



Charter Township of Canton
1150 Canton Center Road
Canton, MI 48188
Telephone (734) 394-5260
Website: www.canton-mi.org

Notice of Employment Opportunity

The following full-time position will be open until Monday, June 6, 2016:

Firefighter/Paramedic

Salary Range: \$44,014 to \$72,952

Employees in this job classification are members of the IAFF Union
Canton Township is a reciprocal unit as defined in the Reciprocal Retirement Act, Act 88 of 1961

- This is an external posting open to all applicants
- Must meet the minimum requirements of the position
- To view the complete job posting and to submit an application online* visit:
<https://canton.applicantpro.com/>
- Applications not completed in their entirety will not be considered

Refer to the hiring process below for important dates and information related to the application, selection and interview process.

Dated Posted: Monday, April 25, 2016
Job Description and Hiring Process Attached

JOB DESCRIPTION

FIREFIGHTER/PARAMEDIC

DESCRIPTION OF DUTIES:

Responsible to protect life and property through combating, extinguishing, and preventing fires, and providing emergency medical service (EMS) activities often performed under conditions which require strenuous physical exertion. Additional duties include participation in code enforcement activities performed by fire prevention, supervised drills, and training in firefighting and EMS skills. Some time is spent in special and routine maintenance of equipment and apparatus and routine care of buildings and grounds, as well as public education activities.

Work is normally performed under close supervision in accordance with well-defined procedures, and is inspected in process and upon completion by a Fire Captain. Occasionally, employees in this class may be required to relieve an officer of higher rank and when so assigned, are responsible for the management of all station programs and the supervision of assigned fire stations and equipment. Employees in this position may be assigned to work on special assignments which call for special abilities and knowledge attained through experience and training. Responsible to attend, comprehend and pass annual training requirements necessary to maintain required certifications and licenses.

EXAMPLES OF WORK: (Note: These examples are intended merely as illustrations of the various types of work performed in positions allocated to this classification and do not include all of the duties an employee in this class may be required to perform.)

- Administers EMS to injured persons, frequently using advance techniques to restore cardio-pulmonary functions including the administration of medications and advanced life support (ALS) procedures
- Lays and connects hose, holds nozzles and directs water streams, raises and climbs ladders and uses chemical extinguishers, bars, hooks, lines and other equipment at the scenes of fires
- Participates in fire drills and attends classes in firefighting, EMS and related duties
- Performs general maintenance work on Fire Department facilities and property
- Inspects buildings and premises for compliance with fire laws, checks on complaints and aids in the investigation of arson cases as directed
- Inspects commercial and noncommercial buildings for the purposes of pre-fire planning and to ensure they are in compliance with all applicable fire codes.
- Gives testimony in court in connection with calls for service as required
- Attends public gatherings to ensure observance of fire safety requirements
- Conducts tours of stations for scout, civic and other interested groups
- Maintains regular and reliable attendance
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity
- Performs other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Graduation from an accredited high school or its equivalent; with an Associate Degree in Fire Science preferred; or any combination of experience and training which will provide the desired knowledge, abilities, and skills
- Certification from the State of Michigan Firefighters Training Council as a Firefighter II (120 hr. course); or FFII certification from an IFSAC or Pro Board accredited academy deemed reciprocal by the State of Michigan
- Possession of a current, valid Paramedic certification from the State of Michigan
- Certification in Advanced Cardiac Life Support (ACLS) prior to hire
- Must possess a current, valid Driver's License with a driving history that does not create liability concerns; i.e. convictions of reckless driving, careless driving, suspended license, or convictions involving drinking and impaired driving.
- Successful completion of the Conference of Western Wayne (CWW) Written within past three years. Must be current at time of employment start date
- Successful completion of the Conference of Western Wayne (CWW) Candidate Physical Ability Test (CPAT) within the past year. Must be current at time of employment start date

KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED):

