



**MINIMUM REQUIREMENTS TO TEST:
Paramedic Certification
30 Hours College Credit**

TO: Firefighter-Paramedic Candidates
FROM: Human Resources Department
SUBJECT: INFORMATION PACKET

Thank you for your interest in employment with the Town of Addison Fire Department. This packet has been prepared to answer many of the questions you may have about salary, benefits, job duties, and the selection process. Addison is an equal employment opportunity employer and we welcome all qualified candidates.

The starting salary for a Firefighter-Paramedic ranges between \$41,204 - \$46,359 per year, depending on certifications and experience. The top salary is \$60,598. You can attain top salary through annual meritorious performance increases over a period of time, the length of which will depend on your individual performance.

The selection procedure will consist of the following steps: a written entrance test, a physical fitness test, completion of an application, an oral interview conducted by staff members, a background investigation, a driving record check, a polygraph examination, an individual interview with the Fire Chief, a post-offer drug screen and medical examination, and a post-offer psychological assessment. The preferred candidate will be a certified firefighter/paramedic with a bachelor's degree. Candidates may be disqualified at any step of the selection procedure.

Entrance tests are scheduled for **Monday August 18, 2008 or Tuesday August 19, 2008** at the Addison Fire Department Training Room, 4798 Airport Parkway in Addison. You may attend either test date. Please report no later than 8:30 a.m. No one will be permitted to enter the testing room after 9:00 a.m. The written test will begin promptly at 9:00 a.m. and will last approximately two hours. Those applicants passing the written exam will then immediately take the physical fitness test. A description of the physical requirements follows in this packet. Passing scores in the tested areas are based on criteria developed through an analysis of essential job functions. Dress appropriately to be prepared to take the physical fitness test.

If you meet the minimum qualifications, please call (972) 450-2818 to register for either test date.

You will be required to bring these completed forms and attachments to the test:

- Drivers License for Identification
- Registration Form
- EOE Information Form
- Fire Department Release of Liability Form
- Verification of Paramedic Certification
- Original college transcript.

MINIMUM QUALIFICATIONS FOR THE POSITION OF FIREFIGHTER/PARAMEDIC

Town of Addison, Texas

Must be a certified paramedic, or preferably certified paramedic/firefighter in the State of Texas.

Must have completed 30 college semester hours with a 2.0 minimum GPA.

At time of hire, must have valid Texas Driver's License and a safe driving record which shall be defined as no more than three moving violations in the last 36 months, no record or threat of license suspension and no record of driving while under the influence of drugs or alcohol.

Must complete and file an accurate and legibly written application with the Town of Addison. Must not have made any false or misleading statements or attempted any deception or fraud at any stage of the selection procedure.

Must be of good character as determined by investigation of criminal history, credit history, driving record, past employment, military history, and general background references verifying applicant conduct consistent with position requirements.

Must appear for all required examinations and interviews at the appointed hour. Applicants who fail to appear for any appointment will be disqualified.

Shall not be addicted to the use of narcotics or habit-forming drugs or the excessive use of alcoholic beverages or liquors. Must refrain from smoking on Town property or in Town owned vehicles.

Must pass physical fitness test as described in this packet. Once hired, must maintain required physical and mental fitness as a condition of continued employment.

Must pass post-offer medical examination by Town appointed physician. Must be physically sound and free from any defect, which might adversely affect the safe performance of essential job duties.

Must pass polygraph examination and post-offer psychological assessment. Must be emotionally sound and free from any defect, which might adversely affect the performance of essential job duties.

Must maintain paramedic and firefighter certification as a condition of continued employment. Must also successfully complete ARFF training when assigned.

Prior to hire, must present valid certification documents attesting paramedic status; valid certification documents attesting firefighter status (if applicable), original college transcripts verifying 30 semester hour requirement; and, if a veteran, the official military discharge form DD214.

If hired, must maintain a residential telephone for emergency callback purposes and must work overtime hours when requested.

TOWN OF ADDISON, TEXAS
TOWN OF ADDISON HUMAN RESOURCES - JOB DESCRIPTION

Revised Date: August, 2003

JOB TITLE/LEVEL: Firefighter-Paramedic (12-F, 12-F1, 12-F2, 12-F3)
DEPARTMENT: Fire Department 231

CONTROLS AND SUMMARY

Under direct supervision of a Fire Lieutenant or other higher-ranking officer to perform fire suppression, fire prevention, emergency medical services, rescue, and salvage duties. Incumbent must work within the guidelines set forth in the departmental standard operating procedures (SOP's) while working on routine daily assignments and emergency incidents.

