



City of Saint Paul Firefighter/EMT

SAINT PAUL
MINNESOTA

SALARY	\$65,584.76 - \$97,481.24 Annually	LOCATION	Saint Paul, MN
JOB TYPE	Full Time	JOB NUMBER	23-03972
DEPARTMENT	Fire & Safety Services	OPENING DATE	06/01/2023
CLOSING DATE	6/30/2023 11:59 PM Central		

General Duty Statement

The Saint Paul Fire Department (SPFD) is accepting applications for our next Firefighter/EMT selection process. Keep up to date on current information and events for this hiring process at www.stpaul.gov/firefighter.

Firefighters protect the people of Saint Paul through public education, fire suppression, rescue, and emergency medical services. They partner with the community to mitigate risks, and respond to all calls for service with skill, dedication, and compassion.

The ideal candidate for the position of Firefighter/EMT possesses the following characteristics and abilities:

- Demonstrates initiative, accountability, and respect
- Displays and practices integrity
- Communicates well with others and demonstrates empathy and compassion
- Demonstrates self-control during intense and chaotic situations
- Supports the safety of one another in a team
- Solves problems and makes decisions both as an individual and as a team
- Maintains physical fitness
- Understands the diverse communities of Saint Paul and has a connection to its neighborhoods

FIREFIGHTER/EMT INFORMATION SESSIONS:

The Saint Paul Fire Department will be holding information sessions where you will have an opportunity to ask Firefighter/EMTs questions to help you determine if a career in Firefighting/EMS is for you.

You will also learn about the general hiring process and view the Physical Performance Test video. **An optional group fitness workout will follow the in person information sessions so bring your water bottle and dress comfortably!**

SAVE THE DATES:

Please register for the information sessions if you will be attending in person at the following link: [here](#). These will be held at Saint Paul Fire Department Training Facility in the North Classroom. Links are provided for those who are unable to attend in person and would like to join virtually (no registration is needed). You are strongly encouraged, but not required, to attend one of these sessions.

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Virtual Link</u>
Saturday, June 3, 2023	10:00am	1683 Energy Park Dr, St. Paul, MN 55108	6/3 10am Virtual Link

Saturday, June 3, 2023	11:00am	1683 Energy Park Dr, St. Paul, MN 55108	6/3 11am Virtual Link
Monday, June 5, 2023	6:00pm	1683 Energy Park Dr, St. Paul, MN 55108	6/5 6pm Virtual Link
Monday, June 12, 2023	6:00pm	1683 Energy Park Dr, St. Paul, MN 55108	6/12 6pm Virtual Link
Tuesday, June 20, 2023	12:00pm	Virtual Only	6/20 12pm Virtual Link
Monday, June 26, 2023	6:00pm	1683 Energy Park Dr, St. Paul, MN 55108	6/26 6pm Virtual Link

The City of Saint Paul offers an [excellent benefits](#) package including health insurance, retirement contributions and paid time off.

Essential Functions are the functions that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation. The Essential Functions for this position are identified in the Supplemental Information section of the [Firefighter job description](#).

The City of Saint Paul's mission is to integrate equity and inclusion into how we approach all our work. Our vision is to be committed to building an equitable and inclusive city that will shift culture in city processes and policies, eliminate structural inequities, and ensure timely and relevant access to services, resources, support, and opportunity to every person in Saint Paul.

Requirements

- High School diploma or General Education Development (GED) Diploma.
- Must be at least eighteen (18) years of age.
- Must possess and maintain a valid Minnesota Class D Driver's License, or equivalent out- of-state driver's license.
- Must possess a current National Registry and State of Minnesota Emergency Medical Technician (EMT) or Paramedic certification. Candidates may participate in the testing process and be placed on the eligible list without submitting proof of certification.

Candidates may participate in the testing process and be placed on the eligible list without submitting proof of EMT certification, however, candidates will not be eligible for an interview until the [Minnesota Emergency Medical Services Regulatory Board \(EMS RB\)](#) and [National Registry of Emergency Medical Technicians](#) verifies the candidate has a current State of Minnesota and National Registry EMT-Basic, or higher, certification. Candidates are responsible to ensure the EMSRB and National Registry has up to date and accurate information. Please check the [EMS RB website](#) and the [NREMT website](#) or call them if you have questions regarding your status.

Obtaining EMT Certification: Information on where to obtain your EMT Certification is available on our [website](#) or through the [Minnesota Emergency Services Regulatory Board website](#).

Continued employment is contingent upon:

- Successfully passing the one-year probationary period.
- Successfully completing the journey level apprenticeship program by the 36th month of employment. Completion of apprenticeship coursework and testing in order to advance to the 12th month, 24th month, and 36th month journey level status.
- Maintaining a current National Registry and State of Minnesota Emergency Medical Technician (EMT) or Paramedic certification.
- Maintaining a current Firefighter license as required by the State of Minnesota.
- Yearly passing of an annual respirator certification, or other certifications, as required by the Occupational Safety and Health Administration (OSHA).

