CITY OF CRYSTAL LAKE
Invites applications for the position of:
Firefighter/Paramedic

The Crystal Lake Fire Rescue Department is currently accepting applications for the position of Firefighter/Paramedic. **Testing is being conducted to fill current full-time Firefighter/Paramedic vacancies** and to establish an Eligibility List for future available positions Applications are available **by clicking here** until **Wednesday, June 29, 2022 at 5:00 p.m. CST**. You must meet the following minimum requirements:

Salary Range effective May 1, 2021 (currently negotiating a successor Agreement)**: $71,995 - $106,230 (8 steps)**.

- $25.00 non-refundable application fee – **must be received by 5:00 PM Wednesday, June 29, 2022**.
    - Cash or check payable to the City of Crystal Lake via mail or in-person, or credit card accepted over the phone. City Hall hours are Monday through Friday, 8:00 AM – 5:00 PM.
- U.S. Citizenship
- No Felony Convictions
- High School Diploma or Equivalent
- Valid Driver's License
- Illinois Department of Public Health (IDPH) EMT-Basic License **(applicants required to be IDPH EMT-Paramedic Certified by date of hire)**
- MUST possess a current and valid CPAT card issued by a licensed agency no more than 12 months PRIOR to written exam date **(CPAT cards must be dated from 7/12/21 – 7/12/22)**
- MUST possess a current and valid Ladder Climb Certificate issued by a licensed agency no more than 12 months PRIOR to written exam date **(Ladder Climb Certificate must be dated from 7/12/21 – 7/12/22)**
- Applicant must be 21 years of age at time of application deadline, and UNDER 35 years of age at time of application deadline AND at such time as the initial eligibility list is established, except as otherwise determined by State Statute.
- Upon completion of the 12-month probationary period, residency is required within one of the following Illinois counties: McHenry, Boone, Lake, Cook, DuPage, Kane, DeKalb and must be north of Route 38.
- Meet Visual Acuity Standard of correctable to 20/100 in each eye uncorrected, correctable to less than 20/40 and able to meet vision standards (NFPA 1582).
- Completion and submission of an online application and all required documentation (see attached checklist) by the **deadline of Wednesday, June 29, 2022 at 5:00 p.m. CST**.

All portions of the testing process are mandatory. Failure to attend and complete any portion of the process will result in elimination from employment consideration.

Candidates taking the CPAT and/or Ladder Climb certification after the application deadline are required to bring COPIES of both certifications with them on test day to present upon check-in.

WRITTEN EXAMINATION INFORMATION:

TUESDAY, JULY 12, 2022 – 6:00 P.M.

City of Crystal Lake
Aaron T. Shepley City Hall
100 W. Woodstock Street
Crystal Lake, IL 60014

You are required to arrive and check-in at the testing location **no later than 6:00 p.m.** with photo identification (valid Driver's License or State ID) to sign-in. **NO LATE ADMITTANCE.**

For candidates with only a National Paramedic License:
You are required to obtain an Illinois EMT or Paramedic license. Please visit https://dph.illinois.gov/topics-services/emergency-preparedness-response/ems/licensing.html and/or work with the organization from which you were sponsored to begin this process. Proof of such request from IDPH is required prior to the written exam and the actual Illinois Paramedic license will need to be provided prior to hire date.

Documents required for preference points will be requested upon establishment of the initial eligibility list.
The Crystal Lake Fire Rescue Department accepts for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, sexual orientation, age, marital status, military status, order of protection status, physical or mental handicap unrelated to ability to perform the essential job functions or any other status or class protected by federal, state, or local law.

The Crystal Lake Fire Rescue Department bases its hiring practices and promotions on merit, experience, education and other qualifications applied to all applicants and in accordance with the principles of equal employment opportunity and as required by any other applicable federal, state, or local law. The Crystal Lake Fire Rescue Department complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the City of Crystal Lake Human Resources Department in advance.

All information contained in or connected with this application will be considered personal and confidential to the extent possible or permitted by law and used only in conjunction with your possible employment by the Crystal Lake Fire Rescue Department. Please furnish us with complete information as outlined in this application.

Any questions concerning the employment process should be directed to:

Julie Meyer, Director of Human Resources
City of Crystal Lake
jmeyer@crystallake.org
(815) 356-3653

Selection Process:

Each phase of the process is pass/fail and required to proceed to the next. Candidates who successfully pass the written exam will be invited to participate in an on-site interview to be held in August. An eligibility list of applicants will be established in numerical order based on a minimum passing score on the written examination and oral interview, which we anticipate posting in August. The Eligibility List is valid for a period of two years from the date of certification or until the list is exhausted. Further participation in our process will take place as vacancies occur. Applicants will be invited, in rank order, to participate in and successfully advance through the following steps:

- Basic interview with representatives of the Fire Rescue and Human Resources Departments
- Character and background investigation
- Polygraph Examination
- In-depth interview with representatives of the Fire Rescue and Human Resources Departments
- Post-offer examinations including but not limited to psychological evaluation, medical examination, vision screening and drug screening.
- All appointments are subject to a probationary period.

