



THE CITY OF TRAVERSE CITY

is recruiting for:

Fire Fighter/Paramedic – Traverse City Fire Department (24-hour shifts)

An application, available from the Office of Human Resources,

must be received by Human Resources no later than

Friday, October 30, 2015, at 5:00 p.m.

SUBMIT TO: Attn: Kristine Bosley

citypers@traversecitymi.gov or mail to

Office of Human Resources, City of Traverse City

400 Boardman Avenue, Traverse City, MI 49684

Our Community

Traverse City is located in Grand Traverse and Leelanau Counties, along the shoreline of beautiful Grand Traverse Bay (Lake Michigan). Traverse City is recognized as The Cherry Capital of the World and a cultural, business, recreational, and environmental leader. Population 15, 000.

With year-round recreational opportunities, cultural and social opportunities, Traverse City is a micropolis – we boast the best of both worlds: amazing recreational opportunities as well as enriching social and cultural opportunities. Recreational opportunities are unlimited in this all-seasons community. From hunting, swimming, sailing, fishing, golfing, canoeing, kayaking, and hiking during the spring, summer and fall, cross-country and downhill skiing, snow shoeing, ice fishing, and snowboarding in the winter, our serene nature awaits you!

The Interlochen Center for the Arts attracts students from around the world and provides quality performing arts entertainment. Other cultural facilities include the City Opera House, Old Town Playhouse, the Traverse Symphony Orchestra, the History Center, and the Dennon Museum. Traverse City is also home to Northwestern Michigan College and hosts the University Center for 9 major universities from around the state offering multiple degree completion options.



Our Fire Department

Our Community is protected 24 hours a day, 365 days a year by highly trained personnel. We also provide daily support to the Cherry Capital Regional Airport for Aircraft Rescue and Firefighting (ARFF) operations.

The Traverse City Fire Department provides a multitude of professional services to our citizens, businesses and guests. These services are provided on a daily basis and range from fire protection, life safety, property conservation and emergency medical services.

The Traverse City Fire Department has three fire stations throughout the city – one in the western section of the city (downtown), one in the eastern section of the city, and one located at the Cherry Capital Airport. Those stationed at the Cherry Capital Airport Fire Station provide crash, fire, and rescue services.

The Mission of the Traverse City Fire Department is to reduce deaths, injuries, and property loss from fire, hazardous materials incidents, water accident, and other disasters. or emergencies. Our proactive services are state-of-the-art and pace setting, while providing life safety services, property preservation, and emergency services in a professional and cost-effective manner.



Physical Agility Test 8am November 20th, Written Test 9am November 21st

Wages

**\$14.63 per hour as of
July 1, 2015
Wage Scale of \$42,602**

Professional Requirements

Michigan Paramedic License
Michigan Fire Fighter I
Certification
Michigan Fire Fighter II
Certification
OR Equivalent Certification
from another state

Fringe Benefits

The City of Traverse City provides a generous fringe benefits package. Benefits provided include:

Additional Certification Pay

**Health Insurance
Dental Insurance
Life Insurance
Short Term Disability
Vacation
Holidays
Short Term Leave
Tuition Reimbursement**

Pension (Retirement at twenty-five or more years of service, regardless of age or upon reaching age fifty-five with a minimum of ten years service or age sixty regardless of years of service.)

Voluntary Deferred Compensation Program

For specific details regarding compensation, please contact Kristine Bosley, HR Generalist at (231) 922-4481 or refer to the Collective Bargaining Agreement at http://www.traversecitymi.gov/downloads/final_20142016_contract.pdf

Those who meet the professional requirements will be invited to take the physical agility test and be given a chance to practice the course the evening before the test. All candidates must be cleared by their physician prior to taking the Physical Agility Test. Forms are available through Human Resources after all certifications have been submitted. Only those who pass the Physical Agility will be allowed to take the written test.

