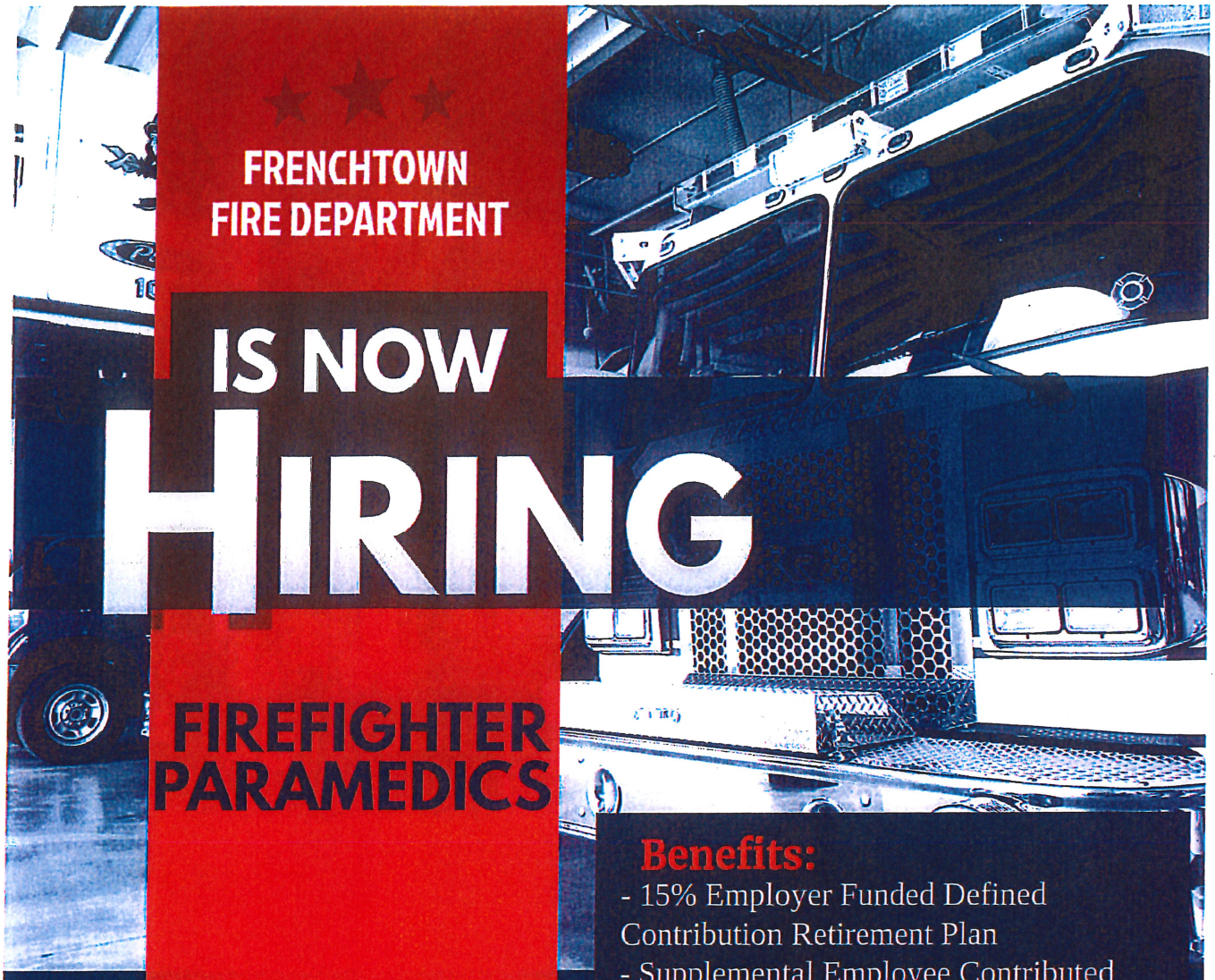

FRENCHTOWN FIRE DEPARTMENT

IS NOW HIRING

FIREFIGHTER PARAMEDICS

Overview:

ALS/ Non-Transport

~ 3000 Calls for service

- Fire Supression
- Water/Ice Rescue
- Motor Vehicle Accidents
- Industrial Accidents

Annual Pay Range:

$53,672.22 - $67,090.27

Benefits:

- 15% Employer Funded Defined Contribution Retirement Plan
- Supplemental Employee Contributed Retirement Plan
-Health/Dental/Vision Insurance
-Post Retirement Benefits
-Up to 264 Hours of PTO
-Comp Time
-Sick Time
-Holiday Pay
-Life Insurance
- Paid Training/ Tuition Reimbursment
-Supplemental Disability Plan

