



2024 Candidate Application Packet

Firefighter / EMT I (Basic)

Firefighter / EMT II (Paramedic)

Equal Opportunity Employer

HUMAN RESOURCES DIVISION
CITY OF HIGHLAND PARK
1707 ST. JOHNS AVENUE
HIGHLAND PARK, IL 60035
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Firefighter / EMT I (Basic)
Firefighter / EMT II (Paramedic)



The Board of Fire and Police Commissioners of the City of Highland Park is accepting applications for the positions of **Firefighter / EMT I (Basic)** and **Firefighter / EMT II (Paramedic)**. Please read the information contained in this packet carefully as it explains the requirements and process for candidates. Keep this information as a reference throughout the examination process.

Requirements

Proof of meeting these requirements must be submitted during the application process described below.

- U.S. Citizen
- Valid driver's license
- High School diploma or equivalent (GED)
- Between the ages of 21 and 34 at time of hire
- **For Firefighter / EMT I (Basic):** Valid Illinois Department of Public Health EMT-Basic (IDPH EMT-B) OR National Registry license by date of application deadline.
- **For Firefighter / EMT II (Paramedic):** Valid Illinois Department of Public Health EMT-Paramedic (IDPH EMT-P) OR National Registry license by date of application deadline.
- Successful completion of CPAT & Ladder Climb within one (1) year prior to application deadline. Licensed testing agencies include (but are not limited to):
 - NIPSTA – Glenview, IL – www.nipsta.org
 - SUFD – Darien, IL – www.sufd.org
 - Central Illinois Fire Chiefs – Decatur, IL – www.centralillinoisfirechiefs.com
 - ESEC Education Center – Indianapolis, IN – www.wayne.k12.in.us

Step 1: File an Application

Applications are accepted by the City of Highland Park online:

<https://www.cityhpil.com/careers>

Applicants must complete a detailed online application and attach the required documents as detailed on the website. Prior applications will not be considered when evaluating applications filed during this recruitment period, however prior applicants are welcome to apply!

Applications must be completed, with all required documentation submitted, by:

December 1, 2023 8:00 AM

All portions of the testing process are mandatory. Failure to attend and complete any portion of the process will result in elimination from the employment process.

The entire selection process for establishing an eligibility list is expected to be approximately 90 days. Applicants are responsible for notifying Human Resources of any changes in address, phone number or email address. All such notices of changes in contact information should be submitted in writing to City of Highland Park, Human Resources Division, 1707 St. Johns Ave, Highland Park, IL 60035 or via e-mail to hr@cityhpil.com.

If you have any questions, please visit the website, call 847.926.1007 or email hr@cityhpil.com.

Step 2: Written Exam

The written exam will be given virtually over the dates of **December 11, 2023** and **December 15, 2023**. Candidates who file a completed application and required documentation no later than December 1, 2023 will be provided with the testing information.

Candidates must score a 70% or higher on the written exam to proceed further. Candidates will be notified in writing via email of their status following the written exam. The written exam is worth 20% of the total score for a candidate.

Candidates will need two devices in order to participate in the online exam and your devices must meet the following requirements:

1. A mobile smartphone or tablet.
2. A desktop or laptop PC running Windows 7 or later.
3. A reliable internet connection on each device.

If candidates do not have access to devices that meet the requirements, there will be an option to set up an appointment at our test vendor's office to take the written exam.

Examination Bands

Following the written examination, examination bands of applicants for further testing will be established. Applicants will be grouped in bands of 24 applicants each in order of his or her score on the written examination. Only the first examination band will proceed through the testing process at this time. Additional examination bands remain eligible for further testing in the future as other groups are processed

Step 3: Screening Interview & Background Check

Candidates in the first examination band will proceed as follows:

Screening Interview:

The screening interview is conducted by a panel of staff members chosen by the Board. This is a preliminary interview to determine an applicant's suitability for the position and is a Pass/Fail examination element.

Screening interviews are tentatively scheduled for the dates of **January 4, 2024** and **January 5, 2024**. Candidates will be notified in writing via email of their scheduled interview time.

AND

Preliminary Background Investigation:

Candidates who pass the screening interview will be contacted regarding a preliminary background investigation. The City will conduct a character and background investigation of candidates including a criminal history check. Results will be submitted to the Board of Fire & Police Commissioners for its evaluation.

Step 4: Polygraph & Oral Interview

Candidates who pass the screening interview and complete the preliminary background investigation will proceed as follows:

Polygraph Test:

Candidates are required to submit to a polygraph test administered by a licensed polygraph examiner in order to be eligible to continue in the selection process. Results of the polygraph test will be submitted to the Board for its evaluation.

Candidates will be notified of their schedule for the polygraph test in writing. Polygraph exams are tentatively scheduled for **January 9, 2024** thru **January 23, 2024**.