- Knowledge of firefighting principles and practices, emergency medical techniques including ALS and protocols, fire salvage and overhaul operations, and rescue and extrication operations
- Ability to learn the streets and physical layout of the Township; including fire hydrant locations
- Ability to observe and accurately monitor people's behavior to assess patient condition
- Ability to satisfactorily complete required training.
- Ability to react competently, quickly and calmly in emergency conditions.
- Ability and strength for prolonged and arduous work under adverse conditions; ability to rely on senses of sight and hearing to help determine the nature of emergency and make operation decisions
- Ability to cooperate with supervisors and other employees and to accept lines of authority.
- Ability to effectively use Self-Contained Breathing Apparatus (SCBA) and protective clothing to prevent exposure to hazardous materials and infectious diseases.
- Ability to deal effectively with the public in a courteous and tactful manner.
- Ability to establish and maintain effective working relationships with the co-workers, Township employees, patients and their families, and other members of the community
- Ability to analyze problems and to present facts and recommendations effectively in both oral and written form
- Ability to clearly communicate procedures, problems, and policies with fellow employees and the public in a tactful and courteous manner
- Demonstrated attention to detail and importance of responsiveness to internal and external customers

PHYSICAL DEMANDS:

<u>Physical Demands</u>		<u>Lift/Carry</u>	
- Stand-	Frequently	- Less than 10 lbs-	Frequently
- Walk-	Frequently	- 10 - 29 lbs-	Frequently
- Sit-	Occasionally	- 30 - 59 lbs-	Frequently
- Use of Hands/Fingers-	Frequently	- 60 - 100 lbs-	Frequently
- Reach-	Frequently	<u>Push/Pull</u>	
- Climb-	Frequently	- Less than 10 lbs-	Frequently
- Crawl-	Frequently	- 10 - 29 lbs-	Frequently
- Squat or Kneel-	Frequently	- 30 - 59 lbs-	Frequently
- Bend-	Frequently	- 60 - 100 lbs-	Frequently

**HIRING PROCESS
FIREFIGHTER / PARAMEDIC**

April 25, 2016 thru June 6, 2016

Employment Application

Please do not submit copies of certifications with application. Copies of certifications will be obtained with the selection questionnaire.

1. Submit a Canton Township Employment Application Form (online or paper), completed in its entirety prior to posted deadline date of Monday, June 6, 2016.
 - a. Online applications must be completed and submitted electronically before 11:59 p.m. on deadline date. To view the complete job posting and to submit an application online visit:
<https://canton.applicantpro.com/>
 - b. Applicants will receive a confirmation email after their online application has been accepted.
 - c. Applications not completed in their entirety will not be considered.
 - d. Paper applications must be received in the Canton Township Human Resources Division by 4:30 p.m. on the posted deadline date. Applicants choosing to complete a paper application should be conscious of postal delivery times. Paper applications are available in the Human Resources Department.
 - e. Faxed or emailed applications will not be accepted.
 - f. Late and incomplete applications will not be accepted.

Wednesday, June 8, 2016

Selection Questionnaire

2. Qualified candidates will be emailed a selection questionnaire by 4:30 p.m., Wednesday, June 8, 2016.
3. The completed questionnaire must be returned by mail or in person and must be received in Human Resources prior to 4:30 p.m. on Friday, June 17, 2016.
 - a. Faxed or emailed questionnaires will not be accepted.
 - b. Late questionnaires will not be accepted; applicants choosing to mail their application need to be conscious of postal delivery time.
4. Applicants who do not receive a questionnaire will receive notification they are no longer being considered.
5. Applicants who do not receive communication on the status of their employment application by 12:00 p.m., on Thursday, June 9, 2016, need to contact Canton Township Human Resources at 734-394-5254 to verify the status of their application.

Friday, June 17, 2016

Completed Questionnaire Due

6. Hard copies of the completed selection questionnaire must be received in Human Resources no later than 4:30 p.m. on Friday, June 17, 2016.
7. Employment Application and Selection Questionnaires will be screened. In addition to education, training and experience, the following criteria will be considered when selecting qualified candidates for the oral interview:
 - a. Application and Selection Questionnaire prepared representing the quality of desired professional work (responses, spelling, grammar, and presentation are essential).
 - b. Ability to meet the minimum requirements as posted on the job description.
 - c. Required certifications submitted with questionnaire.
8. Copies of the following documents must be attached and submitted with the selection questionnaire:
 - a. State of MI Firefighter II Certificate*
 - b. State of MI Paramedics Certificate
 - c. CWW Written Test Certificate – Certificate must be current as of time selection questionnaire is submitted.
 - d. CWW Physical Ability Test Certificate – Certificate must be current as of time questionnaire is submitted.

