

MATTESON FIRE DEPARTMENT NOW HIRING FIREFIGHTER/PARAMEDICS

The Mission Statement of the Matteson Fire Department is *“To provide effective fire prevention, suppression, emergency medical and administrative services to our constituents ensuring the highest level of public protection possible.”*

If you have a strong desire to be a part of a department that lives by its mission, then you will want to be a part of the Matteson Fire Department.

The Matteson Fire Department is now accepting applications and testing for Firefighter/Paramedics.

MINIMUM EMPLOYMENT REQUIREMENTS

- Citizenship:** Must be a US citizen.
- Age:** Must be a minimum of 21 years of age and less than 35 years of age at time of hire, unless otherwise exempted by Illinois statute.
- Height & Weight:** Height and weight must be comparable for overall size and body structure.
- General Physical Condition:** Must be able to demonstrate physical ability and muscular coordination by possessing a **CPAT with Ladder** certification dated within the last 12 months at the time of application.
- Character:** Must be of good moral character and of temperate habits. Background check, medical exam, psychological and polygraph tests will be required for final applicants.
- Education:** Must have a High School diploma or GED equivalent at time of application.
- Residency:** Employees have 24 months to obtain radius residency.

APPLICATION PROCESS

To apply for this position, you **must** visit the Village of Matteson website at https://www.villageofmatteson.org/departments/human_resources/index.php to complete the attached Firefighter/Paramedic Application and the Fire Department Release Form. The Application and Release Form should be submitted to jlperry@villageofmatteson.org. In order to submit your application and release form, you must save them to a separate file before sending.

The website will provide you with a detailed job description and information regarding wages and benefits, the written examination and steps in the hiring and selection process. If you have any questions, please contact Human Resources at (708) 283-4910 or (708) 283-4949.

THE POSTING CLOSES ON DECEMBER 18, 2020

VILLAGE OF MATTESON COMMUNITY PROFILE

The Village of Matteson (pronounced Mat-te-sun) is a thriving community that is conveniently located off of I-57, just 30 minutes from downtown Chicago. Home to over 19,000 residents, hundreds of businesses, and two nearby major hospitals, Matteson offers the best of suburban living. Matteson features a culturally diverse residential population, a growing business area with a vast amount of shopping, award-winning schools, surrounding universities, state-of-the-art community center and exceptional Village services. For additional information on the Village of Matteson, visit our website at www.villageofmatteson.org.

THE MATTESON FIRE DEPARTMENT

The MFD operates with a full-time staff of 33 sworn Firefighter/Paramedics (FF/PM), a Fire Chief, a Deputy Chief and one full-time civilian employee, from two stations located at 3445 211th Street and 1015 Central Avenue.

A FF/PM performs duties in the areas of emergency medical, fire suppression, hazardous material, specialized technical rescue responses, fire prevention and public education activities. These duties are above average in physical and mental difficulty. The FF/PM is expected to maintain themselves, and all equipment in an “at ready status” to respond. Responses will be at all hours of the day and night and in all types of weather. The FF/PM position involves considerable public contact, preparation of thorough and complete written reports, reading comprehension and public speaking. FF/PMs are scheduled 24 hours on duty followed by 48 hours off duty.

The Matteson Fire Department offers opportunities to participate in specialty rescue teams: (CART, HazMat, USAR and Swift Water/Dive) and arson investigation.

WAGES AND BENEFITS

Wages: Starting Salary: \$63,660
Top Salary: \$92,855

Time Off: Ten (10) Kelly Days and two (2) personal days for 24-hour shift employees per fiscal year.

Sick Leave: Six (6) days earned for 24-hour shift employees per fiscal year. Unused sick leave may be accumulated without limitation.

Vacation:

Years of Service	Yearly Vacation Time
1-4	144 hrs.
5-9	192 hrs.
10-19	240 hrs.
20 or more	312 hrs.

