



MEHLVILLE FIRE PROTECTION DISTRICT

2019
Minimum Hiring Standards
& Hiring Process
Informational Packet
Firefighter/Paramedic

<https://www.mehlvillefire.com>

MINIMUM HIRING STANDARDS

1. **Age:** Applicant must be 21 years of age or over.
2. **Driver License:** Applicant must possess a valid State Driver License. Attach a copy to application.
3. **Education:** Applicant must be a high school graduate or possess a valid high school equivalency certificate. Attach a copy to application.
4. **Background Report:** Applicants will be required to provide the District with authorization to have a consumer report (background check) ordered on the applicant in connection with his/her employment application. The District may order reports on the applicant to include social security number verification; criminal, public, educational and, as appropriate, driving record checks; verification of prior employment; reference, licensing and certification checks; credit reports; and drug testing results and other pertinent information as outlined in the Background Check Disclosure and Authorization Form. An applicant will be eliminated from the process if:
 - there is evidence of any false or misleading statement found on the applicant's resume or application;
 - the accumulation of five or more points recorded against the applicant's driving record in the prior 36 month period;
 - the applicant has been convicted of any felony or any other crime involving moral turpitude. Consideration of conviction records in employment decisions will take into account the nature and gravity of the offense or conduct; the time that has passed since the offense, conduct and/or completion of the sentence; and the nature of the position of Fire/Medic.
5. **Paramedic Certification:** Applicant must be EMT-P Certified by the State of Missouri. Preference will be given to those applicants with EMS experience. Attach a copy of EMT-P license to the application.
6. **Firefighter Certification:** Preference will be given to those applicants with firefighting experience and to those applicants who possess certification through the St. Louis County Fire Standards Commission. Applicants not possessing St. Louis County Basic Firefighter Training Certification must be willing to successfully complete the Academy as a Priority One upon hire. Attach a copy of firefighter certification to the application. CPAT Certification is not required to apply for the position of Fire/Medic.
7. **Child Safety Seat Technician Certification:** Candidates who are hired by the District must be willing to obtain their Child Safety Seat Technician Certification at the expense of the District. New hires will be given a reasonable amount of time to obtain this certification and must then maintain the Certification.
8. **Minimum Hiring Standards:** The Minimum Hiring Standards must be achieved by the Written Test date of April 11, 2019. Applicants not possessing the minimum hiring

standards will be eliminated from the process.

HIRING PROCESS

1. **Application:** Applications will be accepted from February 18, 2019 through March 29, 2019 between 8:00 a.m. and 4:30 p.m. at Headquarters. Applicant must include copies of the required and relevant certifications. Applicant should also attach to the application a **Resume**. Applicant should obtain a Minimum Hiring Standards & Hiring Process Informational Packet and familiarize themselves with the hiring process. Please see "Items to be attached to Application".

2. **Written Examination:** Firefighter/Paramedic applicants must take a written examination. Applicants must present a State Driver License in order to take the test. Applicants who meet the minimum hiring standards will sit for the exam on April 11, 2019 at 9:00 a.m. at Andre's South, 4254 Telegraph Road, St. Louis, MO 63129, (314) 894-2622. Applicants must be present for the written test or will be eliminated from the process. The Written Examination will carry a 20% weighting in the overall scoring.

The questions on the written exam will be taken from Fundamentals of Fire Fighter Skills, Third Edition by Jones & Bartlett and from Mosby's Paramedic Textbook, Fourth Edition, Chapters 13, 15, 18, 19, 20, 21, 22, 24, 25, 28, 29, 34, 35, 36, 37, 38, 39, 41, 42, 43, 44, 46, and 48, by Mick J. Sanders.

3. **Oral Interview:** The 30 highest scoring applicants, on the written test, will be interviewed by a Committee consisting of members of management. The Oral Interview will carry a 20% weighting in the overall scoring. The highest scoring 20 applicants, who participated in the Written Exam and Oral Interview, will proceed to the EMS Skills Assessment.

4. **EMS Skills Assessment:** The highest scoring 20 applicants, who participated in the Written Exam and Oral Interview, will proceed to the EMS Skills Assessment. During the Assessment, each applicant will be given the opportunity to verbally demonstrate their skills in one or more EMS scenarios. Questions will be posed to the applicant regarding the EMS scenarios to assess the applicant's cognitive ability to verbalize what was presented in the scenario(s). The EMS Skills Assessment will carry a 40% weighting in the overall scoring.

5. **Firefighting Skills Assessment:** The highest scoring 20 applicants, who participated in the Written Exam and Oral Interview, will proceed to the Firefighting Skills Assessment. During the Assessment, each applicant will be given the opportunity to physically demonstrate their skills in various firefighting skill abilities. These skills may include ladder climbing, hose connections and tool utilization. The Firefighting Skills Assessment will carry a 20% weighting in the overall scoring.

6. **Psychological Profile:** The applicants who participated in the EMS and Firefighting Skills Assessments will take an on-line screening, designed specifically for candidates in

protective services. The testing screens for emotional ability, integrity and control, intellectual efficiency and interpersonal relations.

7. **Rights:** Mehlville Fire Protection District reserves the right to continue testing candidates, from the hiring list, that were not allowed to proceed in the process originally.
8. **Post Offer Examinations:** Any offer of employment for the position of Firefighter/Paramedic will be contingent on the applicant successfully passing a physical and musculoskeletal examination, a substance abuse test and a Fit for Duty (physical agility and strength test). CPAT Certification is not required to apply for the position of Fire/Medic.

ITEMS TO BE ATTACHED TO APPLICATION

- State Driver License;
- Paramedic License through the State of Missouri;
- St. Louis County Basic Firefighter Training Certification through the St. Louis County Fire Standards Commission, if applicable;
- Resume;
- High School Graduation Diploma or equivalent;
- Background Check Disclosure and Authorization Form (signed);
- Other relevant certifications.

2019 BENEFITS

SALARY

Starting annual wage Firefighter/Paramedic \$57,619; full wages will be reached at the beginning of the fifth year \$79,531 (2019 rate).

CLOTHING ALLOWANCE

A new employee will receive a uniform allowance of \$700 in 2019. The uniform allowance in subsequent years will be \$500.

SICK LEAVE

Employees earn 8 sick leave days per year with a \$1,600 annual bonus for perfect attendance.

VACATION

1 Year	4 Days
2 Years	6 Days
7 Years	8 Days
12 Years	10 Days
17 Years	12 Days

HOLIDAY PAY

\$200 per year

EDUCATIONAL BENEFITS

Certification and re-certification benefits will be paid as well as \$5,000 per year tuition reimbursement for degreed curriculums.

HEALTH INSURANCE

The District pays health insurance premiums in full for the employee and dependents. The District pays dental and vision insurance premiums in full for employee coverage and pays 50% of dental and vision premiums for dependent coverage.

DEFERRED COMPENSATION PLAN

New employees are eligible to participate in the deferred compensation plan with AUL.

401(a) DEFINED CONTRIBUTION PENSION PLAN

Employees will receive contributions to their AUL employer funded 401(a) equal to eight percent of their annual W-2 wage earnings. Contributions will increase with seniority.

WELLNESS PROGRAM

The District will contribute \$700, prorated, to a new employee's Health Savings Account in 2019.

WORKER'S COMPENSATION

LIFE INSURANCE and LONG-TERM DISABILITY

The District pays 100% of premiums for a life insurance benefit of \$72,000 and Long-Term Disability.

Benefits are subject to change.