**The State of Michigan will offer reciprocity to applicants who have a Firefighter II certificate from an IFSAC or Pro Board Accredited Academy. To obtain additional information on reciprocity please contact:*

Department of Labor & Economic Growth / Bureau of Fire Services
Fire Fighter Training Division 517-241-8847

On or after June 27, 2016

Interviews scheduled

9. Oral boards will be scheduled on or after June 27, 2016
10. Candidates selected for the Oral Interview will be notified via e-mail by 6:00 p.m. on Wednesday, June 22, 2016.
 - a. The Oral Interview will include extensive questions that may explore sensitive or confidential aspects of their personal lives.
11. Applicants who are not selected for the Oral Interview will receive notification they are no longer being considered.
12. Applicants who do not receive communication on the status of their employment application by 6:00 p.m., Wednesday, June 22, 2016, need to contact Canton Township Human Resources at 734-394-5254 to verify the status of their application.

Application Status / Eligibility List

13. All applications received by the deadline date will be considered during the formation of an eligibility list created for this job posting.
14. All candidates will be notified via email of disposition of their employment application after the interviews have been completed.

Contingent Job Offers

15. All offers of employment are contingent on the results of further interviews, reference checks, comprehensive background investigation, working history verification, psychological examination, physical examination/drug screen, and satisfactory completion of a probationary period.

Conference of Western Wayne Firefighter Test Dates and Information

16. Conference of Western Wayne 2016 Firefighter Testing Program Brochure attached



Schoolcraft College

Testing Center
McDowell Center, Room 220
18600 Haggerty Road
Livonia, MI 48152-2696
(734) 462-4806

BOARD OF TRUSTEES

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Schoolcraft College

www.schoolcraft.edu/testing

2016 CONFERENCE OF WESTERN WAYNE FIREFIGHTER TESTING PROGRAM



INFORMATION SCHEDULES 2016 REGISTRATION

Winner SEMCOG Outstanding
Public Service Project Award

CONFERENCE OF WESTERN WAYNE FIREFIGHTER TESTING PROGRAM

JANUARY – DECEMBER 2016

THE CWW FIREFIGHTER TESTING PROGRAM

The Fire Training Institute of Schoolcraft College, in collaboration with the Schoolcraft Testing Center, administers a pre-employment certification test. This test evaluates the written and physical qualifications of firefighter candidates. **All CWW applicants are required to take our CWW written and CPAT tests.** Successful completion of testing validates a candidate's ability to perform the critical reading and physical skills needed for entry level positions.

WRITTEN TEST

The written test measures work-related performance factors and basic firefighter knowledge.

PHYSICAL ABILITY TEST

The nationally recognized Candidate Physical Ability Test (CPAT) is a sequence of eight separate events, requiring progression along a predetermined path from event to event in a continuous manner. The pass/fail sequence was developed to determine firefighter candidates' ability to perform essential simulated tasks consistent with fire fighting. A description of the CPAT will be provided at registration.

Two forms must be submitted at the time of the physical test:

- 1) a release form signed by your physician and
- 2) a signed waiver of liability form

Forms will be provided at time of registration.

2016 WRITTEN TEST AND CANDIDATE PHYSICAL ABILITY TEST (CPAT)

Successful completion of both tests may be required by the communities of the CWW and other participating municipalities:

- Belleville
- Bloomfield Twp.
- Canton Twp.
- Dearborn
- Dearborn Heights
- Farmington Hills
- Garden City
- Hazel Park
- Huron Twp.
- Inkster
- Livonia
- Northville
- Northville Twp.
- Plymouth
- Plymouth Twp.
- Redford Twp.
- Romulus
- Sumpter Twp.
- Van Buren Twp.
- Wayne
- Wayne County Airport Authority Fire Department
- West Bloomfield Twp.
- Westland
- Ypsilanti Twp.

Individual communities may require other qualifications at the time of application.

POLICIES

- All fees are non-refundable.
- Test fees are transferable up to 60 days after test date.
 - All test dates are Saturdays. Registrations must be received no later than 5:00 PM on the Thursday preceding test date. Seats are limited for the written test.
 - Photo ID required for admission into testing site.