Pay Periods: The Village pay periods are bi-weekly on Fridays, 1/26th of annual salary, plus overtime worked.

Insurance: The Village offers comprehensive health and dental insurance, life insurance coverage (1x base salary), and a short-term disability package.

Pension Plan: Each FF/PM participates in the Matteson Firefighters Pension Fund (40 ILCS 5-4), which is governed by its own Board of Trustees and monitored by the State of Illinois. As such, each FF/PM contributes 9.455% of salary to the Fund on a pre-tax basis. Fire Department personnel must also contribute to Social Security at a total rate of 7.65%.

Optional Employee Benefits: Deferred Compensation Plan
Credit Union
Section 125 Cafeteria Plan
School Pay
Sick Leave Buy Back

Bargaining Unit: Firefighter/Paramedics are represented by the Associated Firefighters of Matteson Local 3086 of the International Association of Firefighters.

WRITTEN/ORAL EXAMINATION AND HIRING/SELECTION PROCESS

Written Test: The written test will include two (2) parts: an orientation and the written test. You must have a minimum score of 70% in order to pass the written test (*and move on to the oral interview*). The written test will account for 70% of your total score.

The orientation and written test will be conducted at the Matteson Community Center on Friday, January 15, 2021. You will be notified of the specific time. The Village adheres to all Illinois Department of Public Health (IDPH) safety guidelines regarding COVID-19 including social distancing and face coverings.

Below is the link to purchase a Candidate Preparation Manual and/or a Practice Test from CPS HR Consulting.

<https://secure1.cpshr.us/crcv/Default.aspx?ID=TR121051>

The link and access to the materials you purchase is valid until January 15, 2021.

Candidate Preparation Manual - \$5

Includes detailed recommendations on important concepts, such as the most effective test-taking strategies and methods, specific information about CPS HR test forms, and what to expect on the day of the test administration. Also includes several practice questions covering each section of the test, along with helpful tools, like a sample answer sheet and template test instructions for candidates to prepare before the day of the test.

Practice Tests - \$15

Simulates full-length versions of CPS HR tests and have been designed to replicate the look and feel of test-day material. Contains practice items across the same sections contained in our test forms. When candidates have completed the online practice exam, they will receive a breakdown of their scores by section. (Candidates will not receive a list of the questions and answers.) In addition, candidates can re-take the exam one additional time at no cost.

For Technical Support Contact:

CPS HR –CRC

crcsupport@cpshr.us

(t) 916.471.3538

Oral Interview: The oral test will assess a candidate's ability to communicate his or her judgment, emotional stability, self-confidence, speaking, social skills and general fitness for the position. The oral interview will account for 30% of your total score.

In-Depth Background Investigation: Candidates must be of good moral character and will be subject to a thorough background investigation including, but not limited to, police records check, credit check, work history, inquiries of neighbors and relatives, work history and other references. Candidates may be eliminated from the process at any time based on information obtained from the background investigation.

Final Eligibility Register: Candidates who are successful with the written test, oral interview and background check will be placed on the Final Eligibility Register.

