

**The
Cities of Lewiston & Auburn
Firefighter/EMT/Paramedic
Joint Recruitment**



FIREFIGHTERS/EMT/PARAMEDICS

The Cities of Lewiston and Auburn, Maine

The Cities of Lewiston and Auburn are conducting a Firefighter/EMT/Paramedics joint recruitment. Applicants must be 20 years of age and have completed high school or have passed a high school equivalency exam. Candidates must have a valid driver's license, have a good driving record and hold at least a current Basic EMT License. Candidates with Paramedic License and Firefighter I and II certifications preferred. Applicants must be licensed by the State of Maine or be able to receive reciprocity before being considered a candidate for the City of Auburn. Paramedics not currently certified as firefighters must obtain firefighter certification within one year of hire with the City of Auburn.

Firefighter packets may be obtained by contacting either of the following:

- City of Lewiston Human Resources Department at (207) 513-3000 ext 3239, e-mail address is htheriault@lewistonmaine.gov. Applications may be obtained from website at www.lewistonmaine.gov.

OR

- City of Auburn Human Resources Department at (207) 333-6601 ext 1414, e-mail address is sbuck@auburnmaine.gov. Applications may be obtained from the City's website at www.auburnmaine.gov.

Return completed application packets to the Lewiston Human Resources Department, 27 Pine Street Lewiston, ME 04240 or Auburn Human Resources Department, 60 Court Street, Auburn, Maine 04210.

Deadline for return of the completed application packets is Friday, October 12, 2018. A Physical Agility Test is scheduled for those candidates who meet the minimum qualifications for Tuesday, October 23, 2018 (rain date is Wednesday, October 24, 2018).

The Cities of Lewiston and Auburn are Equal Opportunity Employers.

JOINT FIREFIGHTER/EMT/PARAMEDIC RECRUITMENT

City of Lewiston & City of Auburn

Application packet to include:

Description of Hiring Process

Lewiston and Auburn Firefighter/EMT/Paramedic Application for Employment

Physical Agility Test Outline

Description of Physical Agility Test

Acknowledgement of Risk and Limited Release from Liability Form

City of Lewiston Firefighter/EMT Job Description

City of Auburn Firefighter/EMT/Paramedic Job Description

Hiring Procedure for Firefighter/EMT/Paramedic Cities of Lewiston and Auburn

The Cities of Lewiston and Auburn are conducting a joint recruitment for Firefighter/EMT/Paramedics. Applicants who meet the minimum standards and pass the agility test will be certified in both cities.

Step 1: Advertisements will be posted on the following websites: JobsinME, MMA Jobs, Maine Career Center, and on various colleges websites.

Step 2: Applications may be picked up from and returned to either:

Lewiston Human Resources Department, 27 Pine Street, Lewiston, Maine 04240. Application packets may also be downloaded from the City of Lewiston's web site: www.lewistonmaine.gov by using the Human Resources link. For application packets, please call the Lewiston Human Resources Office at (207) 513-3000 ext 3239 or e-mail htheriault@lewistonmaine.gov.

OR

Auburn Human Resources Department, 60 Court Street, Auburn, Maine 04210. Application packet may be downloaded from the City of Auburn website www.auburnmaine.gov. For application packets please call the Auburn Human Resources Department at (207) 333-6601 ext 1416 or e-mail sbuck@auburnmaine.gov.

Step 3: The following are minimum standards for firefighters in the Cities of Lewiston and Auburn:

- Applicants must have attained the age of 20 and be high school graduates or have passed a high school equivalency exam.
- Applicants must possess a valid driver's license and have a good driving record.
- Applicants must be able to perform the essential job functions, be able to pass a pre-employment physical and substance abuse test.
- Basic EMS License required.
- Preference will be given to candidates having Paramedic License, Firefighter I and II certifications.

Specific Criteria - City of Auburn

- Applicants should be currently licensed at the paramedic level by Maine Emergency Medical Services or be able to receive reciprocity prior to employment. Consideration will be given to candidates that are advanced Emergency Medical Technicians. AEMT's who are interested in obtaining paramedic licensure are encouraged to apply.
- Candidates not currently certified as firefighters must obtain Firefighter I and II certification within one year of hire with the City of Auburn.

Step 4:

For consideration for the position of firefighter, the following information **must** be provided:

- Completed employment application for firefighter;
- Resume;
- Copy of current EMS License;
- Copies of relevant certificates and training;
- Acknowledgement of Release of Liability for the physical agility test.

