



City of Lawrence, KS Job Opportunity Bulletin



LAWRENCE-DOUGLAS COUNTY FIRE MEDICAL FIREFIGHTER - EMT/AEMT/PARAMEDIC

STARTING SALARY RANGES:

FF/EMT: \$49,067	FF/AEMT: \$52,736	FF/PARAMEDIC: \$57,162
\$16.85 P/HR., 2912 HOURS P/YEAR	\$18.10 P/HR., 2912 HOURS P/YEAR	\$19.62 P/HR., 2912 HOURS P/YEAR

PARAMEDIC SIGN-ON BONUS: \$10,000 will be paid to a current, licensed Kansas paramedic (\$5,000 upon conclusion of 12 months, \$5,000 upon conclusion of 24 months).

LATERAL PAY Any candidate who has twelve or more months of previous employment, (at time of hire date), at an operationally similar and/or has performed similar emergency job duties as LDCFM operations employees for a professional fire department, and/or EMS service and/or a fire suppression / EMS military assignment should be considered for the Lateral Employee Program. Lateral pay consideration will be at the request of the candidate during the second interview phase of the process.

Candidates who have previous employment that would meet the above criteria but have been absent from such employment for more than 18 months at the time of application shall not qualify for lateral status.

It is the sole discretion of the Fire Chief to determine if a candidate meets the above criteria to be considered a "lateral candidate".

ABOUT THE DEPARTMENT: Lawrence-Douglas County Fire Medical (LDCFM) is a progressive, fast-paced organization committed to the pursuit of excellence, providing fully integrated EMS and Fire Services to the City of Lawrence and Douglas County community. This commitment to excellence has yielded international accreditation through the Commission on Fire Accreditation International (CFAI), and an Insurance Services Office (ISO) rating of 1; one of only seven (7) departments state-wide and one hundred fourteen (114) internationally with this distinction. Ideal candidates for this position will possess superior communication skills, a passion for public service and the community, and a predisposition for creativity and innovation.

RESPONSIBILITIES: An employee in this class performs specialized firefighting and emergency medical duties under emergency conditions. Work is performed under the direct supervision of superior officers but requires a thorough individual understanding of firefighting methods and emergency medical procedures. The employee is responsible for assisting in the maintenance of fire and emergency medical equipment, response apparatus, and crew quarters. Performance is evaluated by the department officers' observation.

QUALIFICATIONS: Must be at least 18 by the application deadline, have a High School diploma or G.E.D., and be a Kansas or National Registry EMT, AEMT, or Paramedic by the start of the Recruit Academy, January 15th, 2023. Paramedic preferred but not required. Upon completion of the LDCFM Fire Academy, if the employee does not have a Paramedic certification, they will be required to obtain their Paramedic certification within three years (3) of their hire date. Paramedic school tuition/books will be paid in full by LDCFM. Must possess a valid Candidate Physical Abilities Test (CPAT) issued by **11/26/2023** (Upon start of the academy, all final candidates must be able to provide proof of required EMT, AEMT, or Paramedic certification. This position requires a valid operator's license with a qualifying driving record, and the ability to obtain a Class B or equivalent license within six (6) months of employment. Must demonstrate mental and physical health as required by the position and have an excellent work history and attendance record as determined by the previous employer and other reference checks. Upon contingent offer, the candidate will be required to pass a background check, drug screen, psychological evaluation, and a post-offer medical evaluation in accordance with the National Fire Protection Association (NFPA) 1582 chapter 6.1.1. All department employees must sign a 'No Tobacco Use' Agreement upon hire.

BENEFITS:

<u>Health/Dental/Vision/Life Insurance:</u>	Various coverage levels available; FREE Well Care Clinic through LMH Health; other wellness benefits/perks
<u>Paid Time Off:</u>	6 Vacation days (144 hours) Sick Time Accrual: 9.9 hours/pay period (approx. 11 days) 2 Kelly days 10 Paid Holidays
<u>Retirement:</u>	Kansas Police and Fire (KP&F)
<u>Shared Leave Bank:</u>	The Shared Leave Pool was established as a means to transfer sick or vacation leave to eligible employees. The maximum amount of time to be held in the Shared Leave Pool each year will be a total of 5000 hours.
<u>Employee Assistance Program:</u>	New Directions: <ul style="list-style-type: none"> • Marriage and Family Concerns • Workplace Conflicts • Interpersonal Difficulties • Stress Management • Emotional Upsets • Financial Matters • Alcohol and Drug Problems Visit www.ndbh.com
<u>Benefit Guide:</u>	https://assets.lawrenceks.org/hr/open-enrollment/benefit-guide-2023.pdf

MUST SUBMIT ONLINE APPLICATION BY:

Monday, September 29th, 2023

WWW.LAWRENCEKS.ORG/JOBS



Lawrence-Douglas County Fire Medical
Chief of Department
Fire Medical Administration
Office 785-830-7001
rllewellyn@lawrenceks.org
www.lawrenceks.org/fire_medical

Dear Applicant:

It is with great pleasure that we welcome your consideration to join Lawrence-Douglas County Fire Medical (LDCFM). We hope your experience with the department and the City of Lawrence during this recruitment process is a positive one that leaves you with a better understanding of yourself and what it means to be an LDCFM Firefighter. With the timing of this hiring process and the end-of-year holidays, we have elongated the process timeline. In efforts to give you time with friends and family, the hiring process has been extended to allow for time with both. The Recruit Academy will tentatively start on January 15th, 2023.

