



Harper Woods Fire Department

19617 Harper Ave.

Harper Woods, Michigan 48225

Station: (313) 343-2550

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TO: **ALL FIREFIGHTER/EMT-PARAMEDIC APPLICANTS**
FROM: David Carrico, Captain
SUBJECT: Firefighter/EMT-Paramedic Employment Process
Harper Woods Fire Department

The purpose of this document is to provide employment information for the position of Firefighter/EMT-Paramedic for the City of Harper Woods.

QUALIFICATIONS

Applicants must be a U.S. Citizen, 18 years of age or older, possess a valid Michigan driver's license, have no felony convictions and / or disqualifying criminal history. Applicants must pass oral interviews and a thorough background investigation.

All applicants must have Firefighter 1 and Firefighter 2 certifications through the Michigan Firefighter Training Council and possess **AT MINIMUM** Michigan Licensure at the Basic-EMT Level (Paramedic preferred). All offers of employment are contingent upon an applicant's successful completion of all psychological and physical examinations.

Preferences will be given to those candidates who hold Michigan Paramedic licensure or proof of completion of a Paramedic program and are awaiting licensure. Any further required training will be provided at no cost once hired. Pre-service applicants currently attending a fire academy may be considered. All Firefighter/EMT-Paramedics will be required to complete a one-year probationary period upon hire.

DUTIES AND WORKING CONDITIONS

Firefighter/EMT-Paramedics in the City of Harper Woods perform the following:

- Firefighting activities including driving fire apparatus, operating fire pumps and other related firefighting equipment.
- Emergency Medical service activities including providing medical treatment as allowed by the individual license or license level of the department.
- Participate in training, attend classes in firefighting, emergency medical, hazardous materials, and other related subjects.
- Operate radios and other communications equipment.
- Perform daily station maintenance and housekeeping duties.
- Perform basic equipment maintenance and daily operational checks.
- Perform basic hydrant maintenance checks during the Fall and Winter months.
- Carries out duties in conformance with Federal, State, County, City, and Local laws, ordinances, and protocols.

- Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.
- Adhere to City and Department policies and procedures.

Firefighter/EMT-Paramedics work a fifty-six (56) hour work week in twenty-four (24) hour shifts. The workday begins at 8:00 AM and terminates at 8:00 AM the following day. Each day off will be twenty-four (24) consecutive hours, and each employee shall work three (3) days in every nine (9) consecutive days. The work will be scheduled as follows: W O W O W O O O O (W=Workday, O=Off Duty Day).

TRAINING

Training will be offered during duty hours with the occasional exception for training offered outside the department in specialized fields of knowledge.

SALARY, BENEFITS AND PENSION

Salary range is \$55,963.10-\$71,859.82. A candidate may receive higher starting pay up to 36 month step with consideration of lateral transfer from another IAFF represented Fire Department. Full salary is achieved by the end of 36 months of employment.

There is a one-year probationary period during which the Command Officers of the Fire Department evaluate each Firefighter/EMT-Paramedic's performance and progress. Salary increments, both during and after probation, are stipulated within the union contract.

Comprehensive benefit package including MERS defined benefit pension with 1.5% Multiplier, Multiple BCBSM PPO / HSA healthcare options, as well as dental, life and vision coverage.

Union Position represented by the International Association of Firefighters Local #1188

Paramedic Bonus 6% over Firefighter Base Salary/EMT Bonus 2% over Firefighter Base Salary paid annually.

Annual Education Bonus depending on accumulated College credits verified by an Accredited College Transcript.

Annual Food and Clothing Allowance.

MERS Retiree Health Care Savings Plan

Deferred Compensation 457 Plan available.

Paid Holiday, Vacation, Personal Business, and Sick Time.

PRE-EMPLOYMENT REVIEW

Potential candidates will undergo and complete the following steps during the pre-employment review. Adverse findings or inadequate information may interrupt this process at any step.

- Step 1: Candidate will submit application, resume, copies of high school diploma or GED, college transcripts, copy of valid Michigan driver's license, copy of any United States Armed Services discharge documentation, and proof of medical licensure and Firefighter I and II certification to the Harper Woods City Clerk's Office.
- Step 2: Personal Interview will be conducted by staff and panel designated by the Director of Public Safety. Following the interview, the candidate will be fingerprinted. Additional interviews including a Chief's Interview will occur at various times during the pre-employment period.
- Step 3: A comprehensive background investigation will be conducted involving employers, teachers, the military, and other necessary sources.
- Step 4: The City of Harper Woods reserves the right to impose any additional screening measures it feels necessary. The candidate shall sign a waiver authorizing the City of Harper Woods to obtain privileged information in the possession of attorneys, religious staff, or other persons. Any doubts of the applicant's suitability must be resolved in favor of the public and the City's needs to hire the most qualified person.

The candidate should expect a period of at least two months before the final decision is determined. Satisfactory completion of the steps listed above **does not** ensure employment. The Director of Public Safety will make the final determination based on all the candidates' qualifications.

OFFERS OF EMPLOYMENT

All offers of employment are contingent upon successful completion of further tests and examinations as directed by the City. The successful candidate who receives a contingent offer of employment will be notified and:

1. Undergo a pre-placement physical by the city physician. No candidate will be hired without a report from the city physician that such candidate is physically qualified for the position.
2. Undergo a psychological examination by the city appointed psychologist indicating that the applicant is psychologically qualified for the position.

The City reserves the right to impose any additional screening measures it feels necessary including, but not limited to, drug, alcohol, and psychiatric screening. The candidate shall sign a waiver allowing the City to obtain privileged information in the possession of physicians, psychologists, psychiatrists, or any provider of health or

medical services, or other persons. Any doubts of the candidates' suitability must be resolved in favor of the public and the city.

Should any questions arise regarding this letter, please contact the Assistant to the Director of Public Safety. For documentation purposes, please sign and date receipt of this letter. A copy of this letter with your original signature will be maintained with your application.

Thank you for your interest in the Harper Woods Fire Department.

David L. Carrico
Captain
Harper Woods Fire Department

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I have read the Letter to ALL Firefighter/EMT-Paramedic Applicants and agree and comply with the City of Harper Woods employment process.

SIGNATURE

PRINT NAME **DATE**