APPLICATION PACKET AT:

WWW.FRENCHTOWNTOWNSHIP.ORG

Or

Frenchtown Township Hall:
2744 Vivian Rd. Monroe, MI 48162

Frenchtown Charter Township

Fire - Rescue Department

Committed to providing the highest quality all hazards service to the citizens and visitors of Frenchtown Charter Township through progressive training, prevention, and public education

Full Time - Firefighter

Application Packet

"Committed to Community"

ALAN (AL) VANWASHENOVA
Supervisor - (734) 242-5904
Fax - (734) 242-8589

KYLE T. BRYANT
Clerk - (734) 242-5800
Fax: (734) 242-1508

JULIE A. ELLISON
Treasurer - (734) 242-5902
Fax: (734) 242-1508

BUILDING DEPARTMENT
(734) 242-5900
Fax: (734) 242-1634

FRENCHTOWN CHARTER TOWNSHIP
2744 Vivian Road - Monroe, Michigan 48162-9212 - (734) 242-3282

CHRISTIAAN CARLTON
CHRIS COLLINS
GARY KLEMZ
MATT RIMEL
TRUSTEES

ASSESSING DEPARTMENT
(734) 242-8588

Full Time Firefighter Paramedic Positions

Frenchtown Charter Township, Monroe, Michigan is seeking to hire three (3) Full Time Firefighter Paramedics. The Frenchtown Fire Department was formed as an all-volunteer fire department in 1949, and has evolved into a combination fire department that provides fire suppression, Advanced Life Support (ALS) Emergency Medical Services, rescue services, and hazardous materials response to the community of 20,039 residents. The community encompasses 43.3 square miles of industrial, suburban, rural, waterfront and recreational areas. The Department is also very involved in many community activities to educate the public in fire and accident prevention.

The successful candidates must be seeking a fast paced, growing department, and have the desire to deliver state of the art fire-rescue services to the community. Additionally, successful candidates must possess characteristics of an outstanding fire service professional including: honesty, integrity, dedication, caring, leadership skills and must believe in teamwork.

Candidates should review the job description for additional requirements and information. Application packets are available online at www.frenchtowntownship.org or at the Frenchtown Charter Township Hall located at 2744 Vivian Road, Monroe, MI 48162.

Qualified and interested candidates are to submit a cover letter, resume, three professional references, copies of all related certifications and licenses, a current passing Candidate Physical Ability Test (CPAT) and written test certificates or proof of scheduled test date(s) for completion through the Conference of Western Wayne County Firefighter Testing Program, and complete the Township's application package. Requirement of Residency Legislation Act No. 212, Public Acts 1999 apply.

Application packet and required documentation are to be mailed or delivered to:

Frenchtown Charter Township
Attention: Chief Wendy Stevens
2744 Vivian Road
Monroe, MI 48162

Charter Township of Frenchtown

Fire Department Overview

Frenchtown Fire Department

The Frenchtown Fire Department is a combination department made up of full-time and paid-on-call firefighters. The Department Chief, Wendy Stevens; Captains, Dave McFadden, Joe Smigielski, John DeBarr and Mike Keith, staff the headquarters located at Station 1 with supporting Administrative Assistant Angie Ashcraft. Fire Inspector Joshua Maddox, Lieutenants Brent Armstrong, Ron Hoskins, and Josh Volker, staff Station 2. Both Stations 1 and 2 have full-time staff on duty 24 hours per day, 7 days a week. Stations 3 and 4 are operated by off duty full-time staff and paid-on-call staff residing in the area surrounding around the stations.

The Frenchtown Fire Department has 18 full-time firefighters all state licensed Paramedics or Emergency Medical Technician-Basics and 4 paid-on-call firefighters most with Paramedic or EMT licenses as well. Our paid-on-call firefighters must live in Frenchtown Township or within one mile of the township boundary and respond from their homes.

The Fire Department serves the Frenchtown Township community by responding to emergency situations, providing all hazard response preparedness. Regularly visiting our local schools to educate our young people in fire safety techniques. Assisting senior citizens and people with disabilities with the installation of smoke detectors and CO detectors, in addition to visiting senior centers to monitor blood pressures and speak with our elderly residents. The Frenchtown Fire Department sponsors a Community Emergency Response Team giving members of the community, not wishing to be firefighters, an opportunity to serve fellow citizens in a support role.