Deadline for submission of application packet is Friday October 12, 2018.

Step 5:

The Physical Agility Test is scheduled for Tuesday October 23, 2018. Applicants who meet the minimum standards for firefighter will receive notification that they are eligible to take the physical agility test. The notification will provide the date, time and location of the Physical Agility Test and instructions for a rain date. All candidates must complete the physical agility test.

Step 6:

A description of the Physical Agility Test is enclosed in the application packet. The physical agility test is a strenuous test. We advise you to practice as much as possible. Practice will improve your overall performance and will increase the likelihood that you will pass the agility test.

Applicants who meet the minimum standards and pass the agility test will be placed on a hiring list for the both the City of Lewiston and the City of Auburn.

Step 7: The remainder of the hiring process will be conducted by each Fire Department. Further steps may include submission of additional information, interviews, pre-employment physical, substance abuse test, reference check and background test. Applicants will be contacted directly by the Human Resources Department or the Fire Department.

For additional information, please contact Heather Theriault, Lewiston Human Resources Benefits Administrator at (207) 513-3000 ext. 3238 or Sheri Buck, Human Resources Specialist at (207) 333-6601 ext. 1414.

LEWISTON AND AUBURN
APPLICATION FOR EMPLOYMENT
For Firefighter/EMT/Paramedic

Applying for:
Lewiston _____
Auburn _____
Both cities _____

CITY OF AUBURN
HUMAN RESOURCES DEPARTMENT
60 Court Street
Auburn, ME 04210
207-333-6601 ext 1414
sbuck@auburnmaine.gov
www.auburnmaine.gov

CITY OF LEWISTON
HUMAN RESOURCES DEPARTMENT
27 Pine Street
Lewiston, Me 04240
207-513-3000 ext. 3239
HTherriault@lewistonmaine.gov
www.lewistonmaine.gov

Name _____
Last First MI

Current Address _____ Tel# _____
Street & Number

City, State, Zip Code

Email Address _____

Position(s) applied for _____

Can you perform the job for which you have applied with or without reasonable accommodations? _____

Minimum rate of pay acceptable _____

Were you previously employed by the City of Auburn or City of Lewiston? Yes _____ No _____ If Yes,
what department? _____

List any relatives working for the City of Auburn or City of Lewiston.

On what date would you be available to start work? _____

EDUCATION

School Name	Course of Study	Check last year completed	Did you Graduate?	List degree Or diploma
School		9, 10, 11, 12, +	yes no	High School or GED

College		1, 2, 3, 4	yes no	
---------	--	------------	--------	--

Other (specify)

yes no

RECORD OF EMPLOYMENT

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT

Name/Address of Employer/Type	From mo/yr	To mo/yr	Describe work done	Final salary	Reason for leaving	Name of Supervisor
1.						
2.						
3.						
4.						
5.						

IF MORE SPACE IS NEEDED, PLEASE USE BACK OF THE APPLICATION

May we contact the employers listed above? _____ If not, indicate by number which one(s) you do not wish us to contact. _____

If a veteran, what type of work related experience or military training have you had? _____

If you have other skills or training not indicated above, please list: (for example, typing, shorthand, accounting skills, computer skills, heavy equipment operator skills, mechanical skills, etc...) _____

Do you have a valid Maine Driver's license? _____ Do you have a specialized Driver's license? (for example, Commercial Driver's license) _____ License Number _____

Do you have a valid Driver's license from another state? _____ If yes, which state and date of expiration of License? _____ License Number _____

Please list any specialized employment or professional/technical licenses or certificates, such as Master Electrician's, Plumber License, Real Estate License, etc.. _____

Have you been charged with or convicted of a felony crime? Please provide the date, nature of the charge or crime and state where the incident(s) took place. _____

WORK RELATED REFERENCES

Name and Occupation _____ Address _____ Phone Number _____

1. _____

2. _____

3. _____

***Please attach copy of current EMS License and Drivers License**

I certify all the information set forth is true and I understand that falsification may be considered sufficient cause for dismissal. I understand that if hired, I have no employment contract and may be terminate or laid off at any time without advance notice at the will of the City of Auburn. Any verbal statements of any person to the contrary are void and an employment contract may only be made in writing by the City Manager or the City Council.

