



VILLAGE OF HANOVER PARK
invites applications for the position of:
Firefighter/Paramedic

An Equal Opportunity Employer

SALARY: See Position Description

OPENING DATE: 03/02/23

CLOSING DATE: Continuous

JOB SUMMARY:

STARTING SALARY

\$65,063.37 per year

(plus \$5,250 Paramedic licensure pay & additional educational pay based on fire service-related certifications and/or degrees)

MINIMUM REQUIREMENTS

- **Education:** minimum of H.S. diploma or GED
- **Age:** Must be 21 years of age and under the age of 35 by the date the preliminary eligibility list is created. For age limitation exceptions, please refer to the IL General Assembly compiled statute 65 ILCS 5/10-2.1-6.
- **Paramedic** Must possess a valid paramedic license from the Illinois Department of Public Health (IDPH) by the date of conditional offer. Candidates may be required to show proof of enrollment in a paramedic program or a letter of good standing from their resource hospital.
- **Valid CPAT card with ladder climb:** Required on the date of a conditional job offer. The CPAT test cannot be more than 1 - year old.
- **Valid Driver's License in good standing**

SELECTION PROCESS:

- Completion of the National Testing Network written exam
- An initial interview (offered via video conferencing)
- Submission of preference points (a document will be sent to candidates who pass the initial interview).
- Reference checks

From this process the Village will create an eligibility list. The list is a rolling eligibly list with candidates having an individual expiration date ending 24-months after being placed on the list.

A conditional offer of employment may be offered to candidates holding a position on the list.

After receiving a conditional offer, candidates will undergo a series of post-offer tests. Tests include a fingerprinted background investigation, a polygraph exam, psychological exam, an NFPA firefighter fitness for duty medical exam & drug screening, and an in person interview.

COMMUNICATION PROCESS WITH APPLICANTS

Important information about the process and hiring will be communicated via email and/or phone.

ORIENTATION VIDEO TO WATCH

You are invited to watch this [department orientation video](#).

WRITTEN EXAM

Interested persons must complete the Village of Hanover Park job application and take the [National Testing Network \(NTN\) Firefighter FireTeam written exam](#) for the Village of Hanover Park.

To submit the Village of Hanover Park Job application visit www.hpil.org. Select "Apply for Jobs"

and "Job opportunities" and select Full-Time Firefighter/Paramedic.

To register with NTN and schedule a test, click on the above link, select 'Find Jobs', filter by Job Class Firefighter and State Illinois, then select Village of Hanover Park.

National Testing Network offers a [FAQ](#) for you to review for the virtual written exam.

NTN has a \$50 written exam fee that is paid directly to them. If you have already taken the NTN written Firefighter exam for another organization, you have the option to transfer an existing test score to Hanover Park through the NTN website for \$9.50 by clicking on the above link, you do not need to re-take the test as long as the one you took is the most current version being used by NTN.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Stretches and operates hose lines, positions and climbs ladders, searches structures, provides coordinated ventilation, opens locked and blocked doorways, uses manual and power tools, conducts fire extension overhaul, and protects property via the use of salvage techniques.

Rescues victims from occupancies filled with heat, smoke, and toxic gases. Performs extrications by using a variety of extrication tools.

Renders emergency medical assistance as a licensed paramedic based on protocols established by the department's medical director.

Displays effective communication skills and exhibits good listening and comprehension skills. Responds appropriately to questions, sharing necessary information with others, and writes clearly and informatively.

Displays responsiveness to the needs of the public and shows fairness and objectivity in treatment of other people speaking in ways that are courteous and nondiscriminatory. Displays sensitivity when interacting with people of diverse cultural backgrounds and displays a commitment to serving the public.

Displays effective teamwork at all times.

Complies with departmental rules, regulations and policies and exhibits honesty and integrity in both words and actions.

Complies with all safety procedures and regulations. Consistently uses protective equipment and clothing and is alert to potentially dangerous conditions and reports them immediately.

Properly uses equipment and materials; carefully inspects equipment as scheduled and troubleshoots any equipment problems without assistance; and is familiar with equipment-related regulations. Maintains vehicles, apparatus, quarters, buildings, equipment and grounds according to standards.

Performs hazardous materials identification and mitigation.

Meets minimum physical requirements for fire fighter positions.

Properly maintains uniform and protective clothing while following the department's guidelines on grooming.

Drives and operates firefighting vehicles and equipment. Drives appropriately in emergency situations, using defensive driving techniques and taking safety precautions in adverse conditions.

Participates in training of firefighting methods and techniques.

Participates in continuing education and/or training to maintain EMT and/or Paramedic certification as required.

Prepares clear, accurate and complete reports, logs and documents. Assists police when called upon.

Makes clear and organized presentations to individuals and groups on subjects related to fire fighting and emergency services, fire safety, and fire prevention from prepared materials.

Follows all safety regulations, policies and procedures. Reports all unsafe conditions and acts to supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safe work practices.

Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION &/OR EXPERIENCE:

See the minimum requirements listed above.

CERTIFICATES, LICENSES, REGISTRATIONS

- Requires a High School Diploma or GED
- Requires licensure as a Paramedic
- Requires Illinois Office of the State Fire Marshall Basic Operations Firefighter or Firefighter II Certification
- Requires the ability to obtain a non CDL Class B vehicle operator's license within 12 months from date of hire

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.hpiljobs.org>

Job #11162021
FIREFIGHTER/PARAMEDIC
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OUR OFFICE IS LOCATED AT:
2121 Lake Street
Hanover Park, IL 60133
630-823-5660
jobs@hpil.org

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Firefighter/Paramedic Supplemental Questionnaire

*** 1. MISCELLANEOUS**

Are you proficient in any other languages besides English, and if so, what language/s?
Please indicate degree of proficiency (beginner, intermediate or advanced) in speaking, reading and writing.

*** 2. Were you ever expelled or suspended from any school?**