



# City of Lawrence, KS Job Opportunity Bulletin

## EXTRA-BOARD FIREFIGHTER

**FIRE MEDICAL DEPARTMENT**

**STARTING SALARY: \$13.77 PER HOUR**

**Upon Recruit Graduation \$14.80 per hour  
\$16.04 per hour**

**For FF/AEMT  
For FF/Paramedic**

**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 thorough individual understanding of firefighting methods and emergency medical procedures. The employee is responsible for assisting in maintenance of fire and emergency medical equipment, response apparatus and crew quarters. Performance is evaluated by the department officers' observation.

The position of Extra-Board Firefighter serves as a paid, part-time employee who must report to duty if called upon on assigned days. There is no guarantee of hours beyond classes and training. The position of Extra-Board Firefighter acts as the hiring list for future full-time Firefighter openings with the City of Lawrence.

**QUALIFICATIONS:** Must be at least 18 years of age by application deadline, have a High School diploma or G.E.D and be Kansas or National Registry EMT or Paramedic. Paramedic preferred but not required. Must possess a valid Candidate Physical Abilities Test (CPAT) issued by 12/12/2016 (Upon acceptance of contingent job offer, all final candidates must be able to provide copies of required EMT and CPAT certifications). This position requires a valid operator's license with qualifying driving record, and the ability to obtain a Class B or equivalent license within six months of employment. Must demonstrate mental and physical health as required by position; and have an excellent work history and attendance record as determined by previous employer and other reference checks. The successful applicant will be required to pass a background check, drug screen and a post-offer medical evaluation in accordance with the National Fire Protection Association (NFPA) 1582 chapter 6.1.1. **Upon hire the Extra-Board Firefighter must sign a No Tobacco Use Agreement.**

**Benefits:** KP&F Retirement, Health and Life insurance options.

**MUST SUBMIT ONLINE APPLICATION BY:**

**Monday, December 12, 2016**

[www.LawrenceKS.org/Jobs](http://www.LawrenceKS.org/Jobs)



City of Lawrence

Human Resources Division  
City of Lawrence, Kansas  
City Hall, 2<sup>nd</sup> Floor  
6 East 6<sup>th</sup> Street, PO Box 708  
Lawrence, Kansas 66044  
Toll Free: (800) 444-8321  
Phone: (785) 832-3203  
Fax: (785) 832-3228

Employment Information Line: (785) 832-3333

E-Mail: [HumanResources@lawrenceks.org](mailto:HumanResources@lawrenceks.org)  
City of Lawrence, Kansas Web Page: [www.LawrenceKs.org](http://www.LawrenceKs.org)

"We consider applicants for all positions regardless of race, sex, religion, color, national origin, age, ancestry, sexual orientation or disability."

(F01)



# Lawrence-Douglas County Fire Medical

## EXTRA-BOARD FIREFIGHTER

### Application Deadline

Must Submit Résumé and Completed Online Application  
By: Monday, December 12, 2016

### If Hired, Required Training Dates

Monday thru Friday, 8 a.m. to 5 p.m.  
Monday, April 10, 2017 to Wednesday, August 11, 2017

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**MUST Submit ONLINE Applications By  
Monday, December 12, 2016**

**\*\* CPAT AND EMT/PARAMEDIC CERTIFICATIONS DUE BY 12/12/2016. Paramedic Preferred.**

[www.LawrenceKs.org/Jobs](http://www.LawrenceKs.org/Jobs)\*

\*The City of Lawrence is pleased to provide an online application process. As of January 8, 2007 Human Resources will no longer accept paper applications by mail, e-mail or fax. If you do not have access to a home computer to submit an application, computer access is available at public libraries, the Lawrence Workforce Center or City Hall, Human Resources.

