



CITY OF KENOSHA
invites applications for the position of:
Firefighter/EMT

An Equal Opportunity Employer

SALARY: \$49,428.00 - \$73,908.00 Annually

OPENING DATE: 05/27/20

CLOSING DATE: 07/11/20 11:59 PM

GENERAL OVERVIEW OF POSITION:



Join the City of Kenosha Fire Department!

Community Profile:

The City of Kenosha, Wisconsin is conveniently located between Chicago (55 miles to the south) and Milwaukee (36 miles to the north) on the southwest shores of beautiful Lake Michigan. Because of its proximity between two major metropolitan areas, Kenosha has become an ideal destination for many people seeking relatively lower housing costs in a safe, friendly, and prosperous environment. With easy access to the Interstate 94 corridor, international airports at Chicago and Milwaukee, and the Metra rail line from Kenosha to Chicago, residents are able to choose from an extensive list of amenities, educational resources, and career opportunities available within the commuting area.

The population of Kenosha is roughly 100,000, making Kenosha the fourth largest city in the state. The Wisconsin Department of Administration estimates that the number of residents within our community will continue to grow steadily because of the influence of the nearby metropolitan areas.

Kenosha community websites - www.kaba.org, www.kenoshacvb.com, www.kenoshaareachamber.com, www.lifebalancedkenosha.com

City Government & Employment:

The City of Kenosha is governed by a full-time Mayor with a four (4) year term and a part-time Council comprised of seventeen (17) Alderpersons elected by each ward every two (2) years. A full-time City Administrator assists the Mayor in the management of City operations. Other than those with differing statutory reporting requirements, City Department Heads report directly to the administrator. The working atmosphere is collaborative and inclusive.

The City employs over 780 full-time with an additional 250 seasonal employees who work primarily during the summer construction and recreation season.

City of Kenosha website - www.kenosha.org

Department Profile:

The City of Kenosha's Fire Department serves a community of roughly 100,000 residents with five stations that are strategically located to provide optimal response times throughout the city. The Chief and Deputy Chief oversee operations of the department, which consists of 141 sworn cross-trained emergency response personnel, 3 Battalion Chiefs, 3 Division Chiefs (EMS, Training and Fire Prevention), 1 Assistant Division Chief (Fire Prevention Bureau), 2 Certified Emergency Vehicle Technicians and 2 civilian Administrative Assistants. The Kenosha Fire Department (KFD) has a daily minimum staffing of 37. Under the direction of the Fire Chief and Deputy Fire Chief, the three Battalion Chiefs oversee 5 engine companies, 5 paramedic units, 1 aerial truck ladder, and one aerial platform. The department also provides Crash Fire Rescue (CFR) services at the Kenosha Regional Airport. In 2019 KFD responded to roughly 12,000 calls for service with 10,500 (85%) being for emergency medical services. The department's 2020 operating budget is in excess of \$18 million with an aggressive 5-year Capital Improvement Plan.

Department's Mission & Vision:

The City of Kenosha Emergency Medical Services' mission is to improve the quality, dignity, and prosperity of the citizens and visitors by providing compassionate Basic and Advanced Life-Support care, education, transportation, and related services that are reliable, professional and tailored to the needs of the community.

KFD's vision is to have an organization that is highly adaptable to external forces, an educated and technically competent workforce, and provide exceptional public service beyond what is expected and required.



Work Schedule:

The workweek shall consist of a three (3) platoon system; twenty-four (24) hours on continuous active duty and forty-eight (48) hours off duty with the possibility of overtime. This is considered as a fifty-two point thirty-two (52.32) hour workweek. Although recruits are paid based upon a fifty-two point thirty-two (52.32) hour workweek, recruits are temporarily reassigned to a forty (40) hour workweek during the Basic Recruit Training (BRT).

Residency Requirement:

Prior to the completion of the probationary period, applicants must reside within Kenosha County, Racine County (except the Town of Waterford; however, the Village of Waterford is acceptable), Franklin, Oak Creek, or South Milwaukee. The incumbent of this position is required to maintain such residency during the term of employment.

Probationary Period:

Appointed incumbents are on probation for one (1) calendar year from the date of completion of Basic Recruit Training (BRT) and may be removed without cause and without any right of appeal.

Union Representation:

This position is represented by Local 414 of the International Association of Firefighters (AFL-CIO-CLC) and is covered by a fair share agreement.