ESSENTIAL JOB FUNCTIONS

Answers fire, rescue, medical, and other emergency calls. Performs all tasks associated with basic firefighting, driving and operating emergency vehicles which include: carrying hose and connecting to water supplies; setting up and climbing ladders; knowledge of fire pumps, fire service hydraulics, safe driving practices, pump operations, applying water and chemical streams; ventilating buildings; participating in salvage operations; performing rescue duties on the fire ground and accident scene. Makes routine fire inspections. Maintains fire apparatus in a constant state of readiness. Performs paramedic duties, which include responding to emergency medical calls; checking patient vital signs, evaluating conditions, applying the appropriate protocols as required through the use of standing orders and under the direction of medical control; providing recommended treatment including drug calculations, intravenous solutions or medications. Operates medical equipment such as cardiac monitor, defibrillator, oxygen masks and cylinders and pulse oximeter; transports patients to hospitals. Participates in training courses to maintain or upgrade certifications; memorizes district and facilities within district; prepares various written reports. Participates in required physical fitness training exercises to maintain required fitness level. Performs fire inspection duties and drives apparatus and ambulances when assigned.

OTHER JOB FUNCTIONS

Participates in inspections, community education and service, prefire planning and other prevention-related activities. Cleans and cares for station house and supplies; makes daily routine equipment checks; tests fire hydrants and hose; conducts water flow analyses; maintains files and records; performs other related tasks as assigned or directed.

MINIMUM QUALIFICATIONS

Education - Must have completed 30 college semester hours with minimum 2.0 GPA.

Knowledge, Skills, and Abilities -Must pass all entrance examinations and pre-employment tests. Must meet and maintain required level of physical fitness and required paramedic/firefighter certifications as a condition of continued employment. (See attached detailed description of physical fitness requirements.) Ability to establish and maintain good working relationships with fellow employees, superiors, and citizens. Safe driving record. Clear criminal background check and clear pre-employment drug screen.

Certifications – Must be a certified or certifiable Paramedic from the Texas Department of Health. Unless previously certified, Basic Firefighter training from Texas Commission on Fire Protection and Aircraft Rescue training will be required, when scheduled, as conditions of continued employment.

ATTENDANCE REQUIREMENTS

Expected to work rotating shifts, 24 hours on duty, followed by 48 hours off duty for a total of 7 shifts in a 21-day work period. May work swing shifts and overtime hours if assigned. Schedule may be modified as needed for assigned training.

WORK ENVIRONMENT - PHYSICAL REQUIREMENTS

Incumbent may be exposed to serious physical dangers and extremes of weather. May work under stressful conditions demanding a great deal of physical strength and agility, mental alertness and concentration. When not engaged in emergency operations, works under normal conditions. Will be required to wear and use prescribed safety gear and to follow department safety regulations and policies. Specific physical requirements for essential job functions follow.

ADDISON FIRE DEPARTMENT
PHYSICAL REQUIREMENTS FOR ESSENTIAL JOB FUNCTIONS

Based on a study of actual job performance, the Addison Fire Department has determined the following fitness level, as a minimum requirement to perform the essential job functions in the daily operations required of all fire suppression personnel.

Environment

Firefighters are required to function both indoors and outdoors, subject to all types of weather and environmental conditions: cold, humidity, oxygen-deprived and/or hazardous atmospheric conditions, biomedical hazards, electrical emergencies, explosive dangers, extreme heat, heavy smoke, and mechanical hazards of all kinds.

Essential Tools and Equipment

Firefighters must be able to operate safely all essential equipment for fire-ground operations including hand-held and mobile radio units, computer keyboards, telephones, Mapsco, hazardous-incident reference materials, self-contained breathing apparatus, full turn-out equipment, various types of specific rescue equipment (the Jaws, air bags, etc.), fire hose with various nozzles and life-support devices such as oxygen and airway-management equipment.

Fine Motor Skills

Firefighters must be able to operate the keys and locking devices found in various homes and buildings, flashlights, basic and advanced life-support equipment; must have the digital dexterity needed to operate a computer keyboard and radio units.

