



**The South Metro Fire Department
is Accepting Applications to Establish an Eligibility List
For the Position of Full-time
Firefighter**

OPENING DATE: 12/21/15
CLOSING DATE/TIME: 1/15/16 by 4:00 p.m.
STARTING SALARY: \$4,191.60/month

The South Metro Fire Department is now accepting applications for the position of full-time Firefighter to create an eligibility list. To be considered for the position, an applicant must submit the following items in their application packet:

- South Metro Fire Department Application,
- Cover letter,
- Resume,
- Copies of all required certifications as listed below under Minimum Qualifications.

**Incomplete application packets will be disqualified from further consideration for this process.*

All items to be submitted can be mailed to or dropped off at South Metro Fire, 1650 Humboldt Ave., West St. Paul, MN 55118 or emailed to lmcmillan@southmetrofire.com by 4:00 p.m. on January 15, 2016. Applications are available to download online at: www.Southmetrofire.com.

IMPORTANT NOTICE:

A valid email address must be provided by all applicants. The email address supplied by the applicant will be used for all correspondences related to this hiring process.

PRIMARY OBJECTIVE OF POSITION:

Firefighters are responsible for a variety of functions within the communities of South St. Paul and West St. Paul. These responsibilities may include protection of life and property from the hazards of fire, disasters, and other types of emergencies; provide medical care to the sick and injured; perform life safety fire inspections; and provide public safety education.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Responds to fire and emergency calls as directed. Wearing appropriate protective gear and equipment, and wearing a self-contained breathing apparatus (SCBA), the firefighter must possess the ability to enter buildings with hose and operate nozzles, hand fire extinguishers, and related equipment. Raise, lower and climb ladders as necessary. Operate pumpers, ladder trucks, and other equipment. Evacuate/remove occupants from fire conditions or other hazardous environments, and render first aid as necessary.
2. Respond to emergency medical and rescue calls to assess the nature and extent of illness and injury and provide appropriate patient care, including BLS ambulance transports.
3. Respond to emergency callbacks and requests to maintain minimum staffing levels when off duty.
4. Perform general maintenance on department vehicles and equipment and maintain appropriate maintenance records.
5. Maintain facilities and perform housekeeping duties as directed.
6. Participate in inspection and prevention work and pre-fire planning of buildings. Participate in public education programs, demonstrations and presentations.
7. Work under the direction and supervision of a superior officer. In emergency situations work may involve considerable personal danger. Must act without continuous supervision and

exercise independent discretion. Perform duties in a skillful manner, using sound judgment, based on accepted firefighting practices.

8. Work and live for extended periods of time with people of diverse backgrounds in a manner that fosters teamwork, acceptance, and dignity of fellow employees. Maintain work habits, personal manners and personal appearance.
9. Effectively carry out the policies and goals of the South Metro Fire Department.

JOB REQUIREMENTS AND PHYSICAL DEMANDS:

- Need to have excellent driving skills
- Be able to reach and extend hands and arms in any direction
- Be able to ascend and descend stairs and ladders while carrying heavy loads
- Be able to balance and possess the ability to steady oneself and keep from falling when walking, standing, crouching, crawling on narrow, slippery or erratically moving surfaces
- Be able to climb up and on the top of the fire truck and balance self
- Be able to lift or carry equipment from floor to overhead
- Be able to walk and crawl while carrying or lifting
- Be able to push/pull objects using total body movements
- Be able to walk long distances
- Need good grip strength with gloves to handle tools requiring torquing, pounding, and jerky motions with hands
- Be able to move around with weighted gear and a variety of weighted equipment or an injured person
- Have general mechanical ability/knowledge of engines
- Need good visual acuity to read gauges
- Need good auditory and comprehension skills to follow directions
- Need good verbal skills to relay information
- Need quick reflexes
- Not be claustrophobic or have a fear of heights or cramped quarters
- Be able to work under stress/pressure
- Be able to assist in carrying and lifting a stretcher with a patient
- Be cardiovascularly fit for rapid stair climbing and other situational needs

Working Conditions

- Non-skid floor surfaces and handles in ambulance and fire trucks
- Work in confined spaces
- Work in and around burning and smoke-filled structures
- Varied outside/inside temperatures
- Work in unprotected heights
- Work around mechanical, chemical, and electrical hazards
- Work around noise
- Working around moving objects and people
- Vibration
- Hazardous waste
- Odors/toxic fumes
- Lung/skin irritants
- Wet, damp and slippery surfaces
- Uneven surfaces
- Infectious diseases, needles, body fluids, blood borne pathogens

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age.

- Must have a high school diploma or equivalent.
- Possession of a valid and current driver's license.
- Current NREMT certification or MN EMT certification, with the ability to obtain NREMT certification within one year of hire date.
- Current Minnesota or I.F.S.A.C. Accredited Firefighter II certification or DOD equivalent.
- Current licensed Firefighter in the State of Minnesota or the ability to become a licensed Firefighter in the State of Minnesota within one year of hire date.
- NFPA 472 Hazardous Materials Operations level certification or DOD equivalent.
- Two years' experience as a structural firefighter on a paid on-call fire department, or one year experience as a career structural firefighter.

DESIRED QUALIFICATIONS:

- A.A. Degree in a fire service field
- Current Paramedic certification
- Bi-lingual

TENTATIVE TIMELINE

Application and Resume Review

Applicants will be notified by email on January 22, 2016 if they meet the minimum qualifications and are eligible to continue with the hiring process.

Written Test

January 27 2016, 6:00 p.m. at
Thompson Park
1200 Stassen Ln.,
West St. Paul, MN 55118

****Must bring valid Driver's License for proof of identification for entry into test.***

First Interview and EMS Evaluation of Top Ranked Applicants

February 11, 2016
South Metro Fire Station #1
1650 Humboldt Ave.
West St. Paul, MN 55118

**Times determined at a later date.*

Ride-Along with a South Metro Fire Duty Crew

February 13, 2016 through February 28, 2016

**Applicants to schedule a time they are available to ride-along for an 8-hour shift between the dates listed above.*

Ability Test

Practice Session February 25, 2016 (weather dependent)
Ability Test March 11, 2016 (weather dependent)

Second Interview of Top Ranked Applicants

March 14, 2016
South Metro Fire Station #1
1650 Humboldt Ave.
West St. Paul, MN 55118

**Times determined at a later date.*

Other Testing as Appropriate