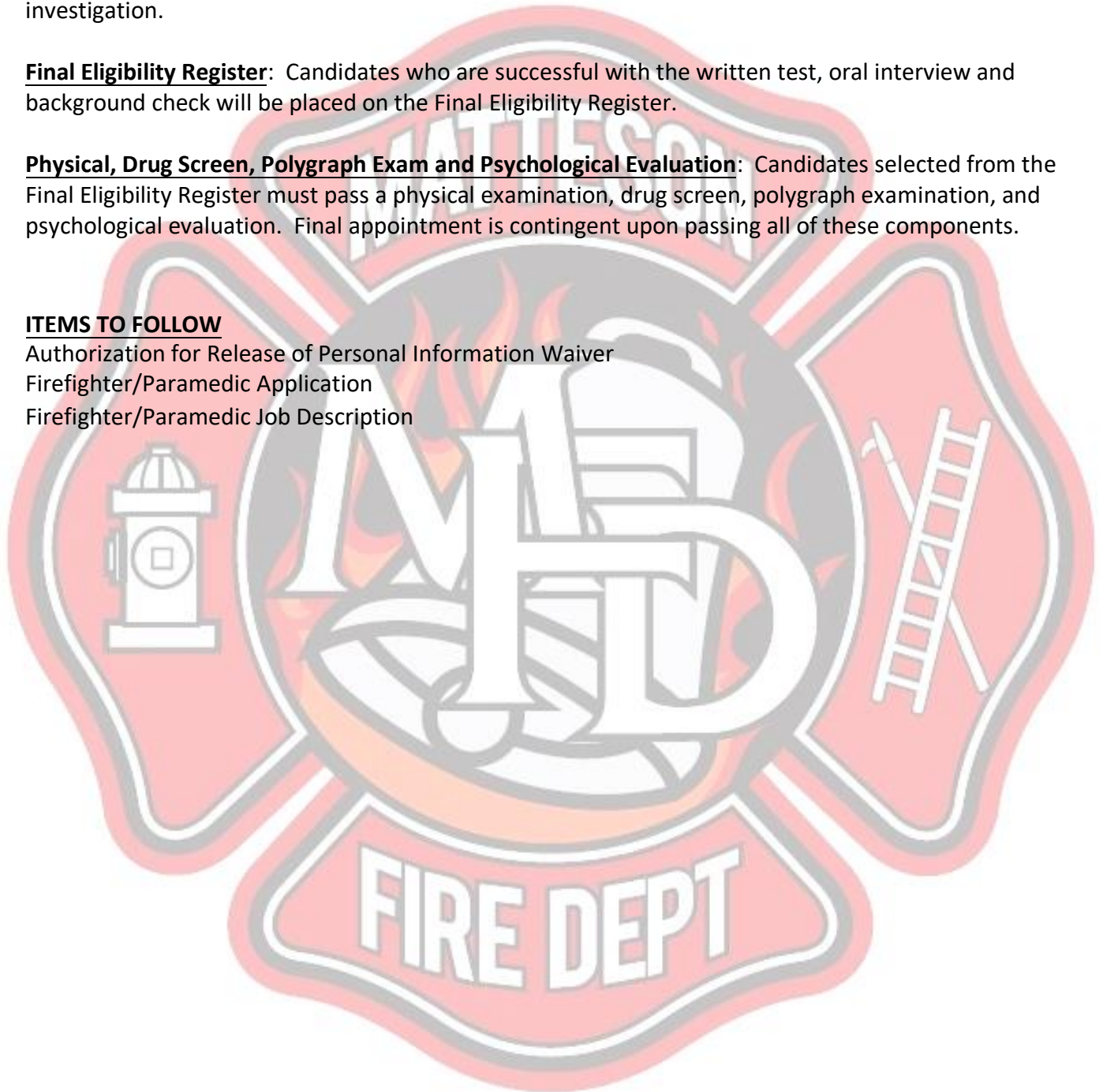
Physical, Drug Screen, Polygraph Exam and Psychological Evaluation: Candidates selected from the Final Eligibility Register must pass a physical examination, drug screen, polygraph examination, and psychological evaluation. Final appointment is contingent upon passing all of these components.

ITEMS TO FOLLOW

Authorization for Release of Personal Information Waiver

Firefighter/Paramedic Application

Firefighter/Paramedic Job Description



Matteson Fire Department
Authorization for Release of Personal Information Waiver

I, _____, do hereby authorize a review of and full disclosure of all the records concerning myself to any duly authorized agent of Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of all the records of: any educational institutions I have attended or been associated with; financial and/or credit institutions of any type, including records of: loans of any type; checking accounts of any type; savings accounts of any type; credit reports and the records of commercial or retail credit agencies (including credit reports and/or ratings); and, any other financial statements and records, wherever filed or stored; records relating to any medical and/or psychiatric treatment and/or consultation, including records of: hospitals; clinics; private practitioners; and the US Veteran's Administration; employment and pre-employment records and personnel files, including: background reports; efficiency ratings; and, records relating to any complaints or grievances filed by or against me; and, the records and recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have an interest.