This recruitment is open to all qualified applicants meeting the minimum qualifications. Firefighter/EMT recruitments are conducted approximately every year. This recruitment will establish an eligibility list of qualified applicants that will be considered for any Firefighter/EMT vacancies that occur between late 2020 through early 2021 unless the list is replaced or extended by the Police & Fire Commission, or ten (10) or fewer names remain on the list.

Appointed incumbents must obtain a Wisconsin Emergency Medical Technician (EMT-Basic) license within two (2) years of their hire date and maintain such EMT license throughout the term of their employment. Failure to maintain the EMT license shall subject the appointed incumbent to termination. Appointed incumbents also, at the discretion of the City, may be required to obtain and maintain a paramedic certification within an eight (8) year period. Failure to satisfactorily complete the paramedic training when assigned or failure to maintain any required paramedic license or certificate shall subject the appointed incumbent to termination.

Incumbents hired must comply with all departmental policies and procedures.

Application Instructions:

Applications must be complete, thorough, and submitted online. Paper applications will not be accepted. **You must submit a copy of your high school diploma (transcripts are also acceptable) redacting the graduation year. Copies of your degree (transcripts are also acceptable), your EMT license(s), and your Firefighter I & II certificates must be attached and submitted with your application. If you completed your graduation requirements, but have not yet attended your graduation ceremony to obtain your degree/diploma, you may attach a letter from the educational institution in lieu of the degree/diploma.** The educational institution's letterhead/logo, the date that your degree/diploma was conferred, the type of degree/diploma conferred (i.e. Associates, Bachelors), the major/field of study (i.e. Fire Science, Business) in which your degree/diploma was conferred, and your name must be included in the documentation to support your degree/diploma. All EMT licenses must include the license number, license expiration, and your name. If you submit out of state fire certificates, they will be reviewed to determine if they are minimally equivalent to Wisconsin's Firefighter I & II. **Your degrees, certifications, and EMT license(s) must be conferred or obtained on or before being placed on the eligibility list.**

It may be necessary to scan your documents prior to attaching them. You may attach other documents to accompany your application. We currently accept attachments with the following extensions: .bmp, .doc, .docx, .gif, .jpeg, .pdf, .png, .tif, .xls, and .xlsx. Attachments that are larger than five (5) megabytes will not be accepted. If your file is larger than five (5) megabytes, you will need to reduce the file size. **Please do not attach your driver's license, social security card, birth certificate, or photos. If you attach a document that contains any personal information (i.e. social security number, date of birth, etc...), please be sure to redact your personal information.**

Applicants submitting incomplete or failing to attach or submit the requested documents, will be rejected and will not be permitted to participate in the examination process. [Click here](#) for a list of frequently asked questions in completing an online application and [click here](#) for a step by step guide.

If you require an update to your application during the application acceptance period, you may submit a new application and we will honor the application with the most recent date and time stamp. All other applications will be rejected as duplicate applications. **Human Resources will solicit applicants for application updates after the application acceptance period. Please do not send application updates until you are solicited by Human Resources.**

**Recruitment Process:**

The recruitment process consists of an application acceptance period, an application review period, which may be conducted at the same time, and, in any order, a written exam, panel interviews, fire chief's interviews, a Candidate Physical Ability Test (CPAT), award of veteran preference points, and the establishment of an eligibility list. Applicants must complete and pass each step in the recruitment process in order to be placed on the final eligibility list.

Please note that almost all communication, throughout the recruitment process, will be by email, so be sure to provide the correct email address, and please check your email on an ongoing basis. Failure to respond to any notice/email may eliminate you from the recruitment process. Be sure to check your Spam/Junk folder.

[Click here](#) for additional information on the recruitment process.

Written Exam:

The written exam will take place on Saturday, July 25, 2020. Due to the national emergency, the test will be conducted online. **No alternate dates will be provided for the written exam; however, the City may consider alternate dates for applicants who have conflicts due to military commitments or for applicants requesting and approved for reasonable accommodations.**

The upcoming Entry-level Firefighter Test will evaluate whether or not you possess the critical, and job-related, skills and abilities necessary for success on the job. Qualified applicants will be given instructions on the process and the next steps to follow to take the online entry-level firefighter test on the scheduled test date. Every qualified applicant will be given a specific test link ahead of the test day with

instructions on how to access the online test. **For the test day, applicants will need to ensure that they have a laptop or desktop computer (Windows, Mac, or Linux) and must use one of the following browsers (Chrome, Safari, Edge, or Firefox) to take the online test.**

In preparation for the recruitment process for the Entry-Level Firefighter position, you may order an optional practice guide. Applicants may order the "**Online Test Candidate Orientation Guide**" by clicking the following link: <https://www.fpsi.com/product/online-test-guide/>. The **Online Test Candidate Orientation Guide** is a helpful tool to prepare for the exam and can be downloaded as a PDF file and saved or printed. Please read through the disclaimer on the order page in order to access the file and have a successful download. Payments will be submitted through PayPal via an account or credit/debit card. *Once payment is submitted, PayPal automatically redirects you back to the FPSI site where access to the download link will be located on the Checkout Status page.* It is important to pay close attention to ALL instructions on both the FPSI and PayPal websites in order to access the instant download successfully!