Board Review and Oral Interview:

The results of the polygraph examination and preliminary background investigation will be reported to the Board of Fire and Police Commissioners for review and approval, and candidates will be interviewed by the Board.

Eligible candidates will be notified in writing via email of the date, time and place of each oral interview. Applicants are to call and confirm the receipt of the interview schedule and to accept or decline the interview. Once set, the interview schedule cannot be changed.

Candidates must pass the Board review of polygraph and background investigation and score 70% or higher for the Oral Interview to proceed further. The score on the Oral Interview is worth 80% of the candidate's total score.

The Oral Interviews are tentatively scheduled for **February 2, 2024**, however the date is subject to change.

Step 5: Eligibility List

Initial Eligibility List

Candidates who pass all of the above portions of the selection process will be placed on the Initial Eligibility List in rank order.

Military Preference Points: Candidates who have served at least one year in the US Armed Forces during a time of hostilities with a foreign country, who have been honorably discharged or currently on active duty, may request the addition of Military preference points (3 points) to be added to their score on the Initial Eligibility List.

Candidates should be aware that military preference points may only be used for one appointment, and those using military preference points on this exam process will not be eligible for military preference points on any future promotional process with the City of Highland Park.

Military Preference Points must be requested by the candidate within 10 days of the posting of the Initial Eligibility List.

Firefighter Certification Points: Firefighter Certification Points (3 points) will be awarded to the final ranking of candidates who possess State of Illinois Firefighter II/Basic Operations Firefighter Certification (or its equivalent in other states).

State of Illinois Firefighter II/Basic Operations Firefighter Certification (or its equivalent in other states) must be submitted as proof of Certification in order to qualify for Firefighter Certification Points.

Paramedic Certification Points: Paramedic Certification Points (3 points) will be awarded to the final ranking of candidates who possess State of Illinois Paramedic License (or its equivalent in other states).

State of Illinois Paramedic License (or its equivalent in other states) must be submitted as proof of Certification in order to qualify for Firefighter Certification Points.

Register of Eligibles

Scores for candidates requesting and receiving preference points will be adjusted and the final Register of Eligibles created. Candidates will be notified in writing of their final score and ranking on the Register of Eligibles.

The Register of Eligibles will be valid for 12 months unless extended; eligibility lists may be extended for up to two additional 6-month periods.

Conditional offers of employment may be made to candidates on the Register of Eligibles. Hiring will be done consistent with the Rules and Regulations of the Board of Fire and Police Commissioners of the City of Highland Park.

Step 6: Post-Offer Examination Elements

Candidates who are given a conditional offer of employment will proceed with the post-offer examination elements:

Detailed Character and Background Investigation

A detailed character and background investigation of each candidate who has accepted a conditional offer of appointment will be conducted. Such investigation may include further checking of the fingerprints obtained during the Preliminary Character and Background Investigation. Results of this investigation shall be submitted to the Board to determine whether the applicant has passed this examination element.

Psychological/Psychiatric Test

A psychological examination administered by such psychologist or psychiatrist designated by the Board will be conducted of each candidate who has accepted a conditional offer of employment. The test shall be given solely to determine an applicant's suitability for the position with the City of Highland Park. The examiner shall prepare and submit a report of the examination to the Board who shall determine whether the applicant has passed this examination element. If the applicant fails this examination element, the applicant's name may be retained on the Register of Eligibles.

Medical Exam

A comprehensive medical test administered by a licensed physician designated by the Board will be conducted of each candidate who has accepted a conditional offer of employment. The examiner shall prepare and submit a report of the examination to

the Board who shall determine whether the applicant has passed this examination element. If the applicant fails this examination element, the applicant's name may be retained on the Register of Eligibles.

The medical exam will consist of a physical examination as prescribed by the Board and includes a vision test and a drug screening test. The medical examiner will submit a report to the Board including his/her opinion regarding the overall health and vision of the candidate. Failure to pass the drug screening portion shall eliminate the candidate from any further consideration.

The Board of Fire and Police Commissioners will review the results of these post-offer exams and determine whether the candidate has passed or failed.

Supplemental Exams

In the event the Board has determined that a candidate has failed either the Psychological/Psychiatric or the Medical Exam, but the candidate has been retained on the Register of Eligibles, and the candidate is offered a second conditional offer of appointment more than 60 days following the date of the first Medical Exam, or after the number of days designated by the psychologist/psychiatrist's report as being valid, the candidate will be scheduled for a second test to be made within 60 days prior to being appointed. If the candidate fails the second test, his/her name will be removed from the Register of Eligibles.

Appointment Process

Applicants must pass every phase of the testing process in order to be considered for appointment. Final offers of employment may be extended to candidates successfully completing all of the necessary portions of the selection process and certified by the

Board. Hiring will be done consistent with the Rules and Regulations of the Board of Fire and Police Commissioners of the City of Highland Park.