By Closing Date, you MUST

1. Submit a City of Saint Paul online application, including answers to the Supplemental Questionnaire.
2. Upload or submit the following document(s) via the online application system, mail, in person, email, or fax. (Zip files and web links will not be accepted. Each uploaded attachment is limited to 10MB.)
 - A legible copy of your State of Minnesota **and** National Registry Emergency Medical Technician (EMT) or Paramedic certification **OR** include your certification number(s) and expiration date(s) in Certifications Section of online application

First time applying online? Read our [How to Apply Online Guide](#).

Selection Process Information

Exam Subject: Assessment Process

A multiple component examination designed to evaluate your ability to perform duties of the position. The exam components include a Qualifications Rating and Physical Performance Test.

Qualifications Rating:

The Qualifications Rating is an assessment of your completed application and answers to the Supplemental Questionnaire. Be as specific and detailed as possible in completing your application and questionnaire. You must submit your completed application and supplemental questionnaire by the application deadline.

Physical Performance Test:

The Physical Performance Test includes the following components: climbing stairs while carrying a hose bundle, dragging a charged hoseline, dragging a 175 lb. rescue mannequin, carrying a fan, and performing an exercise which simulates ventilation or chopping through a roof. In order to receive a passing score, you must complete the above tasks within seven (7) minutes. Your score will be based on the length of time it takes to complete the five tasks. The more quickly you complete the test, the better score you will receive. To view a video of the Physical Performance Test, please visit the following link [here](#).

Final Assessment Process Score = (Physical Performance Test x .50) + (Qualifications Rating x .50)

Physical Test Preparation:

In addition to the video linked above in the Physical Performance Test section, please review the following links to help you better prepare for the test:

- [Physical Performance Test Standards](#) ([Download PDF reader](#))
- [Preparation for the Physical Test](#)
- [Physical Performance Test Video](#)

Physical Test Practice Sessions:

Practice sessions will begin in July 2023 and run through August 2023. Candidates will be offered at least 2 practice sessions. An orientation to the test and equipment will be provided prior to the first practice session. **More information regarding the practice sessions will be communicated to qualified applicants via email after the application deadline with instructions on how to sign up for the practice sessions.**

Physical Test Time and Location:

- The physical performance test will take place at the Saint Paul Fire Training Facility, located at 1683 Energy Park Drive, Saint Paul, MN 55108.
- The estimated dates for the tests are September 11, 2023 through September 22, 2023.
- No make-up exams will be given.
- Candidates will receive their exam date and time via email by August 11, 2023.

You must pass each exam with a 75% or higher to be placed on the eligible list based on your overall score. Your overall score is calculated by adding veteran's preference points to your final passing score, if applicable. Candidates will be notified of their final results via email.

GENERAL INFORMATION:

Open Job Posting: This posting is open to anyone who meets the position requirements.

Eligible Lists: The eligible list is created from a pass/fail assessment. Those who pass the assessment will be placed on an eligible list for **approximately six months, up to three years**. Hiring Managers may interview/hire anyone from the list.

Final Selection Process: Those who pass will be placed on an eligible list and all will be notified of their status. A Hiring Manager will consider those applicants eligible for hire. You will be notified if you are invited to participate in the final selection process which may include an interview, background check, driver's license check, and psychological assessment. Successful completion of the background check is required before an applicant is considered for employment. Criminal convictions are not an eliminating factor; therefore, we encourage individuals to apply for this position regardless of criminal history.

Pre-Employment Process: Candidates receiving a conditional offer of employment are required to pass a comprehensive medical examination including drug testing, and a psychological assessment before appointment.

Fire Department Recruit Academy: Successful candidates will complete a 16 week Fire Academy. All employees in the Saint Paul Fire Academy will work 40 hours per week, Monday-Friday, and be paid at the Firefighter Trainee wage of \$23.14 per hour.

Human Resources Contact Information:

Chrissy Hauge at 651-266-6512
200 City Hall Annex
25 West Fourth Street
Saint Paul, MN 55102
Fax: 651-266-6490
E-mail: jobs@stpaul.gov

To refer to this information, we recommend you print this job posting before you apply. For technical assistance regarding the online application, please call 1-855-524-5627 during regular business hours. Additionally, City of Saint Paul staff are available for application assistance between the hours of 8:00 a.m. and 4:30 p.m. at 651-266-6500.

Veteran's Preference: If you are a veteran and would like to receive Veteran's preference in accordance with MN Statute 197.455, you must submit a photocopy of your DD214 preferably at time of application. [Click here for more information.](#)

The City of Saint Paul is an equal opportunity/affirmative action employer. Veterans, women, persons of color, members of the LGBTQ community, and individuals with disabilities are strongly encouraged to apply.