If you meet the minimum qualifications, you will receive an email with reasonable advance notice to self-schedule the written exam once the application review is complete. If you are late for the written exam or if you fail to schedule/appear for the written exam, you may be eliminated from the recruitment process. Applicants need to score a minimum of 70% in order to be considered for the next step in the recruitment process.

The test is being provided by Fire & Police Selection Inc. There are 196 questions and applicants are allotted 2-1/2 hours for the written exam.

Candidate Physical Ability Test (CPAT):

Applicants will have two CPAT options/schedules to choose from:

	Orientation 1	Orientation 2	Time Trial 1	Time Trial 2	Test Date
Option 1	08/07/2020	08/21/2020	09/04/2020	09/18/2020	10/02/2020
Option 2	08/21/2020	09/04/2020	09/18/2020	10/02/2020	10/16/2020

The CPAT is an eight week (8) process. If you successfully completed or plan to successfully complete a CPAT on or after January 1, 2020, but before August 7, 2020, you may be able to waive this phase of the examination process. If you are successful in the recruitment process and you have not been notified that the CPAT process was waived, you will receive an email with reasonable advance notice to self-schedule the CPAT process. **You will receive separate emails to self-schedule each CPAT Orientation, Time Trial, and the final CPAT Exam.**

[Click here](#) for additional information on the CPAT preparation and for an orientation guide. If you are late to the CPAT testing or if you fail to schedule/ appear for the CPAT Exam, you may be eliminated from the recruitment process.

Panel/Chief Interviews:

Interview dates have not been finalized. However, it is anticipated that the interviews will take place during the following months:

1st Panel Interview - Early November 2020

Final Chief's Interview - November/December 2020

If you are selected for an interview, you will be informed via email with reasonable advance notice. The email may include instructions to self-schedule your interview. If you are late for an interview, or you fail to schedule/appear for an interview, you may be eliminated from the recruitment process. [Click here](#) for additional information on preparing for the panel interview.

General Overview of Position:

Under general supervision, is responsible for extinguishing fires, rescuing persons and property from danger, and performing salvage and related follow-up work. Incumbents are also required to perform life-saving rescue techniques as part of a fire rescue operation or as part of other emergency operations. While emergency responses constitute the primary focus of a firefighter's responsibility, considerable time is spent in study, training, inspecting and maintaining equipment and apparatus, and in cleaning and maintaining quarters. Duties involve an element of personal danger and incumbents must be capable of functioning as an integral part of a work unit in order to ensure the safe and efficient performance of duties. Work is performed in accordance with direct instructions and well-defined routines and under the immediate supervision of a superior officer. Work is reviewed through observation for adherence to established policies and procedures. Performs other work as requested or assigned.

EXAMPLE OF DUTIES & RESPONSIBILITIES:

All personnel of the Kenosha Fire Department shall perform any and all duties that the Chief or his superior officers may direct. These duties may include but are not limited to the following: fire prevention; public fire education; emergency medical assistance; hazardous material activities; training; fire suppression; operation of apparatus and equipment; maintenance of station apparatus and equipment; pre-fire planning; public relations and assistance to fire administration in business matters.

- Responds to emergencies with a fire company or rescue unit.
- Answers medical emergencies as part of an engine company, as a basic life support unit or on a rescue unit as an advanced life support/transport unit.
- Removes, extracts, and rescues persons from danger.
- Recognizes acute symptoms requiring immediate care; administers lifesaving rescue procedures to injured or afflicted persons.
- Performs salvage operations including throwing salvage covers, sweeping water, removing debris, and placing smoke ejectors.
- Connects hose to hydrants and pumps; joins hose sections and connects nozzles to hose; enters burning buildings with or without hose lines; operates nozzles and sprays a stream of water or fog on fires.
- Operates hand fire extinguishers and similar equipment in extinguishing fires; raises and climbs ladders; ventilates burning buildings to remove smoke and gases.
- Makes daily inspections of apparatus and equipment and notifies supervisor of defects; performs cleaning and maintenance tasks in and about the assigned station.
- Aids in the mitigation of other emergencies as directed by the supervisor.
- Attends instruction sessions in firefighting methods; equipment operation, rescue procedures, hazardous materials mitigation, and related subjects.
- Recognizes hazardous material situations; makes identification of unknown substances through the use of specialized testing equipment; sets up decontamination procedures; assists state agencies in the removal/disposal of hazardous material.
- Performs fire inspections.

NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position.

REQUIREMENTS:

Training and Experience:

- Minimum age of eighteen (18).
- High school graduate or equivalent.
- Valid driver's license with a good driving record that meets the City of Kenosha standards (must have the ability to obtain a Wisconsin driver's license).
- Read, write, speak, and understand the English language.
- No criminal convictions substantially related to the duties and responsibilities of the position.
- Must be able to perform the essential functions of the Firefighter/EMT position with or without a reasonable accommodation.

Examples of Other Highly Desired Background:

After the candidate is placed on the interim and/or eligibility list, preferential points as noted below will be assigned to the candidate's derived score.

- Candidates that have an active State of Wisconsin or nationally recognized non-paramedic EMT license will receive an additional 2%.
- Candidates that have an active State of Wisconsin or nationally recognized EMT-Paramedic license will receive an additional 3%.
- Candidates that have a state of Wisconsin or equivalent certification in Firefighter I will receive an additional 1%.
- Candidates that have a state of Wisconsin or equivalent certification in Firefighter II will receive an additional 1%.
- Candidates that have an Associate's Degree in Fire Science, Fire Protection or related degree will receive an additional 4%.
- Candidates with a Bachelor's Degree will receive an additional 4%.

Knowledge, Abilities, and Skills:

- Knowledge of firefighting principles and practices.
- Knowledge of tools, equipment, and apparatus used in firefighting.
- Ability to learn a wide variety of firefighting and rescue duties within a reasonable probationary period.
- Basic first aid techniques.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to effectively interact with others during a crisis.
- Ability to react quickly and calmly in emergencies.
- Ability to problem-solve challenging situations.
- Ability to keep simple records and make reports.
- Skill in the use of firefighting tools.
- Ability to handle reasonably necessary stress.

Physical Requirements:

- The task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both.

Environmental Requirements:

- Task requires that work be performed in adverse environmental conditions.

Sensory Requirements:

- Task requires color perception and discrimination.
- Task requires sound perception and discrimination.
- Task requires odor perception and discrimination.
- Task requires depth perception and discrimination.
- Task requires texture perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral communication ability.

METHOD OF SELECTION:

The selection procedure will be conducted in a manner consistent with the established procedures approved by the Police and Fire Commission and existing professional personnel practices. Special consideration may be given to candidates who possess a paramedic certification.

An offer of employment as a probationary firefighter will be contingent upon the applicant passing a:

- Psychological evaluation
- Medical examination including a drug/chemical screen
- Background investigation

All probationary appointments are subject to the final approval from the Police & Fire Commission.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.kenosha.org>

Job #2020000
FIREFIGHTER/EMT
LB

APPLICATION DEADLINE:

Applications must be received no later than 4:30 PM Central Standard Time (CST) the date of the job closing.

OUR OFFICE IS LOCATED AT:

625 - 52nd Street
Room 205
Kenosha, WI 53140
Phone: (262) 653-4130
Fax: (262) 653-4127

OUR OFFICE HOURS:
8:00 AM - 4:30 PM, Monday - Friday
An Affirmative Action/Equal Employment Opportunity Employer M/F/D