The following information was assembled to give you some background knowledge of our organization, as well as information concerning our selection process. We believe our department is the best in the region, as well as one of the finest in the country to offer combined fire suppression and paramedic emergency medical transport. With this in mind, please know that the process that you are undertaking was designed to help us maintain our high standards.

To become eligible for the selection process, candidates must submit a résumé and completed City of Lawrence online application through our jobs website listed on or before the established deadline of September 29th, 2023. The selection process is divided into four main sections: application pre-screening, candidate interview and written exercise, comprehensive background check, and an interview with the Fire Chief. All candidates must be able to provide copies of required EMT, AEMT, and/ or Paramedic certifications and CPAT certifications by **11/26/2023**. Finally, the successful applicant will be required to pass a drug screen and a post-offer medical evaluation in accordance with the National Fire Protection Association (NFPA) 1582 chapter 6.1.1. Upon hire, all Firefighters must sign a No Tobacco Use Agreement.

Please take the time to review all the information listed below. Should you have any questions, please feel free to contact Alexander Ascencio in the Human Resources Division, via email at aascencio@lawrenceks.org.

Thank you for considering our department as a future career choice. We wish you the best of luck throughout the selection process.

Sincerely,

Richard Llewellyn
Fire Chief

PLEASE READ THIS APPLICATION PACKET CAREFULLY SO YOU ARE PREPARED

SELECTION PROCESS SUMMARY

This position requires people with the ability to perform specialized duties under emergency conditions. Abilities will be evaluated by the following methods.

1. Human Resources and the Fire Medical Department representatives will prescreen all applications and documentation received. All successful candidates remaining from the application prescreening process will be scheduled for a Candidate Interview and Written Exercise.
2. Candidate Interview and Written Exercise: Upon submission of application a Fire Medical representative will contact the candidate by phone to schedule a time and date for the interview and written exercise. Applicants are encouraged to submit their application early for an expedited selection of interview time and date.
3. The Interview Board will recommend candidates to proceed in the selection process. Background and reference checks will begin for those selected candidates.
4. After background and reference checks are completed, the successful group of final candidates will be invited to participate in an interview with the Fire Chief. The final number of candidates to be interviewed will be determined by the Fire Chief.
5. Fire Chief Interviews will determine candidates for contingent offers of employment.
6. Candidates who receive contingent offers will be scheduled for Psychological Evaluation, Post-Offer Physical and Medical Evaluation in accordance with the National Fire Protection Association (NFPA) 1582 chapter 6.1.1., which includes a drug screen.
7. Selected candidates will be sent a final offer letter of employment.
8. Recruit Academy tentatively begins Monday, January 15th, 2023, and tentatively end in May, 2024.

MINIMUM APPLICANT QUALIFICATIONS

1. At least 18 years of age by the application deadline of September 29, 2023.
2. High School graduate or G.E.D. equivalent.
3. Valid (current) motor vehicle operator's license(s) number, with NO RESTRICTIONS.
4. Must possess a Candidate Physical Abilities Test (CPAT) valid through 11/26/23 or beyond.
5. Possess an excellent work history and attendance record, as determined by employer reference checks.
6. Possess one of the following or ability to hold certification by January 15th, 2024:
 - A. Kansas Certified Emergency Medical Technician (EMT), Advanced EMT (AEMT) or Kansas Paramedic certification
 - B. National Registry EMT Basic, EMT Advanced, or EMT Paramedic with Kansas eligibility
7. All hiring is subject to the successful completion of a psychological evaluation and post-offer medical examination in accordance with the [National Fire Protection Association \(NFPA\) 1582 Chapter 6.1.1 standard](#) and will include a drug screening.
8. Upon hire, the successful candidate must sign a No Tobacco Use Agreement.