Signature of Applicant

INFORMATION RELEASE

I hereby authorize the release of the following information to bona fide representatives of the Lewiston or Auburn Human Resources Departments and/or the Lewiston or Auburn Police Departments. I also realize that persons other than those listed as references may be contacted for job related and personal character references and I authorize that as well.

1. Complete transcript of all secondary and post secondary scholastic records.
2. Complete record of all credit information.
3. Complete record of all past and present employment information.
4. A security clearance check.
5. Criminal background check.
6. Sex offender registry.
7. Motor Vehicle Registration
8. Driver's License number and state from which license was obtained.

Date

Signature

A substance abuse test and a job related medical exam/physical will be required after an offer of employment has been made.

**LEWISTON FIRE DEPARTMENT
&
AUBURN FIRE DEPARTMENT
PHYSICAL AGILITY TEST**

The candidate shall be required to perform the following agility test evolutions. Applicants are expected to wear appropriate clothing for this exam (shirt, long pants, sneakers, work gloves and a pair of hard-sole footwear). All scoring is on a pass/fail basis.

1. **RUN** - The candidate shall run 1½ miles within 13 minutes.
2. **WEIGHT CARRY** – The candidate, given a weight of one hundred twenty-five pounds, shall lift the weight from the floor and carry the weight one hundred (100) feet without stopping.
3. **HOSE/LINE EXTENSION** – The candidate shall successfully pull and drag one hundred (100) feet of 2½ inch hose (approx. 75 lbs.) a prescribed distance (285 feet). The candidate shall first drag it one hundred fifty (150) feet to a marked end line and then reverse the direction and return with the hose one hundred thirty-five (135) feet to the start line. The candidate shall move as quickly as possible. You will be timed. The maximum time allowed to complete this event is two (2) minutes. This test is designed to test general agility to perform a task repeated at fires when advancing hose lines. Hose is extremely heavy when filled with water.
4. **EVENT –LADDER RAISE AND EXTENSION**

EQUIPMENT:

This event uses two 28-foot fire department ladders. For your safety, a retractable lanyard is attached to the ladder you raise.

PURPOSE OF EVALUATION:

This event is designed to simulate the critical tasks of placing a ground ladder at a fire structure and extending the ladder to the roof or window. This event challenges your aerobic capacity, upper body muscular strength, lower body muscular strength, balance, grip strength and anaerobic endurance. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups; biceps, deltoids, upper back, trapezius, muscles of the forearm, and hand (grip), glutes, and hamstrings.

EVENT:

For this event, you must walk to the top rung of the 28-foot aluminum extension ladder, lift the unhinged end from the ground and walk it up until it is stationary against the wall. This must be done in a hand-over-hand fashion, using each rung until the ladder is stationary against the wall. You must not use the ladder rails to ladder. Immediately proceed to the pre-positioned and secured 28-foot aluminum extension ladder, stand with both feet within the marked box of 36 inches x 36 inches and extend the fly section hand over hand until it hits the top. Then lower the fly section hand over hand in a controlled fashion to the starting position. This concludes the event.

FAILURES:

If you miss any rung during the raise, one warning is given. The second infraction constitutes a failure, the test time is concluded, and you fail the test. If you allow the ladder to fall to the ground or the safety lanyard is activated because you released your grip on the ladder, the test time is concluded, and you fail the test. If during the ladder extension, your feet do not remain within the marked boundary lines, one warning is given. The second infraction constitutes a failure, the test time is concluded, and you fail the test. If you do not maintain control of the ladder in a hand-over-hand manner or let the rope halyard slip in an uncontrolled manner, your test time is concluded, and you fail the test.

5. **BENT KNEE SIT-UPS** – The candidate will perform 35 bent knee sit-ups within two minutes.

6. **AERIAL LADDER CLIMB** - Must be able to climb the aerial ladder extended 75 feet. Candidates will climb the ladder from the platform to the top, touching the tip of the ladder and proceeding back down the ladder to the platform. This test is to be completed in a continuous climb and descent without any stops or hesitation. The angle of climb for the aerial ladder will be 70 degrees. An experienced test administrator will be present to assist you back down the ladder should you need help. The candidate will wear a safety belt and hard sole footwear. This test is designed to ascertain the absence of acrophobia (fear of heights). Firefighters are required to perform fire fighting and rescue work above ground level.

