall require each new member of the fire department to take the constitutional oath of office and shall provide for the registry of a certificate to be maintained for safe keeping by the Clerk.

Engaging in other employment

A firefighter who is employed full-time by the township, shall not engage in other regular employment without the express written permission of the Supervisor, by way of the Fire Chief's recommendation.

Application Procedure

1. At the discretion of the Fire Chief, applications shall be accepted for the position of firefighter/paramedic. Public notice of such fact shall be published in the same newspapers used by the township for legal publications for at least fifteen (15) days prior to the close of the application period. Applicants shall submit the full names, changes of names, residences and post office addresses, citizenship, previous employment, education, police record, and such other information as is required to establish that they meet the minimum employment standards in this policy and any others established by the Township Board or Supervisor.
2. The Fire Chief and Personnel Officer will prescribe the manner in which all applicants are to demonstrate compliance with the minimum employment standards.
3. At least the highest twenty scorers on the written test who score at least 80% will be part of the oral interview pool (i.e. pre-preliminary eligible list). Whenever two (2) or more eligible applicants have the same average percentage, priority in time of filing an application shall determine their respective standing.
4. The oral interview will consist of 3 panels. Members of each panel will be selected by the fire chief, except as specified below. The Operations Panel will consist of the Assistant Fire Chief and 4 representatives from fire suppression line staff. The Training and EMS Panel will consist of the Training and EMS Captains. The Administration Panel will consist of the Fire Chief, Fire Marshal and the Human Resources Director. The Fire Chief may appoint a replacement for a panel member who is unable to participate. The questions developed for the oral examination shall be made up by or at the direction of the Fire Chief and the oral board. Interview questions will be reviewed by the Personnel Officer. Results and scoring sheets or the oral examination shall be retained and stored for two (2) years as public records by the Personnel Officer at the completion of the oral examination.

5. The preliminary eligible list shall consist of all applicants whose combined percentage score on the written and oral examination equals or exceeds the median score, whose names shall be entered on the list in the order of those scores. Whenever two (2) or more eligible applicants have the same combined average percentage, priority in time of filing of applications shall determine their respective standing. Applicants on the preliminary eligible list must continue eligibility.
6. Each applicant has been included on the preliminary eligible list pursuant to all of the above requirements. Failure of an applicant to meet such standards and requirements will result in the removal of the applicant's name from the eligible list.
7. All applicants for firefighter positions who have been included on the preliminary eligibility list pursuant to all of the above requirements and who receive a contingent offer of employment must, when so directed by the Township prior to employment, submit to examination, including drug screening and demonstrate an acceptable level of physical health as established by a Township-appointed licensed physician. A declaration of the applicant's medical history shall be available to the physician and shall be subject to background investigation.
8. All applicants for firefighter positions who have been included in the preliminary eligible list, pursuant to all of the above requirements, and who receive a contingent offer of employment, shall also submit to further examination and demonstrate an acceptable level of emotional and mental health as established by a township-appointed, licensed physician or psychologist.
9. The Fire Chief shall fill vacancies in the fire department by appointment of an applicant on the preliminary eligible list. Those who fail the background examination or psychological examination shall be removed from the eligibility list. The Fire Chief shall authorize the Personnel Officer to make a contingent offer of employment to any of the eight (8) applicants with the highest average combined percentages on the current preliminary eligible list. An eligible applicant list shall be effective for a period of six (6) months following the date of its compilation. The Fire Chief may extend the effective period for up to an additional six (6) months.
10. The current hiring policies shall be posted on the Township's website.