The Fire Department answers approximately 3200 calls for service a year, responding from four fire stations. Meeting the emergency needs of the community as an all-hazards response force, utilizing fire engines and a ladder truck, brush trucks and a gator, all equipped with fire pumps and hose lines. Additionally, a rescue boat, and ambulances to assist in all emergency requests for service. Frenchtown Fire Department is Committed to our Community.

Charter Township of Frenchtown

Firefighter Job Description & Applicant Requirements

Frenchtown Fire Department

General purpose of the Firefighter:

To protect life, limb, and property by performing the firefighting, emergency medical services, hazardous materials, fire prevention duties, maintain fire equipment, apparatus and department facilities. Under the direct supervision of the Lieutenants, Fire Captains and the Fire Chief.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to accomplish each essential function satisfactorily.

- Performs various firefighting activities. Including but not limited to driving fire apparatus, operating pumps and related equipment, laying hose, executing fire containment, extinguishment, ventilation and overhaul tasks.
- Performs emergency medical service activities including providing medical treatment as allowed by the department licensure level.
- Actively participates in training, attends classes in firefighting, emergency medicine, hazardous materials and related subjects.
- Performs marine activities. Including but not limited to operating the department watercraft. Performs water and ice rescue activities.
- Acts as a dispatcher; answers phone calls; reports important and necessary information to the on-duty officer; maintains logs of emergency calls and station duties.
- Restores and maintains trucks and equipment to ensure they are operational and ready for emergencies.
- Carries out duties in conformance with Federal, State, County and Local laws and ordinances.
- Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.
- Performs general maintenance work in the upkeep of the fire facilities, grounds and equipment.

- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.
- Presents programs to the community on safety, medical, and fire prevention topics.
- Performs salvage operations.
- Assists in department supervisory and administrative activities as assigned.
- Attends training and meetings as required or scheduled.
- May serve as a member on various employee committees.
- May instruct classes in assigned subject areas.
- Accurately and thoroughly completes departmental records and reports.
- The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

Required Knowledge, Skills, Abilities and Minimum Qualifications:
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Ability to apply standard firefighting, emergency medical services, hazardous materials and fire prevention techniques.
- Ability to perform strenuous physical tasks during emergencies, training or station activities for prolonged periods of time under conditions of heights, smoke and adverse weather conditions.
- Ability to communicate verbally and in writing.
- Ability to follow verbal and written commands and orders.
- Ability to establish and maintain working relationships with other employees, supervisors and the public.
- Shall maintain at a minimum a Michigan Paramedic license. Failure will result in termination.
- Skill in the operation of listed tools and equipment such as fire apparatus, fire pumps, hoses, self-contained breathing apparatus and other standard firefighting equipment and computers.

Requirements include the following:

- Citizen of the United States
- High School diploma or equivalent, minimum of 18 years old.
- A valid Michigan driver's license and an insurable driving record are required, along with the ability to complete specialized driver's training courses related to emergency vehicles. Must have and maintain a good driving record.
- Certificate of passing the Conference of Western Wayne Firefighter Testing Program or proof of scheduled test date for completion. www.schoolcraft.edu/testing for more information or available test dates.
- No conviction of any crime that, in the judgment of the department, impacts ability to perform duties as a firefighter.
- Must pass a complete written aptitude test, physical exam with drug screen, including vision/hearing tests, and will be required to take a psychological exam prior to hire.
- Must pass a comprehensive background check.
- Michigan Fire Fighter Training Council Fire Fighter I and II Certification.
- Michigan Fire Fighter Training Council Hazardous Materials Operations Level Certification.
- Licensed State of Michigan Advanced Emergency Medical Technician – Paramedic.
- Shall continue to maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintains licensure and certifications in all areas currently provided for by the Township.
- Thorough and considerable knowledge of modern firefighting methods and techniques.
- Having a working knowledge of computers and the ability to enter data and information on a computerized recording. Versed in modern software programs.
- Skilled in the operation and maintenance of an array of firefighting tools, equipment and apparatus and other implements utilized in the line of duty.
- Ability to work effectively under stress in emergency conditions.
- Ability to exercise a high degree of diplomacy in contentions or confrontational situations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other firefighters and rescue personnel and with the public.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's environment can range from the fire station setting to highly dangerous fire suppression or other rescue situations. Physical demands, therefore, range from sitting to the enormous physical exertion associated with firefighting. The following physical demands and environmental characteristics will be encountered by employees at varying frequencies while performing the duties of this job; standing, walking, running, using hands and fingers, handle, or feel; reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, or crawling; swimming, talking, hearing and smelling.