Human Resources Division  
City of Lawrence, Kansas  
City Hall, 2<sup>nd</sup> Floor  
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## Lawrence-Douglas County Fire Medical

Chief of Department  
Fire Medical Administration  
1911 Stewart Ave  
Lawrence, KS 66046  
Office 785-830-7001  
Fax 785-830-7090  
[mbradford@lawrenceks.org](mailto:mbradford@lawrenceks.org)  
[www.lawrenceks.org/fire\\_medical](http://www.lawrenceks.org/fire_medical)

Dear Applicant:

It is with great pleasure that we welcome you to consider joining the Lawrence-Douglas County Fire Medical Department. We hope your experience with the department and the City of Lawrence during this recruitment process is a positive one that leaves a favorable image.

The following information was assembled to give you some background knowledge of our organization as well as information concerning the Extra-Board 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, the process that you are undertaking was organized to help us maintain our high standards.

To become eligible for the Extra-Board selection process, candidates must submit a résumé and complete the City of Lawrence online application by visiting [www.LawrenceKS.org/Jobs](http://www.LawrenceKS.org/Jobs) by the established deadline. The Extra-Board selection process is subdivided into five areas: application pre-screening, general aptitude test, candidate interview with a written exercise, comprehensive background check and a Chief's interview. All candidates must be able to provide copies of required EMT and/ or Paramedic certifications and CPAT certifications by 12/12/2016. **\*\*If you are currently enrolled in an EMT or MICT program, copies of certifications are due by 12/31/2016.** 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 the Extra-Board Firefighter must sign a No Tobacco Use Agreement.

Please take time to review all the information listed below. Should you have any questions please feel free to contact Human Resources Division at (785) 832-3203. Thank you for considering our department as a future career choice. We wish you the best of luck throughout the selection process.

Sincerely,

Mark F. Bradford  
Chief

Mission • *"Committed to Saving and Protecting Lives and Property"*  
CFAI • An Internationally Accredited Agency Since 2008  
An ISO 1 Rated Community

**PLEASE READ CAREFULLY** the full application packet so you are properly prepared. Make sure you complete all information on the online application and upload your résumé. You must have successfully completed or complete the CPAT by 12/12/2016. 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. Therefore, it is critical that you answer all questions asked on the online application. You will be notified at each step of the process regarding your application status. Any questions you may have during the recruitment process should be directed to Human Resources.

### **DOCUMENTATION CHECK LIST**

This is the information that you will need when submitting your résumé and completing the online application.

- Employment Application – complete online application in full with all relevant details.
- Upload your Résumé.
- List 3 Personal Professional References on the Application Form (i.e. People you may know from community organizations, volunteer work, or anyone that you have known for a long period of time that can comment on your character).
- Valid (current) motor vehicle license(s) number. Note driving history requirements, page 5.
- Kansas EMT and/or Kansas Paramedic Certificates (Paramedic Certificate Preferred), and/or National Registry.
- Any other relevant professional or training certifications that you may want to list.
- A valid Candidate Physical Abilities test (CPAT) issued by 12/12/2016.  
All CPATs will be verified with issuing agency.

### **SUMMARY OF DUTIES AND 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 thorough individual understanding of firefighting methods and emergency medical procedures. The employee is responsible for assisting in maintenance of fire and emergency medical equipment, response apparatus and crew quarters. Performance is evaluated by the department officers' observation.

### **EXTRA-BOARD FIREFIGHTER**

The position of Extra-Board is a paid, part-time position and acts as the hiring list for full-time, regular employee status as positions may become available. If selected for an Extra-Board position, the employee will attend "recruit school," which is conducted Monday through Friday, 0800 to 1700 hours for approximately 18 weeks which is based upon qualifications of selected recruits,. From recruit class, successful completion in the following areas is mandatory.

- Kansas Certification, Firefighter I & II
- Hazardous Materials Awareness and Operations Level Certifications
- Kansas Certification Advanced Emergency Medical Technician (AEMT)

Kansas Certification Advanced Emergency Medical Technician (AEMT) or Paramedic certification is required to maintain continued employment.