THE CITY OF CRYSTAL LAKE IS AN EQUAL OPPORTUNITY EMPLOYER

NAME: _____

APPLICATION CHECKLIST

***Please note: There are 4 documents below which contain links that must be completed and attached to your online application**

Required Forms and Documents	Attached to Online Application ✔
Copy of Birth Certificate or Naturalization Papers if born outside of the United States	☐
Copy of valid Driver's License	☐
Copy of High School Diploma or GED	☐
Copy of EMT-B or EMT-P License	☐
Copy of CPAT Card issued between 7/12/21 - 7/12/22 *(May bring copy of CPAT card to written exam if issued after 6/29/2022)*	☐
Copy of Ladder Climb Certificate issued between 7/12/21 – 7/12/22 *(May bring copy of Ladder Climb Certificate to written exam if issued after 6/29/2022)*	☐
Copy of DD-214 or proof of military service if currently active, if applicable	☐
1 - Employment History Form* (To save the document, click Print, Save as PDF, and attach to application)	☐
2 - Residence(s) Form* (To save the document, click Print, Save as PDF, and attach to application)	☐
3 - Acquaintances/References Form* (To save the document, click Print, Save as PDF, and attach to application)	☐
4 – Family Member Profile Sheet* (To save the document, click Print, Save as PDF, and attach to application)	☐
$25.00 Non-Refundable Application Fee ➢ If paying by check or cash - mail or drop off payment at address below ➢ If paying by credit card, call (815) 459- 2020	Payment must be received by 06/29/2022 @ 5:00 pm

City of Crystal Lake
Attn: Human Resources
100 W. Woodstock Street, Crystal Lake, IL 60014
Hours: 8:00 am – 5:00 pm Monday - Friday
Phone: (815) 459-2020 – Credit Card payments
HR: (815) 356-3653 – Questions

CPAT/Ladder Climb Tests

Since 2011, Illinois has required that all applicants testing for Firefighter must successfully complete physical agility and ladder climbing tests. Tests are graded only as pass/fail, but you must pass both the physical agility and ladder climb portions to move on to the next step of the process.

What is the CPAT?

The CPAT is designed to assess your physical capacity to perform he tasks ordinarily performed by a Firefighter while on the job. During the test, you will perform a series of events that simulate firefighting activities, which will test your ability to perform a Firefighter's job. The abilities that will be tested include cardiovascular fitness, muscle strength, muscular endurance and flexibility.

Where Do I Take It?

The CPAT and Ladder Climb tests are offered at the following locations in Illinois:

- Huntley Fire Protection District
- Northeastern Illinois Public Safety Training Academy (NIPSTA) in Glenview
- Naperville Fire Department
- Central Illinois Fire Chiefs (CIFC) in Decatur

We strongly encourage applicants to contact one of the facilities for registration information about dates and fees as soon as possible as slots fill up very quickly.

Please Note: The City of Crystal Lake does NOT coordinate the CPAT testing. To register for testing and to obtain information about dates and fees, contact the above organizations directly. Each individual applicant is responsible for their own CPAT testing. The City of Crystal Lake is NOT affiliated with any CPAT testing center and does not offer this test.

What Is on the CPAT?

The CPAT consists of eight critical physical tasks that simulate actual job duties on the fire ground. Candidates must successfully complete the following:

- Stair Climb
- Hose Drag
- Equipment Carry
- Ladder Raise & Extension
- Forcible Entry
- Search
- Rescue
- Ceiling Breach & Pull

Ladder Climb

Illinois law also requires that all new Firefighter candidates must also successfully complete a ladder climb exercise and demonstrate an ability to operate from heights. A certification of completion will be issued to those who successfully complete the exercise. Candidate success is measured on a pass/fail basis. If you are completing the CPAT in a location other than Illinois, ask your facility if they offer this test.

CITY OF CRYSTAL LAKE
JOB DESCRIPTION

Position:	Firefighter/Paramedic
Position Code:	0303
Department:	Fire Rescue
FLSA Status:	Non-Exempt
Union Status:	Union
Date Approved:	July 2018

Objective

Note: Paid on Premise personnel are exempt from the portions of the following job description that are not applicable to their positions.

This is skilled firefighting work combating, extinguishing and preventing fires and providing emergency medical rescue services to protect life and property.

Work involves performing hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as fire, heat, smoke, and cramped surroundings. Although firefighting and rescue work, and responding to emergency medical calls, are the most difficult and responsible areas of activity, a major portion of time is spent studying methods and techniques of fire prevention and suppression and basic and/or advanced life saving techniques. Work also involves routine maintenance of fire department equipment, apparatus, and quarters and driving equipment when specifically assigned. Work is performed under the command of an officer. Work is reviewed in progress and upon completion.

Relationships

Reports to:	Fire Lieutenant
Supervisory Responsibility:	None

Essential Functions

Responds to fire alarms and other emergency calls; controls and extinguishes fires, protects life and property.