Agency

City of Saint Paul

Address

25 West Fourth Street, Suite 200 City Hall Annex

Saint Paul, Minnesota, 55102

Phone

651-266-6500

Website

<http://www.stpaul.gov/jobs>

Firefighter/EMT Supplemental Questionnaire

*QUESTION 1

The thorough completion of the supplemental questions is very important in the screening and assessment processes. Therefore, a lack of detail and explanation in the supplemental questions and in your application, may result in failure or disqualification for this position. In addition, documentation of work experience referred to in the supplemental questions must be included in the application. Your education, training, and experience are subject to verification. I understand that giving false information, failure to accurately represent myself, or not providing required documentation as listed on the job announcement will result in disqualification from this position.

☐ Yes

***QUESTION 2**

Please indicate your highest level of education.

- ☐ High School Diploma or GED
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or higher
- ☐ None of the above

***QUESTION 3**

Will you be at least 18 years old by June 30, 2023?

- ☐ Yes
- ☐ No

***QUESTION 4**

Do you possess a Minnesota Class D Driver's License or equivalent out-of-state driver's license?

- ☐ Yes
- ☐ No

***QUESTION 5**

Which of the following certifications do you possess? Note: certifications are not required to apply for the position.

Please check all that apply.

- ☐ CPR/AHA/AED Certification
- ☐ National Registry Emergency Medical Technician (EMT) Certification
- ☐ National Registry Paramedic Certification
- ☐ Firefighter I Certification
- ☐ Firefighter II Certification
- ☐ PCA, LPN, RN, or CNA Certification
- ☐ None of the above

***QUESTION 6**

In which of the following areas do you have experience? Note: previous experience is not required to apply for the position. Please check all that apply.

- ☐ Experience with patient care in a non-emergency setting
- ☐ Experience with transporting patients
- ☐ Experience with emergency patient care
- ☐ None of the above

***QUESTION 7**

Do you have experience as a full-time, part-time, volunteer or military Firefighter? Note: previous experience as a Firefighter is not required to apply.

- ☐ Yes
- ☐ No

***QUESTION 8**

Check all languages you speak, read, or write fluently. Candidates may be tested on the language selected prior to hire. If you are not fluent in a language other than English, select "NA."

- ☐ Amharic
- ☐ Arabic
- ☐ Cambodian
- ☐ Hmong or Laotian
- ☐ Oromo
- ☐ Sign Language
- ☐ Somali
- ☐ Skaw, Pwo, or other Karen language
- ☐ Spanish
- ☐ Vietnamese
- ☐ Other
- ☐ NA

QUESTION 9

If you selected "Other non-English language" in the previous question, please indicate what language(s) you speak, read, or write fluently below.

***QUESTION 10**

The following questions are not part of the Qualification Rating assessment but may be used by the hiring department to assist with the selection process. Please do not write "See Resume or See Application" in response to these questions. I understand that my answers to the following questions will be viewed by the Hiring Manager.

- ☐ Yes

***QUESTION 11**

Please describe your education and experience that has prepared you for the position of Firefighter/EMT. Please include further details of your certifications and experience as indicated in questions 5, 6, and 7.

***QUESTION 12**

Tell us why you want to be a Firefighter/EMT for the Saint Paul Fire Department. Your answer may include your career aspirations, how you believe this position will impact your life, and/or what appeals to you about pursuing a career in public service, Emergency Medical Services, and Firefighting.

***QUESTION 13**

Describe your historical, cultural, and/or social connection to Saint Paul and its neighborhoods.

***QUESTION 14**

RECRUITMENT: How did you first find your way to our website to apply for this position? (check all that apply)

- ☐ City of Saint Paul website
- ☐ City of Saint Paul employee
- ☐ City of Saint Paul job interest card
- ☐ City of Saint Paul walk-in
- ☐ City of Saint Paul Posted! newsletter
- ☐ City of Saint Paul gov.delivery notifications
- ☐ Friend or family member
- ☐ League of Minnesota Cities website
- ☐ Governmentjobs.com website
- ☐ LinkedIn
- ☐ Facebook
- ☐ Twitter
- ☐ Indeed.com website
- ☐ ZipRecruiter
- ☐ Pollen website
- ☐ MinnesotaWorks.net
- ☐ College or University
- ☐ Community organization
- ☐ Job fair
- ☐ Professional association
- ☐ Saint Paul Elevate Session
- ☐ People of Color Career Fair
- ☐ Other

QUESTION 15

RECRUITMENT: If not indicated above, please specify where you heard about the position (e.g., specific organization/website name, City of Saint Paul employee name).

* Required Question