Firefighter/EMT Supplemental Questionnaire

- * 1. The following supplemental questions may be used as a scored evaluation of your knowledge, skills and experience. Be certain that the choices you make correspond to the information you have provided on your application. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the hiring manager. Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal.
- Yes and I understand and agree
 No I disagree
- * 2. I understand that I must attach a copy of my Diploma and/or Degree (transcripts are also acceptable), my EMT license, and my Firefighter I & II certifications, whichever is applicable. I understand that failure to attach any of the required documents may eliminate me from consideration or exclude me from receiving preference points. I understand that if I completed my graduation requirements, but have not yet attended the graduation ceremony to obtain my diploma/degree that I may contact the school to request a letter on the educational institution's letterhead confirming the date that my diploma/degree was conferred, which must be on or before the date this job posting closes. I understand that I may attach other documents to accompany my application that must meet the requirements for file size and file type as referenced in the job posting. I understand that I should not attach my driver's license, social security card, birth certificate, or photos. I understand that I should redact my personal information when attaching a document that contains personal information (i.e. social security number, date of birth, etc...).
- Yes, I understand and agree
 No, I disagree
- * 3. If hired, one (1) month after completion of the probationary period, applicants must reside within Kenosha County, Racine County (except the Town of Waterford; however the Village of Waterford is acceptable), Franklin, Oak Creek, or South Milwaukee. The incumbent of this position is required to maintain such residency during the term of employment. Are you able to meet the City's residency requirements?
- Yes
 No
- * 4. Are you eighteen (18) years or older at the time of application?
- Yes
 No
- * 5. Do you speak, read, write and understand the English language?
- Yes
 No
- * 6. Do you possess a valid driver's license with a good driving record?
- Yes
 No
- * 7. What is your highest level of education? You are required to attach your Diploma and/or Degree or transcripts in the attachment section of the application. Also, be sure to list your diplomas and college degrees in the "Education" section of the application.
- Some High School
 High School Diploma/GED/HSED
 Some College
 Associate Degree
 Bachelor Degree
 Masters Degree
 Doctorate (PHD)
 None of the Above
- * 8. If you indicated that you have a degree, is the degree in Fire Science, Fire Protection, Fire Medic or a related field of study? Be sure to attach a copy of your degree or transcripts to your application.
- Yes
 No
 I do not have a college degree
- * 9. Are you actively nationally Registered or State of Wisconsin licensed as an Emergency Medical Technician with Firefighter I and Firefighter II certifications?
- Yes
 No
- * 10. Please check all licenses or certifications that apply. If you do not have any licenses or certifications, please select "None of the Above." Attach a copy of your

certifications/licenses in the attachment section of the application and make sure that you list the certifications/licenses in the "Certificates and Licenses" section of the application.

- State of Wisconsin EMT - Basic
 - State of Wisconsin EMT - Intermediate
 - State of Wisconsin EMT - Intermediate Technician/AEMT
 - State of Wisconsin EMT - Paramedic
 - State of Wisconsin EMT - Paramedic with Critical Care Endorsement
 - National Registry - EMT
 - National Registry - Paramedic
 - State of Wisconsin certified Firefighter I or similar
 - State of Wisconsin certified Firefighter II or similar
 - State of Wisconsin certified Fire Officer I or similar
 - State of Wisconsin certified Emergency Services Instructor I or similar
 - State of Wisconsin certified Fire Officer II or similar
 - State of Wisconsin certified Emergency Services Instructor II or similar
 - State of Wisconsin certified Emergency Services Instructor III or similar
 - State of Wisconsin certified fire apparatus operator/driver-aerial or similar
 - State of Wisconsin certified fire apparatus operator/driver-pump or similar
 - NIMS 100, 200, 300, 400, 500, 700, or 800
 - None of the Above
- * 11. Did you successfully complete or do you plan to successfully complete the Candidate Physical Ability Test (CPAT) between January 1, 2020, and August 7, 2020? If you answer 'Yes - I attached my CPAT,' please attach your CPAT in the attachment section of the application. If you answered 'Yes - My CPAT is not attached,' please be sure to submit your CPAT when solicited by Human Resources.
- Yes - My CPAT is attached
 - Yes - My CPAT is not attached
 - No
- * 12. The ability to speak and understand Spanish or other languages is a desired qualification. Do you speak and understand Spanish or any other languages. If you check yes, please make sure that the "Skills" section of the application reflects such additional languages.
- Yes
 - No
- * 13. Do you have access to a laptop or desktop computer (i.e. Windows, Mac, or Linux) with Chrome, Safari, Edge, or a Firefox web browser to take the online written exam?
- Yes
 - No
14. Qualifying U.S. military veterans and certain spouses of such veterans may be granted preference points toward their score(s) from the City of Kenosha employment examination process. If applicable, please select a category below.
- 10 points as a non-disabled veteran with qualifying service.
 - 15 points as a disabled wartime veteran whose disability is less than 30% and directly traceable to war service.
 - 20 points as a disabled wartime veteran whose disability is 30% or more and directly traceable to war service.
 - 10 points as a spouse of a disabled veteran whose disability is 70% or more and directly traceable to war service.
 - 10 points as an unmarried spouse of a veteran who was killed in action or died from a service connected disability.
- * Required Question