For further information or specific guidelines regarding accommodations or retakes, please contact the Schoolcraft Testing Center at 734-462-4806.

FEES

Check or money order payable to: Schoolcraft College	
CPAT	\$170
Written Test	\$65
First-Time Registration Fee*	\$25

*If you have not tested with us after July 2007, you must include this fee.

Policies and fees may be subject to change.



2016 PHYSICAL ABILITY TESTS

All CPAT tests will be held at the Public Safety Training Complex unless otherwise noted.

January 9	July 23
February 6	August 20
March 5	September 17
April 2	October 15
April 30	November 12
May 28	December 10
June 25	

- Free orientation guide with recommended exercises available upon request.
- Practice sessions available by appointment on the days listed above for a fee. Call 734-462-4305 to schedule.

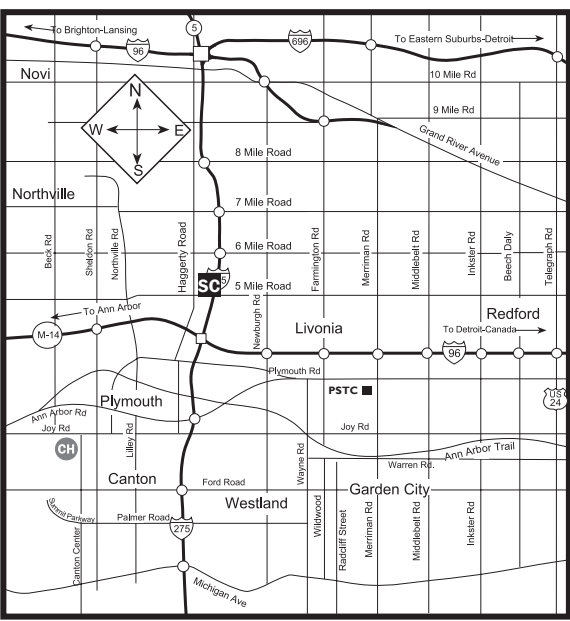
2016 WRITTEN TESTS

All written tests are given at the Livonia Campus, McDowell Center. Written test sessions begin at 10:00 AM. **Seats are limited.** Study guides are available at the Schoolcraft College Bookstores.

January 16	August 6
February 20	September 10
March 26	October 8
April 23	November 5
June 4	December 3
July 9	

AFTER TESTING

- One Certificate of Completion will be mailed to the candidate within 10 business days of testing.
- Additional certificates shall be available upon written request and a prepayment of \$15 per certificate. The additional certificate(s) shall be mailed or available for pick up within three business days after receipt of payment..
- The written test is valid for three years and may only be taken three times in that three-year period.
- The CPAT is valid for one year.
- Some departments may require the most recent written test score.



TESTING LOCATIONS

All registrations are handled by the Testing Center on the Livonia Campus.

Testing Center—Livonia Campus (SC)
18600 Haggerty Rd.
McDowell Center, Rm. 220
Livonia, MI 48152-2696
Phone: 734-462-4806
Fax: 734-462-4808

Public Safety Training Complex (PSTC)
31777 Industrial Road
Livonia, Michigan 48150
734-462-4305

www.schoolcraft.edu/testing

Return registration form with CHECK or MONEY ORDER payable to:

Schoolcraft College, Testing Center
18600 Haggerty Road
Livonia, MI 48152-2696

PLEASE PRINT CLEARLY

Birth Date: / / Last 4 digits of Social Security N°: _____

Name _____

Address _____ Street _____ City _____ State _____ Zip _____

Phone () _____ Cell Phone () _____

Email _____

I authorize release of test results to CWW and municipalities with whom I have applied for employment.

Candidate must sign here

WWW/CWF Acct #02-5610-1053.00

OFFICE USE ONLY

Roster _____ Confirmation _____ Label _____ Amount paid: _____ Database _____ Processed by: _____ Cash _____ Check _____ Credit _____ Fax _____ Date Received _____

Detach here before mailing

CPAT	\$170
Written Test	\$65
First-Time Registration Fee*	\$25
*If you have not tested with us after July 2007, you must include this fee.	
Total amount paid	\$

CPAT Test Date _____

Repeat CPAT? ☐ Yes ☐ No

Written Test Date _____

Repeat Written? ☐ Yes ☐ No