The Extra-Board Firefighter is then assigned to a regular crew and shift for standby purposes. The Extra-Board Firefighter will be expected to report to duty if called for hours on their assigned shift. Required training will normally be scheduled for all Extra-Board personnel one day each month. All arrangements between the Extra-Board Firefighter and any other employer are the employee's responsibility. Extra-Board Firefighters must disclose any employer to establish non-conflict of interest. All Full-Time hiring is from the Extra-Board list as positions become available.

### **MINIMUM QUALIFICATIONS**

1. At least 18 years of age by application deadline.
  2. Possess a valid Motor Vehicle Operators License (license number required with application).  
*Note: See driving history requirements, page 5.*
  3. Position requires a valid operator's license within current state of residence with qualifying driving record.
  4. High School graduate or G.E.D. equivalent.
  5. Demonstrate mental and physical health as required by the position.
  6. Must possess a Candidate Physical Abilities Test (CPAT) valid through 12/12/2016 or beyond (All candidates must provide copies of required CPAT certifications by 12/12/2016).
  7. Possess an excellent work history and attendance record, as determined by employer reference checks. Pass verification of education, driving history, criminal history, CPAT and EMS certification level.
  8. A) Kansas Certified Emergency Medical Technician (EMT) and/or Kansas Paramedic certification (Upon acceptance of contingent job offer, all final candidates must be able to provide copies of required EMT and Paramedic certifications).  
**Or....**  
B) National Registry EMT Basic or EMT Paramedic with Kansas eligibility (Upon acceptance of contingent job offer, all final candidates must be able to provide copies of required EMT and Paramedic certifications).
- If you are currently enrolled in an EMT or Paramedic program, copies of certifications are due by 12/31/2016.**
9. All hiring is subject to successful completion of a post-offer medical examination in accordance with the National Fire Protection Association (NFPA) 1582 standard, and will include a drug screening. A post offer medical evaluation in accordance with the National Fire Protection Association (NFPA) 1582 chapter 6.1.1 will also be conducted.
  10. At hire, the successful candidate must sign a No Tobacco Use agreement.

### **INFORMATIONAL CANDIDATE MEETINGS**

**If you are able to meet the above requirements you are encouraged to attend one of two informational recruitment meetings on either:**

- **Saturday, November 5, 2016 or**
- **Sunday, November 13, 2016 (See schedule for times and locations.)**

A complete job description and NFPA 1582 standards are available upon request from the Human Resources Division.

**NOTICE**  
**Driver's History**  
**Insurability Standards**

Due to changing insurability standards for drivers, the following driver disqualification guidelines will be strictly enforced as a hiring requirement for Extra-Board firefighter candidates.

Please contact Cynthia Colbert, Human Resources Specialist/Recruitment at 785-832-3203 with any questions or concerns.

**The applicant is disqualified if they have:**

**MORE THAN TWO (2) moving violations  
within the past THREE (3) years**

**Or...**

**ANY Driving Under the Influence (DUI) or  
ANY Careless and Imprudent (C&I) driving  
within the past FIVE (5) years**

<b>Salary:</b>	Firefighter Recruit	\$13.77 per hour
	Upon Recruit Graduation	\$14.80 per hour for FF/AEMT
		\$16.04 per hour for FF/Paramedic

**EXTRA-BOARD BENEFITS**

KP&F Retirement System (Kansas Police and Fire)	No Social Security, Participate in Medicare 7.15% Employee Contribution Vested with 15 years of service credit <u>Retirement at:</u> 50 years of age with 25 years of service 55 years of age with 20 years of service 60 years of age with 15 years of service Long Term Disability Benefits
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Health Care Coverage (Includes Medical, Vision, Dental)	Can purchase insurance the first of the month following 30 days of employment. <u>(Billed on pay period basis):</u> a. \$5.00 for Employee b. \$227.00 for Employee/Child c. \$273.00 for Employee/Spouse d. \$494.00 for Employee/Family
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Life Insurance	Federal Public Safety Officer: \$300,000 plus interest (Line of Duty Death) Kansas State Firefighters Association Local Firefighters Relief Association: \$300,000 KP&F Standard Death Benefits KP&F Additional Optional Group Life Insurance (term)
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**BENEFITS WHEN APPOINTED TO FULL-TIME, REGULAR STATUS**