This release constitutes my consent to the release of any information or records bearing my personal history to duly authorized representatives of the Matteson Police Department.

I understand that the Matteson Police Department will consider any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization in determining my suitability for employment. I also certify that any person(s) who may furnish such information concerning me shall not be held legally accountable in any manner for giving this information; and I do hereby release any and all said person(s) from any and all liability, which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature. I have read and fully understand the contents and meaning of this "Authorization for Release of Personal Information Waiver." This waiver is valid for a period of three (3) years from the date executed.

(Print Your FULL Name, including Maiden Name)

(Date of Birth)

(Address)

(Social Security Number)

(City/State/Zip Code)

(Phone-Include Area Code)

(Sign Your FULL Name)

(Date)



**VILLAGE OF MATTESON
FIRE DEPARTMENT
FIREFIGHTER PARAMEDIC
APPLICATION**



A. APPLICANT IDENTIFICATION – Information provided in this section is used for identification purposes only.

Name: _____
Last First Middle

Address: _____
Number Street

City State Zip

Telephone Number: _____ Email Address: _____

Social Security Number: _____

Are you authorized to work in the United States on an unrestricted basis? _____ Yes _____ No

B. WORK HISTORY – Beginning with your present or most recent job, list all employment since the age 16, including part-time, temporary or seasonal employment. Include all periods of unemployment. Attach extra pages if necessary.

1. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

2. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

3. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

4. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

5. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

6. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

7. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

8. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

9. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

C. EDUCATIONAL HISTORY

<u>High School</u>	<u>City & State</u>	<u>Graduate?</u>	
		<u>Yes</u>	<u>No</u>
_____	_____	___	___
_____	_____	___	___
_____	_____	___	___
_____	_____	___	___

List in chronological order, beginning with your most recent college/university education:

College/University Attended _____

City & State: _____

Major/Minor: _____ Degree received, if any: _____

College/University Attended _____

City & State: _____

Major/Minor: _____ Degree received, if any: _____

College/University Attended _____

City & State: _____

Major/Minor: _____ Degree received, if any: _____

List other schools attended (Trade, Vocational, Business, etc.) ***in chronological order, beginning with your most recent.*** Give name and dates attended, course of study, certificate and any other pertinent information.

D. SPECIAL QUALIFICATIONS & SKILLS

List any special licenses you hold (such as Paramedic, Pilot, Radio Operator, Scuba, etc.), showing licensing authority, original date of issue, and date of expiration.

List any specialized machinery or equipment which you can operate.

If you are fluent in a foreign language, indicate in each area your level of fluency (Excellent, Good, Fair).

<u>Language</u>	<u>Reading</u>	<u>Speaking</u>	<u>Understanding</u>	<u>Writing</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Name _____ Residence Phone: _____

Home Address: _____ Business Phone: _____

City: _____ State: _____ Years known: _____

Business Address: _____ City: _____

State: _____

Name _____ Residence Phone: _____

Home Address: _____ Business Phone: _____

City: _____ State: _____ Years known: _____

Business Address: _____ City: _____

State: _____

F. MEMBERSHIP IN ORGANIZATIONS (Past and/or Present)

<u>Name & Address</u>	<u>Type (Social, Fraternal, Professional etc. Do not include any religious or ethnic affiliations.)</u>	<u>From</u>	<u>To</u>
_____	_____	_____	_____
_____	_____	_____	_____

G. PERSONAL DECLARATIONS

Have you ever made an application for employment with this or any other fire agency? ___ Yes ___ No
If yes, give agency, date(s), and status of application.

