



AUBURN HILLS FIRE DEPARTMENT

Minimum Salary \$48,256

Full Comprehensive Benefits Package Included

The City of Auburn Hills, Michigan is seeking qualified paramedics with the desire to become full time firefighter paramedics. If needed, selected candidates will be provided the necessary Michigan Fire Fighter Training Council (MTFFC) Firefighting I and II and other related curriculums needed to become State certified firefighters.

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,
- Must possess Michigan Department of Public Health Paramedic License,
- Must meet City residency requirement within 90 days (35 miles from City's border),
- Ability to perform the essential functions with or without accommodations,
- Ability to successfully complete all phases of the selection process,
- Must possess Advanced Cardiac Life Support (ACLS) & BLS CPR certifications

Preferred Requirements (within one year of hiring):

- Completion of MFFTC Firefighter II and Hazardous Materials Operations,
- Candidate Physical Ability Test – CPAT,
 - Applicants can register for the CPAT at: www.schoolcraft.edu/testng
- EMPCO standard entry level written firefighter test.,
 - Applicants can register for the EMPCO written test at: www.empco.net

Starting salary will depend on candidate's qualifications. Once a candidate obtains required State of Michigan Firefighter certifications and preferred requirements, starting salary increases to Firefighter Paramedic wage of \$53,872.

A complete position description and application may be obtained on our website at [Auburn Hills Job Postings](#) . Auburn Hills is an Equal Opportunity Employer.

Please apply by submitting a cover letter, resume and completed City of Auburn Hills employment application. Apply to:

Ms. Jane Parpart, Human Resources Manager

City of Auburn Hills, 1827 N. Squirrel Road, Auburn Hills, MI 48326

or email to jparpart@auburnhills.org

AUBURN HILLS, MI 48326

HumanResources@auburnhills.org



POSITION DESCRIPTION

Position: Paramedic		Department: Fire	
Reports to: Fire Lieutenant		FLSA Status: Non-Exempt	
Location: Public Safety Building	Division: Suppression	Pay Grade Grade 4	
Revised: February 23,2021	Last Reviewed:	Union: IAFF	Status Full-time

GENERAL PURPOSE

Provides emergency medical services to the sick and injured in accordance with applicable laws, regulations, and Oakland County Medical Control Authority (OCMCA) protocols.

SUPERVISION RECEIVED

Works under the general supervision of the Fire Lieutenant.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Respond to emergency calls for service calmly, efficiently, and promptly;

Administer basic and advanced life support to patients at the scene and en route to the hospital in accordance with department policy and OCMCA protocol;

Effectively and professionally communicate with hospital staff regarding patient care and condition;

Properly document each call for service in the approved patient care reporting software including billing information; delivers complete and timely reports to hospital staff;

Adhere to and follow all policies and procedures concerning safety standards;

Adhere to and follow all policies and procedures concerning blood borne pathogens;

Adhere to and follow all policies and procedures concerning privacy of patient information including federal and state laws along with department and OCMCA protocols;

Participate in EMS and relevant fire training;

Assure vehicles are always in good working condition; are properly maintained and stocked;

Assure all equipment on the vehicle is in good working condition at the start of each shift; complete truck check forms;

Operate radio and other communication equipment;

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

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

Present programs to the community on safety, medical, and fire prevention topics;

Instruct classes in assigned subject areas when applicable;

And perform administrative tasks as assigned such as record keeping assuring 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 EMS and firefighting (preferred);
- G. Must possess Michigan Department of Public Health Paramedic License;
- H. Must possess Advanced Cardiac Life Support (ACLS) certification;
- I. Must possess Basic Life Support (BLS) CPR certification;
- J. And must meet City residency requirement within 90 days.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- A. Knowledge of emergency medical services procedures, techniques, principals, and equipment;
- B. Skill in the operation of the related tools and equipment;
- C. Ability to apply standard 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;
- I. Maintain a thorough working knowledge of local geography, including reading maps;
- J. Maintain a thorough working knowledge of applicable current standards of care, including equipment and uses along with local protocols;

SELECTION GUIDELINES (not necessarily in this order)

- A. Formal application;
- B. Review of education and experience;
- C. Auburn Hills profile assessment;
- D. Oral Board Interviews;
- E. Licensed paramedic at time of hire;
- F. Conditional offer of employment;
- G. Background and driving record verification and check;
- H. Physical examination with drug screen and nicotine testing;
- I. Psychological evaluation;
- J. Final offer of employment;

TOOLS AND EQUIPMENT USED

Ambulance, first aid equipment, radio, cardiac monitors, IV equipment, personal protective equipment (PPE), stretcher, stair chair, airway management devices, computer, drug box 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 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.