KP&F Retirement System (Kansas Police and Fire)	No Social Security, Participate in Medicare 7.15% Employee Contribution Vested with 15 years of service credit <u>Retirement at:</u> 50 years of age with 25 years of service 55 years of age with 20 years of service 60 years of age with 15 years of service Long Term Disability
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Health Care Coverage (Includes Medical, Vision, Dental)	Can purchase insurance the first of the month following 30 days of employment. <u>(Billed on pay period basis):</u> a. \$5.00 for Employee b. \$69.00 for Employee/Child c. \$77.00 for Employee/Spouse d. \$118.00 for Employee/Family
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Life Insurance	Federal Public Safety Officer Benefit: \$300,000 plus interest (Line of Duty Death Kansas State Firefighters Association Local Firefighters Relief Association \$300,00 plus interest City-provided Term Life and AD&D: \$20,000 KP&F Standard Death Benefits KP&F additional/optional Group Life Insurance (term) Advance additional/optional Group Life Insurance (term)
Other Optional Benefits	Deferred Compensation (457 Plan) Flexible Spending Accounts (Non-reimbursed Medical, & Dependent Care)
Vacation	144 hours yearly: 1 through 5 years of service 192 hours yearly: 6 through 10 years of service 216 hours yearly: 11 through 15 years of service 240 hours yearly: 16 through 20 years of service 264 hours yearly: 21 through 25 years of service 288 hours yearly: 26 and beyond years of service
Sick Leave	144 hours per year
Wellness Time Off	6 hours off when no sick time is used during 6 consecutive pay periods
Holidays	12 hours additional pay for each of the nine City recognized holidays
Kelly Days	2 days yearly: 0 through 5 years of service 4 days yearly: 6 through 10 years of service 5 days yearly: 11 through 15 years of service 6 days yearly: 16 years of service and beyond

### **SELECTION PROCESS SUMMARY**

This position requires persons 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 officers will prescreen all applications and documentation received. All successful candidates remaining from the application prescreening process will be scheduled for the general aptitude test.
2. Candidate Interview and Written Exercise: based on general aptitude test score, a select number of applicants are selected for a written exam followed by an oral interview.
3. The Interview Board will recommend candidates to proceed in the selection process. Background and reference checks will begin for those successful candidates.
4. After background findings are reviewed, a select group of final candidates will be invited to participate in an interview with the Chief of the Department. The final number of candidates to be interviewed by the Chief will be determined by the Chief of the Department.

5. Chief of Department Interviews will determine candidates for contingent offers of employment.
6. Candidates who receive contingent offers will be scheduled for 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. Post offer Medical Evaluations will be conducted by appointment.
7. Selected candidates will be sent a final offer letter of employment. Any remaining candidates who successfully complete the post offer physical will be placed on an eligibility list for one year.
8. Recruit Academy tentatively begins Monday, April 10<sup>th</sup>, 2017 and tentatively ends Wednesday, August 11, 2017.

**CANDIDATE PHYSICAL ABILITIES TEST (CPAT) SUMMARY**

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 hoselines, advancing lines)
- Equipment Carry (removing and carrying equipment from fire apparatus to fireground)
- 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)

**For complete and accurate details and to register for CPAT please refer to:  
2016 CPAT dates and locations:**

- Metropolitan (Blue River) Community College- October 15<sup>th</sup> and December 17<sup>th</sup>, 2016 (\$125)
- Hutchison Community College- November 18<sup>th</sup>, 2016 (\$85)
- Johnson County Community College – October 30<sup>th</sup> 2016 (\$95)

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**Candidate Physical Abilities Testing (CPAT)**

**Metropolitan Community College @ Blue River**

Independence Campus  
20310 78 Hwy  
Independence, MO 64057  
Ph: 816-985-5802  
Fee: \$125.00

For additional information, or go to:

<http://www.mccck.edu/services/publicsafety/fireacademy/fireacademyprog.asp>

**Hutchinson Community College**

1300 North Plum  
Hutchinson, KS 67501  
Ph. (620) 665-3500  
Ph. (800) 289-3501 Toll Free  
Fee: \$85.00

Contact Ron Ediger, CPAT Coordinator, [Edigerr@hutchcc.edu](mailto:Edigerr@hutchcc.edu) or 1-620-662-5824 for additional questions, or go to: <http://www.hutchcc.edu/public-safety/fire-science/cpat>

**Johnson County Community College**

12345 College Blvd, Overland Park, KS 66210  
Fee: \$95.00

Contact 913-895-8405 for additional information, or go to:  
<http://www.jccc.edu/pstc/classes/fire-services/candidate-physical-ability-test.html>

**2016 Lawrence-Douglas County Fire Medical Department**  
*Extra-Board Firefighter Recruiting Schedule*

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Activity - Instruction</b>
Monday 10/10/2016	0800	Human Resources Division-City Hall, 2 <sup>nd</sup> floor, 6 E 6 <sup>th</sup> Street	ONLINE APPLICATION PERIOD OPENS
Saturday 11/5/2016	900-1100	Fire Medical Administration Jayhawk Room 1911 Stewart Ave	Information Meeting #1
Sunday 11/13/2016	1700-1900	Fire Medical Administration Jayhawk Room 1911 Stewart Ave	Information Meeting #2
Monday 12/12/2016	1700	Human Resources Division-City Hall, 2 <sup>nd</sup> floor, 6 E 6 <sup>th</sup> Street	ONLINE APPLICATION PERIOD CLOSES *See attached dates for CPAT locations and cost
Tuesday 12/13/2016		Human Resources Division-City Hall, 2 <sup>nd</sup> floor, 6 E 6 <sup>th</sup> Street	Application Pre-screening wrap-up
Saturday and Sunday 12/17-18/2016	17 <sup>th</sup> -900-1200 18 <sup>th</sup> -1300-1600	Fire Medical Administration Jayhawk Room 1911 Stewart Ave	General Aptitude Test Administered
Friday 12/21/2016		Human Resources Division-City Hall, 2 <sup>nd</sup> floor, 6 E 6 <sup>th</sup> Street	Interviews scheduled and confirmation letters emailed
Mon-Thurs 1/9-13/2017	By Appointment	Fire Medical Administration McSwain Room 1911 Stewart	Candidate Interviews and Written Exercise
Monday 1/16/2017		Human Resources Division-City Hall, 2 <sup>nd</sup> floor, 6 E 6 <sup>th</sup> Street	Criminal/DL/Background/ Reference Checks Begin (24) -Initial regrets mailed.
Monday 1/30/2017		Fire Medical Administration	Applicant screening to review background findings and disqualifiers. Determine Chief interview recommendations (24). Second regrets mailed.
Friday 2/3/2017		Fire Medical Administration	Chief Interview scheduled and appointment confirmation letters mailed to selected applicants.
The week of 2/20/2017	By Appointment	Fire Medical Administration Chief's Conference Room 1911 Stewart Ave	Chief Interviews and contingent job offers made (12+2 alternates).
The week of 2/26-3/4/2017	By Appointment		Psychological Evaluations
Mon, Wed, Fri-3/6,3/8, and 3/10/2017	1200-1700	Lawrence Memorial Hospital Business Health Center 325 Maine Street	Post Offer Physical and Medical Evaluations
Friday 3/17/2017		Fire Medical Administration and Human Resources Division-City Hall, 2 <sup>nd</sup> floor, 6 E 6 <sup>th</sup> Street	Final Offers Phoned and Confirmation Mailed. New employee paperwork to return to City Human Resources Office by 3/20/15.
Monday 4/10/2017	0800	Fire Medical Training Center 1941 Haskell Avenue	Recruit Academy Begins
Wednesday 8/11/2017	1700	Fire Medical Training Center 1941 Haskell Avenue	Recruit Academy Ends