



**VILLAGE OF HANOVER PARK**  
invites applications for the position of:  
**Firefighter/EMT - part-time**

An Equal Opportunity Employer

**SALARY:** \$18.87 - \$21.11 Hourly

**OPENING DATE:** 07/21/21

**CLOSING DATE:** Continuous

**JOB SUMMARY:**

**STARTING SALARY**

\$18.87 per hour (Emergency Medical Technician) & \$20.08 per hour (Paramedic)

**MINIMUM REQUIREMENTS**

- **Education:** minimum of a H.S. diploma or GED
- **Age:** Must be 21 years of age, or at least 20 years of age with 2 years of college course work in Fire Science or related field.
- **Emergency Medical Technician:** Must hold a license as an Emergency Medical Technician (EMT) or be enrolled in an EMT course. You must be a licensed EMT by the date the preliminary eligibility list is created.
- **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
- A phone screening interview
- Submission of preference points (a document will be sent to candidates who pass the phone screening interview).
- Reference checks
- Video based interview

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 by 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](#) (Click on "Exams", "Firefighter

Jobs" under the Firefighter - Fire Team section, then check the box for "Village of Hanover Park" under Illinois, and then click on "Continue") for the 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:**

Responds to fire alarms and other emergency calls.

Leads out hose line, selects and operates hose nozzle, depending on type of fire, and directs stream of water or chemicals onto fire.

Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.

Creates openings in buildings for ventilation or entrance using manual and mechanically operated tools. Breach concrete block or brick walls, floors, or roofs to gain access to areas involved by fire, using a variety of hand powered tools.

Protects property from water and smoke by use of waterproof salvage cover and smoke ejectors.

Assists in salvaging and cleanup operations, removing fire debris after fire is extinguished to locate hidden fires and prevent rekindle.

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

Administers first aid and cardio-pulmonary resuscitation to injured persons and those overcome by fire and smoke.

Renders emergency medical assistance using automatic external defibrillators. Obtains required information from patients, accurately assesses the nature and extent of patient injuries; provides skilled medical care and treatment in compliance with the guidelines and regulations related to emergency medical service.

Communicates with superior during fire by portable two-way radio. 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 his 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 during emergencies.

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

Complies with all safety procedures and regulations; may assist in investigating fires and providing training in order to increase safety. 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.

Presents a positive public image. 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 in current firefighting methods and techniques. Assists in training programs.

Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance.

Participates in continuing education and/or training to maintain EMT/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 certification as an Emergency Medical Technician.
- Requires Illinois Office of the State Fire Marshall Illinois Basic Operations Firefighter or Fire Fighter II certification within 12 months of hire date.
- Requires the ability to obtain a non CDL Class B vehicle operator's license within 12 months of hire date.