Vehicle Operation

Firefighters must be able to safely and legally operate a motor vehicle in Texas at various speeds in heavy traffic, day or night, during rain, snow, ice and/or other emergency conditions.

Physical Demands

Firefighters must be able to perform ALL duties while wearing full turnout equipment including a self-contained breathing apparatus. Total weight of full turnout equipment is approximately 60 pounds. Tasks may involve advancing with fully-charged fire hoses; setting and climbing ground ladders; attempting forcible entry or extrication using axes, chain saws, the Jaws, or airbags; and the lifting and removal of victims, property and department equipment from various emergency settings.

Endurance

Firefighters must have the endurance to conduct forcible entry, fire suppression and overhaul operations during an emergency situation for a minimum of twenty consecutive minutes, while wearing full turnout equipment.

Strength

Firefighters must have enough overall body strength to swing axes, operate all types of fire equipment including the JAWS, and to remove adult victims from the fire scene while wearing full turnout equipment.

CONTINUED

ADDISON FIRE DEPARTMENT
PHYSICAL REQUIREMENTS FOR ESSENTIAL JOB FUNCTIONS

(Continued from previous page)

Physical Manipulations

Firefighters must be able to perform various physical manipulations including setting-up and climbing ladders; crawling on floors to locate victims; twisting the upper body to make entry or manipulate equipment; bending and stooping to pick up a victim or equipment, and kneeling to perform CPR. Most of these tasks must be performed while wearing full turnout equipment.

Communication and Identification Skills

Vision - Firefighters must be able to determine colors of fire, smoke, and traffic lights; must be able to see and identify house numbers; must be able to read labels in order to identify compressed storage tanks, poisons, and biomedical hazards. Because it is necessary to establish a good seal while wearing the facemask, no eyeglasses may be worn.

Hearing - Firefighters must be able to hear and understand conversational tones, both in person and over the radio in order to receive directions and operational orders from various locations, and to hear victims calling in distress.

Speaking - Firefighters must be able to speak clearly enough to communicate their location and needs, and to deliver a verbal warning to others, if warranted, both in person and via radio or telephone lines.

Cognitive Job Functions - Firefighters must be able to read and write English well enough to study fire reference materials including policy and procedures, to use the Mapsco to locate addresses, and to maintain required records and documentation.

Emotional Stability - Must be calm and stable in emergencies and able to follow orders and help calm others in distress. Must be willing to risk life and limb to save the lives of other firefighters or accident and disaster victims.

ADDISON FIRE DEPARTMENT
DESCRIPTION OF PHYSICAL FITNESS TEST

You will be expected to report for your physical fitness test, appropriately dressed, at the time and place assigned. Before your test begins, you will have time for a series of warm-up exercises. The physical fitness test consists of the exercises described below.

SCENARIO #1 HOSE ADVANCE AND VICTIM RESCUE

Situation: The subject must advance a hose line, carry and simulate the operation of a rescue tool, and drag a 175 pound dummy 50 feet.

Subject Subject will be dressed in a full set of protective clothing and SCBA.

Tasks

1. On the command "GO," the subject exits a fire engine and steps to the ground.
2. Subject moves to a charged hose line 10 feet away.
3. Subject advances the charged hose line 80 feet.
4. Subject returns to the engine and gets the rescue tool.
5. Subject carries the rescue tool 80 feet and simulates operating the tool for 30 seconds.
6. Subject moves 10 feet to 175-pound dummy.
7. Subject drags dummy 50 feet.

Time Limit 2 minutes and 18 seconds

SCENARIO #2 BUILDING ENTRY

Situation: The subject must complete a simulated building entry.

Subject Subject will be dressed in a full set of protective clothing and SCBA.