**CITY OF LEWISTON, MAINE
CITY OF AUBURN, MAINE**

ACKNOWLEDGMENT OF RISK AND LIMITED RELEASE OF LIABILITY

Whereas, the City of Auburn and the City of Lewiston, (hereinafter "the Cities") requires candidates for the position of Firefighter to take and pass, certain tests for agility and physical dexterity, as a pre-condition to employment; and

Whereas, _____ of _____ is a candidate (hereinafter "The Candidate") for the position of Firefighter; and

Whereas, said Candidate has had the nature and extent of the tests and the physical demands associated with them, fully and completely explained by the Cities; and

Whereas, said Candidate has made a full and complete disclosure to the Cities of the Candidate's physical condition and represented to the Cities that the Candidate is unaware of any physical condition which should prevent or deter the candidate from taking the agility tests herein referred to and acknowledges that he/she should not take these tests if he/she had such a condition;

NOW THEREFORE, the Candidate, in consideration of being given the opportunity to apply for employment with the Cities, and the Cities, in consideration of the disclosures herein referred to, agree as follows:

1. That if said Candidate should sustain injury, damage or death as a result of participating in said tests, due to a known or unknown existing or pre-existing physical condition, the said Candidate hereby, for himself/herself, his/her heirs, successors and assigns, releases, acquits and forever discharges the Cities, its officers, agents, servants and employees, past and present, or and from any actions, causes of action, costs or expenses in any way growing out of, any and all known and unknown physical injury, damage or death.
2. That if the Candidate sustains injury, damage or death, during the taking of these tests for any other reason whatsoever, the Candidate retains whatever rights he/she may have as a result of said happening against the Cities or any other entity.
3. That the parties hereto have **read this document, understand its terms** and agree to be bound thereby.

Dated this day of 20__

Candidate

Witness

PLEASE SIGN, DATE AND HAVE THIS FORM WITNESSED BEFORE YOU RETURN IT TO THE HUMAN RESOURCES DEPARTMENT WITH YOUR APPLICATION.

CITY OF AUBURN



JOB TITLE: Fire Private/EMT/Paramedic
DEPARTMENT: Fire Department
REPORTS TO: Fire Lieutenant
SUPERVISES: N/A
FLSA STATUS: Non-Exempt

I. Job Summary

Under general supervision of the Fire Lieutenant, the purpose of the position is perform fire prevention, fire suppression, rescue, and to act as an EMT or paramedic. Employees in this classification perform highly skilled, technical level work. Position is responsible for providing life and property protection. Firefighters are expected to assist with administrative duties assigned to them by the Battalion Chiefs, Captains and Lieutenants and to assist in carrying out the goals and objectives of the department. Performs related work as required.

II. Essential Functions

- Comply with all written City policies and procedures.
- Adhere to assigned work schedule as outlined in City and department attendance policies and procedures.
- Performs various suppression operations to include but not limited to interior structural fire operations.
- Performs salvage, extinguishes fires, and removes hazards.
- Performs rescue operations.
- Performs Emergency Medical Services commensurate with level of certification. Maintains all necessary licenses and certifications in order to remain current at level of EMS certification.
- Participates in cleaning and maintaining station facilities, grounds, equipment and apparatus; ensure that appropriate conditions are maintained at assigned station; ensure that all equipment and apparatus is in a constant state of readiness for emergency calls.
- Operates, inspects and performs other technical tasks related to the apparatus and equipment in the Fire Department.
- Conducts public education classes, including extinguisher, CPR and first aid classes as certified.
- Conducts station tours and displays apparatus at special events
- May be assigned as driver for apparatus and Rescues.
- Performs pre-incident planning functions, including but not limited to acquiring premise information, street and hydrant locations, and gathers hazard information.
- Conducts building and Life Safety inspections as a part of an assigned Engine or Rescue company.
- May Install detectors and inspect alarm systems.
- Prepares fire and emergency medical run sheets and other official reports.
- Conducts fire prevention activities.
- Continually work toward the improvement and productivity of the Auburn Fire Department

III. Duties and Responsibilities

- The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates and customers with respect.
- Build professional relationships with internal staff and customers.
- Offer flexibility and adaptability, especially during times of change.
- Communicate effectively both orally and in writing.
- Performs general housekeeping duties in and around the firehouse.
- Performs other emergency and non-emergency tasks as assigned.
- Have a valid Maine driver's license.
- Requires the ability to apply principles of persuasion and/or influence.
- Assists with the training of probationary employees assigned to the firefighters vehicle and/or platoon.
- May participate in personnel evaluations of peers and supervisors.
- Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Requires the ability to utilize a variety of advisory and design data and information, such as local, state and federal laws, regulations, policies and procedures applicable to the operation of fire prevention, investigation, suppression, rescue and emergency medical service programs.
- Requires the ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.
- Requires the ability to perform skilled coordinated movements, such as utilizing fire prevention, suppression, rescue and investigation equipment such as cameras, gas detectors, explosion meters, pumps, hoses, and forcible entry tools.