Traverse City Fire Department

Job Duties and Description

Posting Dates: September 29, 2015 – October 30, 2015 Fire Chief: James Tuller

#10.04

Firefighter

Job Description

The Firefighter shall operate under the supervision of his Captain and/or Lieutenant and may be assigned the Lieutenant's authority and responsibilities in his/her absence as necessary. He/she shall support and enforce the policies, rules, and regulations of the Traverse City Fire Department. He/she shares responsibility for his/her crew members, department buildings and equipment. He/she will participate in duties on a rotational basis as assigned, providing himself/herself with the opportunity to participate in all aspects of fire suppression services activities.

Job Qualifications

He/she shall:

- A. Have achieved Michigan Fire Fighter I and II Certifications and Michigan Paramedic License OR equivalent from another state.
- B. Maintain as a condition of employment:
 1. See Article 34 of the Current Collective Bargaining Agreement.
http://www.traversecitymi.gov/downloads/final_20142016_contract.pdf
- C. Have a valid Michigan Driver's License.
- D. Have knowledge of emergency response tactics and procedures.
- E. Be knowledgeable in the operation and capabilities of fire apparatus and equipment.
- F. Know the location of all the streets, and be familiar with major buildings and hydrants.
- G. Have the ability to act appropriately in stressful situations and practice professionalism in the performance of his duties.

Traverse City Fire Department

Job Duties and Description

Posting Dates: September 29, 2015 – October 30, 2015 Fire Chief: James Tuller

#10.04

Firefighter

Job Responsibilities (but not limited to)

- A. Interact with customers and represent the City of Traverse City and the Traverse City Fire Department in positive manner.
- B. Have knowledge of, comply with, and enforce the policies and procedures of the department.
- C. Respond to emergencies and other calls for service.
- D. Maintain personal safety.
- E. Attend to maintenance and cleanliness of stations, apparatus and grounds.
- F. Participate in training as required and stay fully informed of the conditions within the activity.
- G. Attend to neglect or inefficiency and take corrective action as appropriate.
- H. Attend to disrespectful behavior.
- I. Ensure all reports and records are promptly completed and filed.
- J. Participate in physical fitness activities.
- K. Perform periodic apparatus checks and ensure apparatus and equipment are ready for response.
- L. Participate with crew in pre-incident surveys.
- M. Attend committee meetings and participate in committee responsibilities as directed.
- N. Ensure appropriate paperwork is completed for requests for purchase and/or service orders.
- O. Participate in the mitigation of critical situations.
- P. Skillfully participate in the driving, use, care and maintenance of apparatus, equipment and property.
- Q. Preserve, as possible, the conditions indicating the cause of fire and communicate same to the investigating officer.
- R. Participate in annual employee evaluations.
- S. As directed, inspect stations on a monthly basis.
- T. Perform other related duties as assigned.



CITY OF TRAVERSE CITY, MICHIGAN
An Equal Opportunity Employer

ENTRANT FIRE FIGHTER/PARAMEDIC
EMPLOYMENT APPLICATION - FIRE DEPARTMENT

INSTRUCTIONS: All applications for employment must be made on this form. Applicants are urged to consider carefully and understand fully each question and to print the response in the proper blanks. All information submitted is subject to verification. A false or misleading response may result in disqualification for employment.

Each applicant appointed to a position with the Fire Department of the City of Traverse City shall meet minimum requirements, including the successful completion of written, strength and agility, physical evaluation, and oral examinations.

A newly appointed employee shall be required to complete a probationary period, during which time such employee may be separated for cause without appeal. This probationary period is considered the last state of the selection process.

1. Position applying for _____
2. Name _____
(First) (Middle) (Last)
3. Address _____
(Number) (Street or PO Box) (City)(State) (Zip)
4. Social Security Number _____ 5. Date of Birth _____
6. Driver's License Number _____ and State Issued by _____
7. Home Phone _____ Cell Phone _____
8. Email Address _____

According to Law, the City of Traverse City may not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status unless any such condition is a bona fide occupational qualification reasonably necessary to the normal operation of the business.

9. When will you be available to start work? _____

10. Check all types of work you would accept.

_____Permanent _____Temporary _____Day Work _____Shift Work

11. Are you a United States citizen? _____

12. **EDUCATION AND TRAINING:** Do you possess a High School Diploma (or G.E.D.)? _____

If not, last grade completed _____

School name, City and State _____

| <u>Other Schools</u> | <u>Course or</u> | <u>Degree or</u> |
|----------------------|----------------------|-----------------------------|
| <u>Attended</u> | <u>Major Studied</u> | <u>Certificate Received</u> |

City and State

Other training you received (for example, special courses, work training programs, armed forces training). Please estimate the number of hours of training you received.

