



*The City of Auburn Hills is an Equal Opportunity Employer seeking qualified applicants without regard to race or other protected status.*

## **FIREFIGHTER - PARAMEDIC AUBURN HILLS FIRE DEPARTMENT**

The City of Auburn Hills, Michigan is seeking qualified candidates for the position of Firefighter - Paramedic. Responsibilities include: Protects life and property by performing firefighting, performs emergency aid activities at the level of a licensed paramedic and providing other assistance as required, hazardous materials and fire prevention duties and maintains fire equipment, apparatus and facilities.

### **Requirements:**

- Graduation from high school or GED equivalent.
- Must be 21 years of age or older at time of employment
- Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation
- Must be able to speak, read and write the English language;
- No felony convictions and/or disqualifying criminal histories.
- Completion of MFFTC Firefighter II, Hazardous Materials Operations, and Drivers Certification Training
- Must possess Michigan Department of Public Health Paramedic License or Currently Attending a State of Michigan Paramedic Course
- Must meet City residency requirement within 90 days (35 miles from City's border)
- Ability to successfully complete all phases of the selection process.
- Please see complete [job description](#)

At the time of application **ALL** applicants must have completed the following:

1. Employment Application
2. Candidate Physical Ability Test – CPAT (within past year of application submission)
3. EMPCO standard entry level written firefighter test

Applicants can register for the CPAT at: [www.schoolcraft.edu/testng](http://www.schoolcraft.edu/testng)

Applicants can register for the EMPCO written test at: [www.empcoco.net](http://www.empcoco.net)

### **Hours and Wages**

This is a Full-Time position with an annual salary of \$52,824, plus a comprehensive benefits package.

[www.auburnhills.org](http://www.auburnhills.org)

**TO APPLY, SUBMIT COVER LETTER, RESUME, EMPLOYMENT APPLICATION AND REQUIRED MATERIALS TO:**

**CITY OF AUBURN HILLS  
HUMAN RESOURCES DEPARTMENT  
1827 N. SQUIRREL ROAD  
AUBURN HILLS, MI 48326  
[HumanResources@auburnhills.org](mailto:HumanResources@auburnhills.org)**

**APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED**



## POSITION DESCRIPTION

Position: Firefighter/Paramedic		Department: Fire	
Reports to: Fire Lieutenant		FLSA Status: Non-Exempt	
Location: Public Safety Building	Division: Suppression	Pay Grade Grade 4	
Revised: October 15, 2015	Last Reviewed: February 19, 2013	Union: IAFF	Status Full-time

### **GENERAL PURPOSE**

Protects life and property by performing firefighting, emergency medical services, hazardous materials and fire prevention duties. Maintains fire equipment, apparatus and facilities.

### **SUPERVISION RECEIVED**

Works under the general supervision of Fire Department Command Officers.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.

Performs emergency aid activities at the level of a licensed paramedic and provides other assistance as required.

Participates in fire drills and fire training.

Attends classes in firefighting, emergency medical, hazardous materials, and related subjects.

Operates radio and other communication equipment.

Receives and relays fire calls and alarms.

Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.

Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station.

Makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Presents programs to the community on safety, medical, and fire prevention topics.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

Instructs classes in assigned subject areas when applicable.

Performs administrative tasks as assigned such as record keeping to assure activities are documented.

### **PERIPHERAL DUTIES**

Attends conferences and meetings to keep abreast of current trends; represents the department in a variety of local, county, state, and other meetings.

### **REQUIRED MINIMUM QUALIFICATIONS**

- A. High school diploma or GED equivalent.
- B. Must be 21 years of age or older at time of employment.
- C. Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation.
- D. No felony convictions or disqualifying criminal history.
- E. Must be able to speak, read and write the English language.
- F. Prior work experience in the area of firefighting and EMS preferred.
- G. State of Michigan Fire Fighter Training Counsel Firefighter I and II certification.
- H. Hazardous Materials certification to the Operations level.
- I. Must have State of Michigan Fire Drivers Certification.

- J. Must have Incident Command System certification (at least ICS 100 and IS 700).
- K. Must possess Michigan Department of Public Health Paramedic License or Currently Attending a State of Michigan Paramedic Course.
- L. Must meet City residency requirement within 90 days.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- A. Knowledge of fire suppression and prevention principles, procedures, techniques and equipment; Knowledge of Emergency Medical Services procedures, techniques, principals and equipment.
- B. Skill in the operation of the listed tools and equipment.
- C. Ability to apply standard firefighting and EMS techniques to specific situations.
- D. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- E. Ability to follow verbal and written instructions.
- F. Ability to communicate effectively orally and in writing.
- G. Ability to establish effective working relationships with coworkers, other agencies and the general public.
- H. Ability to act effectively in emergency and stressful situations

### **SELECTION GUIDELINES**

- A. Formal application;
- B. Review of education and experience;
- C. Candidate Physical Ability Test – CPAT;
- D. EMPCO standard entry level written firefighter test;
- E. Auburn Hills profile assessment
- F. Oral Board Interviews;

- G. Licensed paramedic at time of hire or currently attending a State of Michigan paramedic course;
- H. Final Interview with top four candidates;
- I. Conditional offer of employment;
- J. Background and driving record verification and check;
- K. Physical examination with drug screen and nicotine testing;
- L. Psychological evaluation;
- M. Final offer of employment

### **TOOLS AND EQUIPMENT USED**

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, wired and cellular phone.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.