IV. Physical Requirements

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following at any time:

- physical movements necessary to participate in a variety of fire suppression activities
- crouching or crawling during emergency operations
- moving equipment and injured/deceased persons
- climbing stairs/ladders
- walking, standing or sitting for extended periods of time
- using hands to touch, handle or feel objects
- reaching with hands and arms
- lifting or exerting force over 100 pounds
- maintain effective audio-visual discrimination and perception needed for making observations
- reading and writing
- operating assigned equipment
- assessing the situation at an incident scene
- communicating with others

Special vision requirements that may be required at any time include:

- close vision
- distance vision
- color vision
- peripheral vision
- depth perception
- ability to adjust focus

V. Work Environment

Effectively deal with personal danger which may include exposure to any or all of the following at any time:

- hazardous chemicals and materials
- fumes and smoke
- intense heat
- electrical hazards
- confined or high work places
- risk of radiation
- extremely loud noises
- working near moving mechanical parts
- outdoor weather conditions
- vibration
- water sources including river, lake, ponds and canals.

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

CITY OF LEWISTON
Job Description

Job Title: FIREFIGHTER/EMT/PARAMEDIC

Department: Fire

Division: Fire

Reports To: Lieutenant

FLSA Status: Non-Exempt

Class Grade: n/a

Bargaining Unit: IAFF

Summary:

Under supervision, drives and operates fire and medical response apparatus, in response to fire alarms, medical calls and other emergencies; participates in fire suppression, medical responses, station maintenance and training activities; and does related work as required.

Essential Duties and Responsibilities AS A FIREFIGHTER:

Responding as a Firefighter, the individual performs the following:

1. Drives fire or medical apparatus to the emergency scene
2. Makes hose connections & operates pump to maintain proper flow of water
3. Operates various firefighting equipment and devices necessary to perform suppression activities and save lives
4. Assists in the suppression of fires, including rescue and entry
5. Assists in the maintenance activities on apparatus & equipment and fire station housekeeping
6. Responds to emergency medical calls when applicable
7. Participates in continuing training, instructional and educational programs
8. Acts for officers when applicable and responds to major alarms while off duty
9. Performs other related duties as assigned

Essential Duties and Responsibilities AS AN EMT/PARAMEDIC:

Responding as an EMT or Paramedic, the individual performs the following:

1. Performs CPR, first aid, advance life support and all trained life-saving procedures, to include emergency childbirth as appropriate to the EMT/Paramedic certification level
2. Operates various medical equipment, devices or instruments necessary to save lives
3. Determines and provides proper method of extrication and transport to the hospital
4. Prepares various reports and documents. Testifies in court if necessary
5. Cleans, inspects, disinfects and tests (if applicable), equipment and apparatus following emergency medical calls to avoid contracting diseases

6. Assists in maintaining medical apparatus & equipment and fire station housekeeping
7. Participates in continuing training, instructional and educational programs
8. Maintains all necessary licenses and certifications in order to perform as emergency medical personnel
9. Responds to major fire alarms and medical emergencies while off duty
10. Performs other related duties as assigned

Skills/Training Required:

See education and/or experience

Supervisory Responsibilities:

May be in an Acting Officer position at times supervising 2 - 3 Firefighters

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 regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The specific job duties that require the above physical demands are: firefighting, rescue, extrication, training and EMS response.

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 is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; risk of electrical shock; risk of radiation and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Certificates, Licenses, Registrations:

Valid State of Maine Driver's License; Current EMS License at the EMT Basic Level or above; Must possess a desire to play an active role in developing a highly motivated and respected fire and emergency medical service organization

Education and/or Experience:

High school diploma or general education degree (GED).

Preferred Credentials/Certifications:

- Current Paramedics License
- Firefighter I and/or Firefighter II
- Associate's Degree in Fire Science