May select hose nozzle, depending on type of fire, lays firelines, and directs stream of water or chemicals onto fire; positions and climbs ladders to gain access to upper levels of building or to assist individuals from burning structures; creates openings in buildings for ventilation or entrance, using axe, chisel, crowbar, saw, and other power equipment; and may deactivate utility services to prevent explosions or other fire breakouts.

Participates in salvage operations, such as removing and covering furniture, removing water, and cleaning debris.

Performs overhauling operations to ensure that the fire is completely extinguished.

Develops preplans that provide the most effective firefighting methods for target hazards.

May investigate causes and circumstances surrounding fires.

Participates in a continuing program of training and instruction and attends drills, demonstrations, and classes; receives training in the operation of fire and rescue equipment and apparatus and, when assigned, drives and operates a variety of fire equipment; maintains physical ability to perform duties.

May maintain and repair self-contained breathing apparatus; tests equipment using testing devices; maintains and repair nozzles; and stocks parts for units.

Responds to medical and non-medical emergency situations; drives emergency vehicles to the scene.

Provides efficient and immediate emergency care to the ill or injured at the scene of an incident and during transport; operates emergency care equipment.

Conducts examinations, determining and evaluating the nature and extent of the problem, illness, or injury based on statements of persons involved, vital signs, examination, and diagnosis of ill or injured person; documents patient's complaints and all vital signs; records care rendered.

Administers appropriate basic or advanced life support care at site of emergency; performs such activities as treating wounds, abrasions, and shock; applies splints; suctions airways, administers oxygen, and operates resuscitator.

Performs specialized emergency cardiac treatment and care, including the operation and interpretation of EKGs and heart monitoring equipment; administers drugs and IVs; performs defibrillation when necessary; may perform advanced medical care.

Reports vital information regarding care and condition to medical personnel receiving patient.

Provides fire station tours for the public; answers questions and provides public education services.

Performs general maintenance work in the upkeep of fire stations buildings and grounds; fire apparatus, auxiliary equipment, and tools; tests, flushes, paints hydrants, and clears areas around fire hydrants.

Maintains accurate records, forms, and reports.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

Serves as Acting Lieutenant as necessary.

Follows safe work practices.
May perform on special teams such as Haz Mat, TRT, and SRT, which would require special training.

Performs related duties as assigned.

Qualifications

Education and Experience

Graduation from high school (or GED) supplemented by experience working as an EMT, Paramedic or in a similar area; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Knowledge, Skills, and Abilities

Knowledge of modern rescue and firefighting principles, practices, and procedures.

Knowledge of the operating and maintenance requirements of the various types of apparatus and equipment used in firefighting activities.

Knowledge of the physical layout of the City, including fire hydrant and street locations in the district to which assigned.

Knowledge of emergency medical and rescue procedures.

Ability to read and understand policies, rules, instructions, and written material of the Fire Department.

Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment, and tools.

Ability to analyze emergency situations and to adopt effective courses of action.

Ability to learn, train, and retain technical and other fire service related data.

Ability to effectively work in a "shift" environment.

Ability to operate a personal computer with the software and programs necessary to perform the work of the department.

Ability to compose and write accurate reports and records.

Ability to meet the physical requirements of the position.

Ability to establish and maintain effective working relationships with other employees, and the public.

Ability to communicate effectively, orally and in writing.

Skill in the operation of fire equipment, tools, and apparatus, and in making minor adjustments and repairs.

Special Requirements

Firefighter II, as mandated by the Office of the Illinois State Fire Marshal.

Possession of a valid Illinois driver's license with appropriate classification for fire apparatus.

Illinois State Licensed Paramedic.

Haz Mat Ops certification from the Office of the Illinois State Fire Marshal.

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 the duties of this job, the employee is frequently required to sit; talk or hear; 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 climb or balance; stoop, kneel, crouch, or crawl; and smell.

Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather, in all conditions, including temperature extremes, during day and night. Work may be performed in emergency and stressful situations. Individual is exposed to loud alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, risk of electrical shock, and blood borne pathogens.

Ability to wear personal protective equipment that weighs greater than 50 pounds while performing various strenuous tasks such as firefighting, rescue or other related tasks Ability to operate in environments of high noise, poor visibility, limited mobility, at height and in enclosed or confined spaces.

Ability to advance and drag hoses up to three inches in diameter, both charged and uncharged up to 100 feet both horizontally and vertically.

Ability to make rapid transitions from rest to near maximal exertion.

Ability to carry and raise a 28 foot extension ladder without assistance.

Ability to work in a restricted area for two or more hours at a time.

Ability to raise, climb and work from ground and aerial ladders without fear of heights inhibiting work.

Ability to lift and carry a stretcher with an adult patient weighing at least 165 pounds, up or down stairs with a partner.

Ability to proofread and check documents for errors.

Ability to perform unpleasant duties and deal with hazardous situations.

Ability to spend extensive time outside exposed to the elements.

Ability to work in wet, icy or muddy areas and to perform a variety of tasks on slippery, hazardous surfaces such as rooftops or from ladders.

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.

The employee filling this position is responsible for complying with all written safety rules and regulations together with all instructions from supervisory personnel pertaining to the safe performance of his/her duties.

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.