Are there any incidents in your life or details not mentioned herein which may influence the Fire & Police Commission's evaluation of your suitability for employment as a Firefighter Paramedic?

___ Yes ___ No If so, explain _____

H. BACKGROUND INFORMATION – Information provided in this section will only be used for background checks if you are to be offered a position and will not affect your status as an applicant in any manner.

Name: _____

Driver's license number: _____

Height: _____

Weight: _____

Color of eyes: _____

Color of hair: _____

Sex: _____

Race: _____

Date of birth: _____

Place of birth: _____
City County State

Have you ever been arrested, detained by police or summoned into court for anything other than traffic violations?

____ Yes ____ No

If yes, complete the following:

<u>Offense Charged</u>	<u>Police Agency City & State</u>	<u>Date</u>	<u>Disposition of Case</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have any religious or other beliefs which would prevent you from fully performing the duties of Firefighter Paramedic? (See job description.)

____ Yes ____ No If yes, explain: _____

**FOR STATISTICAL PURPOSES ONLY:
PLEASE TELL US IN WHICH NEWSPAPER/WEBSITE YOU SAW THIS ADVERTISEMENT.**

I. FINANCIAL HISTORY

SOURCE OF INCOME

What is your present salary or wage? _____

Do you have income from any source other than your principal occupation? ___ Yes ___ No

If yes, how much? _____ How often? _____

The source? _____

Do you own any real estate? ___ Yes ___ No Value: \$ _____

Location: _____

Do you own any bonds, government or other? ___ Yes ___ No Value: \$ _____

Do you own any corporate stock? ___ Yes ___ No Value: \$ _____

Do you have a bank account? ___ Yes ___ No

Savings: Average Balance: \$ _____

Name and Address of Bank _____

Checking: Average Balance: \$ _____

Name and Address of Bank _____

J. FINANCIAL OBLIGATIONS

Give names and addresses of the individuals, companies, or others to whom you are indebted, and the extent of your debt. Include rent, mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments and other debts and payments. Include account numbers where applicable. If you need additional space, attach a separate sheet of paper.

<u>Type</u>	<u>Name & Address of Creditor</u>	<u>Reason for debt or item Purchased</u>	<u>Account Number</u>	<u>Total Balance</u>	<u>Monthly Payment</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

K. MILITARY RECORD

Have you served in the U.S. Armed Forces? ____ Yes ____ No

Date of Service: From: _____ To: _____ Branch of Service: _____

Unit Designation: _____ Military Service Number: _____

Highest Rank Held: _____

Type of Discharge: _____

Were you ever disciplined while in the Military Service (include court martial, captain's masts, company punishments, etc.)? ____ Yes ____ No

<u>Charge</u>	<u>Agency</u>	<u>Date</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

L. RESIDENCE – List **ALL** addresses where you have lived during the past ten years, beginning with present address. List date by month and year. Attach extra page if necessary.

From	To	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

M. TRAFFIC RECORD

Has your driver's license ever been suspended or revoked? ___ Yes ___ No If yes, give dates, locations and reasons.

List to the best of your memory all traffic citations you have received, excluding parking tickets.

<u>Month & Year</u>	<u>Charge</u>	<u>City & State</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Describe in a brief narrative any traffic accidents in which you have been involved, giving approximate dates and locations.

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am fully aware that any such willful misrepresentations, omissions, or falsifications may be grounds for immediate rejection or termination of employment.

Signature of Applicant

Date

VILLAGE OF MATTESON
POSITION DESCRIPTION

Class Title: Firefighter/Paramedic
Department: Fire
Division: EMS/Suppression
Date: November 21, 2011
Union: IAFF
Status: Non-Exempt

GENERAL PURPOSE

Protects life and property by performing fire fighting, emergency medical, hazardous materials, technical rescue, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

SUPERVISION RECEIVED:

Works under the general supervision of a Fire Lieutenant or Shift Commander.