Tasks

1. On the command "GO," the subject exits the fire engine and steps to the ground.
2. The subject removes a 14-ft. extension ladder, lowers it to the ground, steps back one step, steps forward, picks up ladder, and returns it to the engine.
3. Subject moves to the rear of the engine and picks up a 70-pound high-rise pack.
4. Subject proceeds with pack to bleacher steps approximately 60 feet away.
5. Subject goes up 30 steps, takes a left turn and goes 75 feet to stairs.
6. Subject goes up and down 12 steps and drops the high-rise pack.
7. Subject walks 10 feet on a balance beam, proceeds to another set of stairs and goes down and up 12 steps 3 times.
8. Subject proceeds back the way he/she came and picks up the high-rise pack.
9. While carrying the pack, the subject proceeds 75 feet down the bleachers, continues to carry the pack to the engine and places it on the rear tailboard.
10. Subject goes to ladder and climbs to the second story (bleacher deck).
11. Subject lifts and lowers hose line (40 pounds) on rope.
12. Subject proceeds 160 feet to stairs and goes down and up 12 steps 3 times.
13. The subject proceeds 150 feet back to the stairs and goes down to the base of the bleachers.
14. The subject picks up a sledgehammer and makes 10 strikes on a railroad tie.

Time Limit 9 minutes and 19 seconds

ABOUT THE ADDISON FIRE DEPARTMENT

Operating from two stations, the AFD provides, emergency management, fire prevention, fire suppression and emergency medical services to all 4.3 square miles of the Town, as well as aircraft rescue and firefighting protection for the Addison Airport. Our mainline apparatus consist of two engines, two MICU ambulances, one ladder truck, one crash rescue vehicle and one utility squad. In addition, we keep one engine and one MICU available at all times as backup vehicles.

The Town of Addison is nationally known for having one of the most progressive fire sprinkler ordinances in the world. With few exceptions, all buildings over 500 square-feet – including residences - are equipped with an approved fire sprinkler system when they are constructed. Adopted in 1992, this life saving prerequisite has become a model for many communities around the Country.

In addition to handling emergencies, the AFD also offers a number of services to the community including, residential smoke detector battery changes, home and business fire inspections, fire safety training classes and CPR training.

The Addison Fire Department is authorized 55 positions: 36 Firefighter/Paramedics, six Lieutenants, six Captains, Fire Prevention Specialist, Fire Prevention Technician, three Deputy Chiefs (Operations, EMS/Training and Prevention), Fire Chief and Department Secretary. Operations personnel work a rotating shift of 24 hours on duty and 48 hours off duty for an average of 56 hours per week.

ABOUT THE TOWN OF ADDISON

Addison is a bustling town that is alive with entrepreneurial spirit where small start-ups to major corporations are headquartered. A unique combination of towering office buildings, upscale shopping, beautifully landscaped residential communities, award-winning parks, 22 hotels and more than 140 restaurants, all within a five minute drive from anywhere in town. Addison is located 13 miles north of downtown Dallas, 16 miles northeast of the DFW airport, 11 miles north of Love Field Airport.

The Town of Addison is committed to excellence, both in the services we offer our citizens and the benefits we offer our employees. We pride ourselves in our meticulous attention to detail. We have established a reputation for excellence in individualized service to our residents and businesses, and for our beautiful landscaping and attractive surroundings.

The Town sponsors a number of special events throughout the year including a jazz festival in conjunction with the University of North Texas, an authentic Oktoberfest celebration, an exciting Fourth of July with fireworks displays, a Taste Addison celebration in partnership with many of our fine restaurants, and many other events which attract thousands of visitors into our Town. All in all, we think Addison is the most exciting city in Texas and certainly the best place to work.

In geographical area, the Town of Addison is small, approximately 4.3 square miles. Addison residents currently number just over 14,500. Another 100,000 persons come into Addison every day to work and every evening to dine at the Town's more than one hundred and forty fine restaurants. Also located in Addison are many high-rise office buildings with 10.4 million square feet of Class A office space and twenty-two hotels that put the community's annual hotel-occupancy receipts in the top ten hotel/motel-tax-grossing cities in the state of Texas. Addison also boasts a multi-million dollar Theatre and Conference Centre, the very popular Addison Athletic Center, and many residential areas including apartments, town homes, duplexes and single family.

Addison boasts a Town-owned airport, which is one of the busiest of its type in the nation. The famous Cavanaugh Flight Museum, a privately owned collection of World War II airplanes, is located on the Addison Airport property and draws visitors from throughout the country. A tunnel runs under the airport to connect the two sections of Keller Springs Road.

ATTENTION APPLICANTS:

THE FOLLOWING THREE PAGES MUST BE PRESENTED COMPLETED AT THE BEGINNING OF THE TEST, ALONG WITH ORIGINAL COLLEGE TRANSCRIPTS AND PARAMEDIC CERTIFICATION.

