

CITY OF LEWISTON FIREFIGHTER/EMT

The City of Lewiston is recruiting for the position of Firefighter/EMT. 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, a good driving record and hold at least a current Basic EMT license. Candidates with Pro-Board or IFSAC Firefighter I & II certifications will be given preference. Out-of-state applicants must be able to receive Maine EMS licensure reciprocity prior to appointment.

Firefighter packets may be obtained by contacting:
CITY OF LEWISTON HUMAN RESOURCES DEPARTMENT
Email: tbechard@lewistonmaine.gov
In Person: 27 Pine Street, Lewiston ME 04240 (1st floor)

PACKETS MUST BE RECEIVED IN THEIR ENTIRETY FOR CONSIDERATION.

Return completed packets by mail, email or in person to the City of Lewiston Human Resources Department using the contact information above.

Complete packets will be reviewed as received.

The PHYSICAL AGILITY TEST has not been scheduled at this time. Candidates that meet the minimum qualifications will be contacted and invited to attend the physical agility testing.

The City of Lewiston is an equal opportunity employer.

City of Lewiston

Firefighter/EMT Recruitment

Application packet to include:

1. Description of Hiring Process
2. Lewiston Firefighter/EMT Application for Employment
3. Physical Agility Test Outline
4. Description of Physical Agility Test
5. Acknowledgement of Risk and Limited Release from Liability Form
6. City of Lewiston Firefighter/EMT Job Description

Hiring Procedure for Firefighter/EMT City of Lewiston

The City of Lewiston is recruiting for the position of Firefighter/EMT. Applicants who meet the minimum standards and pass the agility test will be certified and placed on the eligibility list for the City of Lewiston.

Step 1: Advertisement:

- Lewistonmaine.gov
- Indeed.com
- MMA (Maine Municipal Association) Jobs
- Maine Career Centers
- Various Colleges

Step 2: Applications packets may be obtained by the following:

Contact the City of Lewiston Human Resources Department

By email: tbechard@lewistonmaine.gov

In Person: 27 Pine St. Lewiston, Maine 04240 (1st Floor)

OR

A Fire Department Application Packet can be downloaded from the City of Lewiston Web Site:

<http://www.lewistonmaine.gov/181/Job-Opportunities>

Step 3: Application packet return.

Return completed application packets to the Lewiston Human Resources Department, 27 Pine Street, Lewiston, ME 04240. Or email to tbechard@lewistonmaine.gov

Step 4: The following are **minimum standards** for firefighter/EMT in the City of Lewiston:

- 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.
- EMT License required.
- Preference will be given to candidates having, Firefighter I and II certifications.

Step 5: For consideration for the position of firefighter, please submit the following information:

- 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.

Step 6: Physical Agility Testing - 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.

Step 7: 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.

Step 8: The remainder of the hiring process will be conducted by the Lewiston Fire Department. Further steps may include submission of additional information, interviews, pre-employment physical, substance abuse test, reference check and background check. Applicants will be contacted directly by the Human Resources Department or the Fire Department.

For additional information, please contact:

Heather Theriault, Lewiston Human Resources Director at (207) 513-3000 ext. 3238

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RECORD OF EMPLOYMENT

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

Name/Address of Employer/Type	From (Mo/Year)	To (Mo/Year)	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 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? (Example: Commercial Driver's license) _____

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

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? _____ If yes, please provide the date, nature of the charge or crime and state where the incident(s) took place. _____

WORK RELATED REFERENCES

Name & Occupation	Address	Phone Number
1.		
2.		
3.		

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

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

Signature of Applicant

Date

CITY OF LEWISTON
INFORMATION RELEASE

I hereby authorize the release of the following information to bona fide representatives of the Lewiston Human Resources Department and/or the Lewiston Police Department. 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 check.
7. Motor Vehicle Registration check.
8. Driver's License number and state from which license was obtained.

Signature of Applicant

Date

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

LEWISTON FIRE DEPARTMENT
PHYSICAL AGILITY TEST

Date: **TBD**

Time: **TBD**

Location: **160 Russell St. (Bates College Track)**
 Lewiston, Maine 04240

Please contact Sherri Castonguay (Administrative Assistant) if you cannot attend, need directions, etc. Office: 207-513-3002

Applicants are expected to wear appropriate clothing for this exam (shirt, long pants, sneakers and a pair of hard-sole footwear). ***NOTE: Hard-Soled, Closed Toe footwear is required for evolution #6 (Aerial Ladder Climb)***

All scoring is on a Pass/Fail basis.

The Candidate shall be required to perform the following agility test evolutions. Candidates are expected to wear the appropriate clothing and footwear for each test.

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 (125lbs), 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. The hose is extremely heavy when filled with water.
4. **LADDER RAISE AND EXTENSION**
 - a. **EQUIPMENT:**
 - i. This event uses two 28-foot fire department ladders. For your safety, a retractable lanyard is attached to the ladder you raise.

b. PURPOSE OF EVALUATION:

- i. 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.

c. EVENT

- i. 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 climb. 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.

d. FAILURES:

- i. 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 lanyard 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.

Hard-Soled, Closed Toe Footwear Required.

CITY OF LEWISTON, MAINE

ACKNOWLEDGEMENT OF RISK AND LIMITED RELEASE OF LIABILITY

Whereas, the City of Lewiston (hereinafter "the City" requires candidates for the position of Firefighter to take and pass certain tests for agility and physical dexterity, as a precondition of employment; and

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

Whereas, said Candidate has made full and complete disclosure to the City of the Candidate's physical condition and represented to the City 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 the Candidate should not take these tests if the Candidate has such a condition;

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

1. That is said Candidate should sustain injury, damage or death as a result of participating in said tests, due to known or unknown existing or pre-existing physical condition, the said Candidate hereby, for themselves, their heirs, successors and assigns, releases, acquits and forever discharges the City, 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, 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 the Candidate may have as a result of said happening against the City of any other entity.
3. That the parties hereto have read this document, understood its terms, and agree to be bound thereby.

Dated this _____ day of _____, 20____

Candidate

Witness

PLEASE SIGN, DATE AND HAVE THIS FORM WITNESSED BEFORE RETURNING IT TO HUMAN RESOURCES

CITY OF LEWISTON Job Description

Job Title: FIREFIGHTER/EMT

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:

Responding as an EMT, 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 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:

- ✓ Firefighter I and/or Firefighter II
- ✓ Associate's Degree in Fire Science