SUPERVISION EXERCISED

May assist to coordinate, instruct, or supervise the work of volunteer /paid on call firefighters, new recruits, or other personnel, as assigned. May perform the duties of Firefighter in Charge in the absence of the Lieutenant and/or Shift Commander.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Performs emergency medical activities including administering Basic and Advanced Life Support techniques and provide other assistance as required.

Participates in fire drills, attends classes in firefighting, Emergency Medical Service, hazardous materials, technical rescue, and related subjects.

Receives and relays fire calls and alarms. Operates radio and other communication equipment.

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

Maintains fire equipment, apparatus and facilities to an "at ready" status. Performs minor repairs to departmental equipment.

Checks and Maintains Personal Protective Equipment (PPE).

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 deploying salvage covers, protecting customer's private property, removing water, and debris.

Performs fire-fighting tasks (e.g., hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.

Wears an SCBA, which includes a demand valve--type positive-pressure face-piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.

Is exposed to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.

Climbs six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb (22.6 kg) or more and carries equipment/tools weighing an additional 20 to 40 lb (9 to 18 kg).

Wears fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C).

Searches, finds, and rescue-drags or carries victims, ranging from newborns up to adults weighing over 200 lb (90 kg), to safety despite hazardous conditions and low visibility.

Advances water-filled hoselines up to 2 ½ in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.

Climbs ladders, operates from heights, walks or crawls in the dark along narrow and uneven surfaces, and operates in proximity to electrical power lines and/or other hazards.

Is exposed to unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.

Operates fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.

Is exposed to critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.

Communicates (speaks and comprehends verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers).

Functions as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.

PERIPHERAL DUTIES

Maintains an Espirit de Corps within the organization.

Assists in department supervisory and administrative activities as assigned.

Assists in supervising volunteer/paid on call firefighters as required. Assists in training new employees as assigned.

MINIMUM QUALIFICATIONS

Entry Level:

Education and Experience:

- (A) High school diploma or GED equivalent;
- (B) No specific work experience level required.
- (C) Valid Driver's License

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of driver safety; working knowledge of first aid;
- (B) Ability to learn the operation of fire suppression and other emergency equipment; Ability to learn to apply standard firefighting, emergency medical, hazardous materials, technical rescue, and fire prevention techniques; 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; Ability to act effectively in emergency and stressful situations;

Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public; Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS:

All employees in this position must achieve State Certification as a paramedic within 18 months of appointment and State Certification as Firefighter II /Basic Firefighter by the completion of probation and must retain those certifications throughout the course of employment in this position.

Graduation from High School or equivalent.

Must possess or obtain a valid Class "B" Non-CDL Illinois Drivers License.

TOOLS AND EQUIPMENT USED

Ambulance, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone. Digital and electronic equipment such as Thermal Imaging Cameras, Monotor/Defribillators, cellular equipment, 4-Gas Monitors, and other devices used in modern firefighting and emergency medicine.

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.

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 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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 employee regularly works in environments with limited visibility and extreme temperatures requiring the use of other senses to maintain situational awareness for the safety of the employee and others.

The employee regularly wears self contained breathing apparatus with the use of a full face shield.

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

SELECTION GUIDELINES:

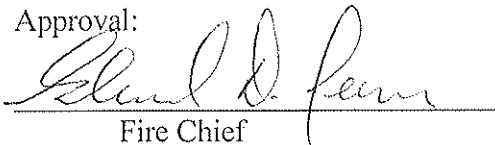
All candidates for this position must meet the minimum qualifications established by the Village of Matteson Fire and Police Commission, and successfully complete the examination for Firefighter/Paramedic given by the Commission.

Initial appointments to this position are made according to results of the examination and the Rules and Regulations of the Fire and Police Commission.

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.

Approval:


Fire Chief

Date: 11/30/11


Asst. Director of Human Resources

Date: 11-30-11


Village Administrator

Date: 11/30/2011

Revision History: November 21, 2011
 October 1, 2011