13. **CERTIFICATIONS FOR ENTRANT FIRE FIGHTER/PARAMEDIC:** You **must** possess all three of the following certifications. Please indicate which certifications you currently possess and attach a copy of each or you will be automatically disqualified.

___ State of Michigan Firefighter I Certification or equivalent as defined by the Michigan State Firefighter Training Council or equivalent certification from another state.

___ State of Michigan Firefighter II Certification or equivalent as defined by the Michigan State Firefighter Training Council or equivalent certification from another state.

___ Paramedic License or equivalent as defined by the Michigan Department of Public Health, EMS Division or equivalent certification from another state.

14. **EXPERIENCE:** Start with your present or last job and work backwards. Include paid or unpaid, full or part-time, military, summer jobs, etc. Note: We may contact any previous employers to verify your statements.

Starting Date _____ Salary or hourly rate _____

Ending Date _____ Hours per week _____

Name and address of present or last employer _____

Reasons for leaving _____

Name and title of immediate supervisor _____

Description of duties and responsibilities _____

Starting Date _____ Salary or hourly rate _____

Ending Date _____ Hours per week _____

Name and address of present or last employer _____

Reasons for leaving _____

Name and title of immediate supervisor _____

Description of duties and responsibilities _____

Starting Date _____ Salary or hourly rate _____

Ending Date _____ Hours per week _____

Name and address of present or last employer _____

Reasons for leaving _____

Name and title of immediate supervisor _____

Description of duties and responsibilities _____

If more than three previous employers, list others here:

| From | To | Company & Address | Position | Salary | Reason for leaving |
|------|----|-------------------|----------|--------|--------------------|
|------|----|-------------------|----------|--------|--------------------|

15. OTHER SPECIALIZED QUALIFICATIONS AND SKILLS: List qualifications and skills you possess such as active technical/professional licenses and numbers, academic or professional awards.

16. MILITARY SERVICE: Have you ever served in the Armed Forces of the United States or National Guard? _____

If yes, complete the following: Branch of Service _____

Active Duty: From _____ To _____

Rank upon Separation or Discharge _____

Type of Separation or Discharge _____

Are you presently a member of the active reserves? _____

17. Have you ever been dismissed from any position? _____ Have you ever been forced to resign from any position? _____ (If answer is yes to either of these questions, give complete details under Item No. 21).

18. Have you ever been convicted of an offense against the law? You may omit any offense committed before your 17th birthday which was finally adjudicated in a Juvenile Court or under a youth offender law. _____

19. Have you ever been employed by the City of Traverse City? _____
If yes, when? _____ What Department? _____

Do you have any relatives already employed by this City? _____

20. Do you have a valid driver's license? _____
Attach a copy. Has your driver's license ever been denied, suspended or revoked? _____
if yes, please give details under Item No. 21.

21. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS:

AUTHORIZATION AND UNDERSTANDING:

I understand and agree that the City in administering any and all tests and examinations for employment is discharging a governmental function and is immune from liability under the statutes of the State of Michigan.

I agree to submit to being fingerprinted and to the submission of such fingerprints to any law enforcement agency, if necessary. I agree to a background investigation.

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I authorize you to verify any of the information concerning my employment, education, or credit with the appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice on such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment.

I agree that any action or suit against the City arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary. I further agree that if I should bring any action or claim arising out of my employment against the City in which the City prevails, I will pay to the City any and all costs incurred by the City in defense of said claim or actions, including attorney fees.

I understand that conditions of my employment will be in accordance with the applicable collective bargaining unit agreement with the City of Traverse City. I agree that I shall be bound by the rules, policies, regulations, and terms of employment of the City as they are from time to time changed, and no additional obligations can be imposed on the City except those which have been acknowledged in writing by the City Manager or his or her designated representatives.

Signature

Date