The employee is also required to lift and/or move objects of very heavy weight. Vision is required in the position. The employee must maintain the physical ability to perform the duties of the job. While firefighting, the employee is exposed to fire, wet and/or humid conditions, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme heat and cold, moving mechanical parts, vibration and risk of electrical shock. The noise level in the work environment can vary from quiet while in the station house to very loud at fire scenes.

FRENCHTOWN FIRE DEPARTMENT

FRENCHTOWN CHARTER TOWNSHIP
6940 NORTH MONROE STREET ~ MONROE, MICHIGAN 48162
TELEPHONE: (734) 241- 8853 FAX: (734) 241-7337
WENDY STEVENS - FIRE CHIEF

CRIMINAL & DRIVING HISTORY CONSENT FORM

****This Form MUST Be Notarized****

As a prospective employee of Frenchtown Charter Township Fire Department I understand that it is the Township's policy to secure criminal history and driving record information as part of their pre-employment screening process using the information provided below.

Name: _____
First Middle Last

Maiden name or names previously used: _____

Address: _____ City/State: _____

Birthdate: _____ Driver's License #:_____

Social Security: _____ Race: _____ Sex: _____

_____ 1. I HAVE NOT been convicted of, or pled guilty or no contest or the subject of a finding of guilt by a judge or jury of any crime.

_____ 2. I HAVE been convicted of, or pled guilty or no contest or am the subject of a finding of guilt by a judge or jury for the following crimes *(attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction):*

Felony _____ Misdemeanor _____

Felony _____ Misdemeanor _____

In signing this form, you are authorizing Frenchtown Charter Township to obtain criminal history and driving record information as part of their pre-employment screening process.

_____ _____
Notarized Signature of Prospective Employee Date

Subscribed and sworn to before me on _____ Monroe County, Michigan

My Commission expires: _____, _____
Notary Public

Application for Employment

Frenchtown Charter Township
2744 Vivian Road
Monroe, MI 48162

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation, or any other legally protected status.

(Please print)

Position(s) Applied For	Date of Application
How Did You Learn About Us? ☐ ADVERTISEMENT ☐ FRIEND ☐ WALK-IN ☐ EMPLOYMENT AGENCY ☐ RELATIVE ☐ OTHER _____	
Last Name First Name Middle Name	
Address (Number) (Street) (City) (State) (Zip Code)	
Telephone Number(s)	Social Security Number

- If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No
- Have you ever filed an application with us before? ☐ Yes ☐ No
  If Yes, give date_____
- Have you ever been employed with us before? ☐ Yes ☐ No
  If Yes, give date_____
- Are you currently employed? ☐ Yes ☐ No
- May we contact your current employer? ☐ Yes ☐ No
- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of citizenship or immigration status will be required upon employment) ☐ Yes ☐ No
- On what date would you be available for work?_____
- Are you available for work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary
- Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No
- Can you travel if a job requires it? ☐ Yes ☐ No
- Have you been convicted of a misdemeanor or felony? ☐ Yes ☐ No
  (Conviction will not necessarily disqualify an applicant from employment)

  If YES, please explain:_____
  _____

Education

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any **Specialized Training, Apprenticeship Skills and Extra-Curricular Activities**
_____ _____ _____

Specialized Skills (Check Skills/Equipment Operated)

☐ PC	☐ Fax	Production/Mobile Machinery (list):	Other (list):
☐ Microsoft Word	☐ Equalizer	_____	_____
☐ Microsoft Excel	☐GIS	_____	_____
☐ Power Point	☐ Calculator	_____	_____

References

1. _____ (Name/Title) ( ) _____ (Telephone Number)
2. _____ (Name/Title) ( ) _____ (Telephone Number)
3. _____ (Name/Title) ( ) _____ (Telephone Number)
4. _____ (Name/Title) ( ) _____ (Telephone Number)

Employment Experience

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.

Employer		Date Employed From	To	Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

2.

Employer		Date Employed From	To	Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

3.

Employer		Date Employed From	To	Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities, and offices held.

You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status:

_____

_____

_____

_____

_____

Applicant's Statement

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- This application for employment shall be considered active for a period of time not to exceed one (1) year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

_____ _____

Signature of Applicant Date

FOR PERSONNEL DEPARTMENT USE ONLY
Arrange Interview: ☐ Yes ☐ No
Remarks:_____
_____
Employed: ☐ Yes ☐ No Date of Employment:_____
Job Title:_____ Hourly Rate/Salary:_____ Department:_____
By:_____ Name and Title Date

Notes_____

_____

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