CANDIDATE PHYSICAL ABILITIES TEST (CPAT) SUMMARY

*****COVID-19 Changes to CPAT Testing*****

CPAT is a joint International Association of Firefighters (IAFF) and International Association of Fire Chiefs (IAFC) initiative to determine minimum physical abilities of candidates. A summary of the test is as follows: (This is not meant to be a complete and accurate description of CPAT)

- Stair Climb (climbing stairs while carrying an additional 25 lb. simulated hose pack)
- Ladder Raise and Extension (placing a ground ladder at the fire scene and extending the ladder to the roof or a window)
- Hose Drag (stretching uncharged hose lines, advancing lines)
- Equipment Carry (removing and carrying equipment from fire apparatus to fire ground)
- Forcible Entry (penetrating a locked door, breaching a wall) and
- Search (crawling through dark unpredictable areas to search for victims)
- Rescue Drag (removing victim or partner from a fire building)
- Ceiling Pull (locating fire and checking for fire extension)

CPAT TESTING LOCATION AND FEE INFORMATION

Johnson County Community College

Location Information: September 17, October 15, November 12

12345 College Blvd

Overland Park, KS 66210

Phone: 913-469-2323

Fee: \$95.00

<https://www.jccc.edu/academics/credit/fire-science/ce-fire-science-cpat.html>

Hutchinson Community College

Location Information: November 17

1300 North Plum

Hutchinson, KS 67501

Phone: 620-728-4460; HCC Fire: 620-728-4460 or 620-728-4461

Fee: \$85.00

<https://www.hutchcc.edu/cpat>

Metropolitan (Blue River) Community College

Location Information: Check website for details.

20310 78 Hwy

Independence, MO 64057

Phone: 816-604-6700

Fee: \$125.00

<https://mcckc.edu/continuing-education/fire.aspx>

Applicant Materials Pre-Screening Section

An application pre-screening is the first step in the selection process. Only those applicants selected during this phase will continue to the next step. In order to have the best chance to be selected, you must answer all questions asked on the online application as thoroughly as possible and provide all documentation requested. You will be notified at each step of the process regarding your application status, and any questions you may have during the recruitment process should be directed to Alexander Ascencio in Human Resources, at aascencio@lawrenceks.org.

APPLICATION DOCUMENTATION CHECKLIST

Use this checklist to ensure you have the required documents when submitting your application.

- ✓ Employment Application - complete online application in full with all relevant details.
- ✓ Upload your Résumé.
- ✓ 3 Professional References - listed on the Application Form. Please use references from community organizations, volunteer work, or anyone that you have known for a long time that can comment on your character.
- ✓ Valid (current) motor vehicle operator's license(s) number, with **NO RESTRICTIONS**
- ✓ Valid Kansas EMT, AEMT, Paramedic Certificates, and/or National Registry or be en
- ✓ Any other relevant professional or training certifications that you may want to list
- ✓ Valid Candidate Physical Abilities Test (CPAT) Certificate

2022 Lawrence-Douglas County Fire Medical

Firefighter Recruitment Process Timeline

	Time	Location	Activity - Instruction
Friday August 25th, 2023	1200 hrs.	Online and Human Resources Division City Hall, 2nd floor, 6 East 6th St.	ONLINE APPLICATION PERIOD OPENS
Friday September 29th, 2023	2359 hrs.	Human Resources Division 785.832.3203	ONLINE APPLICATION PERIOD CLOSSES *See attached dates for CPAT locations and cost
October 2-6 2023		Lawrence-Douglas County Fire Medical Administration 1911 Stewart Avenue	Application pre-screening (ongoing through open application process)
October 9-11 2023		Phone call/Email	Interviews Scheduled and Confirmation Letters emailed (the earlier applications are submitted, the earlier interviews will be scheduled. Phone calls will be made to schedule interviews)
Mon - Fri October 23-27, 2023	By Appointment	LDCFM Location - TBD	Candidate Interviews
Mon. - Tues., October 30 – 31, 2023		Lawrence-Douglas County Fire Medical Administration 1911 Stewart Avenue	Ongoing applicant screening to review background findings and disqualifiers. Determine Chief interview recommendations Regrets emailed.
Mon. - Wed. November 27 - 30, 2023		Lawrence-Douglas County Fire Medical Administration 1911 Stewart Avenue	Chief Interview scheduled, and appointment confirmation letters emailed to selected applicants.
November 26, 2023	CPAT Locations	See information in this packet for locations and information	CPAT must be completed by this date. If candidate does not have a current, successful CPAT Certificate by this date, the candidate will be removed from the process.
Mon. - Wed. November 27 - 29, 2023	By Appointment	Fire Medical Administration Chief's Conference Room 1911 Stewart Avenue	Fire Chief Panel Interviews
Thursday November 30, 2023		Phone Call/Email	Contingent job offers made, regrets via email
Mon.- Friday December 4-15, 2023	By Appointment	Kansas City, Missouri	Background Check, Psychological Evaluations and Post Offer Physical and Medical Evaluations
Mon.- Friday December 4-15, 2023	By Appointment	Lawrence Memorial Hospital Business Health Center 325 Maine Street	Psychological Evaluations and Post Offer Physical and Medical Evaluations
December 22, 2023		Fire Medical Administration and Human Resources Division Hall, 2 nd floor, 6 East 6 th St.	Final Offers via phone and confirmation emails sent.
Monday January 15, 2023	0800 hrs.	Fire Medical Training Center 1941 Haskell Avenue	Recruit Academy Begins (tentative)
May 2023	1700 hrs.	Fire Medical Training Center 1941 Haskell Avenue	Recruit Academy Ends (tentative)