FIREFIGHTER-PARAMEDIC REGISTRATION FORM
Town of Addison, Texas

Last Name, First Name	Date of Birth	Social Security #
-----------------------	---------------	-------------------

Street Address	City	State	Zip Code
----------------	------	-------	----------

Daytime Phone Number with Area Code	Alternate Phone Number With Area Code
-------------------------------------	---------------------------------------

ATTACH:

- Copy of Texas Paramedic Certification
- Copies of other certifications earned, if any (Ex: Texas Firefighter Certification)
- **Original** College Transcripts

EXPERIENCE:

Most recent agency employing you as a paramedic or firefighter _____
Dates of employment with this agency: _____ Position held: _____

EDUCATION:

Number of college semesters hours completed (minimum 30): _____
College(s) attended: _____
College degrees/major if any: _____

RECRUITING INFORMATION:

How did you find out about this vacancy? (check all that apply)

Newspaper – Name _____

Current Addison employee – Name _____

Inquired with Human Resources Department or Fire Department

Internet – Website _____

Other – Specify _____

Have you ever applied for a position or taken entrance exams for Addison in the past? Y N
If "Yes," position applied for and year: _____

BACKGROUND/DRIVING RECORD:

Do you currently possess a valid Texas Drivers License? Y N
Have you ever been convicted of, or pleaded "no contest" to a felony? Y N
Have you ever been convicted of, or pleaded "no contest" to driving under the influence of alcohol or drugs? Y N
How many moving violations have you had in the past 3 years? _____

I certify that all information provided by me in connection with my application, including this document and attachments, is true, complete, and correct to the best of my knowledge, and are made by me in good faith. If I become one of the finalist in this selection process, I authorize investigation of my driving record, criminal history, and contact with my present and past employers, including access to my personnel files and my written performance evaluations. I understand any false statement or omission of facts in this registration form or during the selection procedure, will be cause for my elimination from consideration for hire, and, if not discovered until after my hire, will be cause for my dismissal. I understand the minimum qualifications for the Firefighter-Paramedic position and certify that I meet all requirements.

Signature	Date
-----------	------

PRESENT THIS FORM AND ATTACHMENTS AT TESTING

**EQUAL OPPORTUNITY EMPLOYMENT DATA
TOWN OF ADDISON, TEXAS**

The commitment of the Town of Addison to a policy of Equal Opportunity Employment requires that certain information be obtained and filed for statistical purposes *only*. This data will not remain attached to your application and is not used in any way in the selection process. Your voluntary cooperation is greatly appreciated.

NAME _____ SEX _____
 Last First Middle Male - Female

ADDRESS _____
 Number Street City State Zip

TELEPHONE NUMBER _____ DATE OF BIRTH _____
 Area Code - Number Month/Day/Year

SOCIAL SECURITY NUMBER _____

POSITION SOUGHT Firefighter-Paramedic DATE OF APPLICATION _____

Please check one:

_____ White (not of Hispanic Origin)

_____ Black (not of Hispanic Origin)

_____ Hispanic

_____ Asian/Pacific Islander

_____ American Indian/Alaskan Native

The Town of Addison is an Equal Opportunity Employer. To qualify for employment with the Town of Addison, applicants must meet the minimum job requirements for the specific position for which application is made. Applicants will be chosen for employment based on their qualifications and fitness for the position without regard to race, age, color, gender, religion, national origin, or veteran status. The Town of Addison makes reasonable accommodations for qualified applicants with known disabilities.

PRESENT THIS FORM AT TESTING

ADDISON FIRE DEPARTMENT RELEASE OF LIABILITY FORM

This release of liability is required to participate in the Addison Fire Department's physical fitness examination. A detailed explanation of the examination process has been provided in your information packet. The Town of Addison recommends that you consult with your attending physician before taking the physical fitness examination.

I do hereby release the Town of Addison and its employees from any liability or cause of action, which I may have, or claim to have, against the Town of Addison and its employees. I further agree to hold the Town of Addison and its employees harmless from any and all claims, causes of action, or injuries arising out of or resulting from participating in the physical agility test taken as a part of the hiring process for the position of police officer with the Town of Addison.

Please print your name legibly

Signature

Date

PRESENT THIS FORM AT TESTING