Pre-Hiring Agreement

Prior to hiring, Candidates will be required to enter an agreement with the City that provides for repayment of equipping and training costs on a pro-rata basis if the employee terminates employment with the City within the first three years. A demonstration copy of this Agreement (with current estimated costs) is included in this packet. The actual costs will differ depending on changes in class and equipment/clothing costs and/or the training actually needed by the individual.

Salary and Benefits Information

2024 Starting Salary

- \$80,872 for Firefighter / EMT I (EMT-B)
- \$85,723 for Firefighter / EMT II (EMT-P)
- One year probationary period
- Eligible for step increases until reach maximum of \$108,187 for EMT-B and \$113,801 for EMT-P

Benefits

- Paid Leave
- Sick Leave
- 5 24-hour Floating Holidays, 1 24-hour Personal Day, 6 24-hour Work Reduction Days, Additional "earnable" leave
- Bereavement Leave
- Hospitalization, Medical/Surgical, Dental and Vision Coverage
- Life Insurance
- Pension Program
- Longevity Pay
- Wellness Program
- Employee Fitness Center
- Education/Tuition Reimbursement
- Professional Counseling Service

Residency Requirement

Within 90 days after successful completion of a one-year probationary period, all newly appointed firefighters are required to move within one of the following counties:

- In Illinois: Cook, DuPage, Kane, Lake, or McHenry
- In Wisconsin: Kenosha, or any county that borders Kenosha



City of Highland Park

JOB DESCRIPTION

Firefighter EMT I

Department: Fire Department

Primary Purpose: Performs a variety of hazardous tasks when engaged in combating, extinguishing and preventing fires, in answering emergency medical calls, extricating and rescuing individuals from fires and entrapment, treating the sick and injured and in operation and maintenance of fire department equipment, apparatus and quarters.

Supervision Received: Work is performed under the direct supervision of the station Lieutenant with complete oversight of the entire shift by the Battalion Chief.

Supervision Exercised: None.

Essential Duties and Responsibilities:

Percent of Total Time	Ranked Importance	Function
24 %	1	Attends training courses, reads and understands assigned materials related to emergency medical care, firefighting and fire prevention. Firefighters shall be required to become certified at the Firefighter II level pursuant to the State of Illinois Firefighter Certification Standards. Performs the necessary tasks associated with the certified level of EMT-B, such as taking blood pressures, administering oxygen, performing optimum CPR, and maintaining the prescribed level of certification.
24 %	2	Responds to fire alarms with a company; operates pumps, aerial ladders and auxiliary equipment; lays and connects hose; holds nozzles; directs fog or water streams; raises and extends ladders; forces entry using axes, hammers, or other tools; uses chemical extinguishers, bars, hooks, lines and other equipment. Is comfortable wearing and using self-contained breathing apparatus. Investigates fire causes and origins under the direction of an officer. Ventilates burning buildings by opening windows and skylights using power equipment or by chopping holes in roofs and floors; breaches and removes walls, floors and ceilings; searches for and removes persons from danger; administers first aid to injured persons; performs salvage operations such as throwing salvage covers, vacuuming and removing water, cleaning up and removing debris.

12 %	3	Responds to vehicle accident scenes and performs extrication techniques using specialized heavy hydraulic equipment during emergency situations. Moves accident and illness victims onto ambulance cots and lifts, rolls, carries and otherwise moves such victims and cots as necessary.
9 %	4	Responds to and mitigates hazardous materials leaks and spills. Rescues victims trapped in a variety of situations including, but not limited to, confined spaces, above- and below-grade situations, trenches, structural collapses, and in/under water and/or ice.
9%	5	Participates in live fire, rope and other rescue, rappelling and hazardous materials training. Attends classes in firefighting, rescue and emergency medical care.
9 %	6	Performs general maintenance work in the up-keep of fire department property; prepares and submits reports and forms regarding alarms, supplies, equipment and other matters pertaining to his/her unit. Makes minor repairs to property and equipment; washes, hangs and dries hoses, washes, cleans and disinfects equipment and apparatus.
6 %	7	Relays orders, instructions and information accurately.
2 %	8	Tests fire hydrants and records flow information for department use.
2 %	9	Performs assigned fire inspections, checks building exits and related structures and appurtenances for compliance with fire prevention ordinances.

Marginal Functions:

Percent of Total Time	Function
3 %	Performs related duties as assigned.

Safety Functions:

Function
Becomes familiar with and observes all applicable safety policies and procedures.
Provides training on fire safety related issues identified during inspections to emergency response personnel.
Maintains and uses appropriate Proper Personal Equipment.
Immediately reports all unsafe conditions and acts to supervisor.
Reports all accidents and near misses to supervisor immediately.
Recommends improvements to safety practices.
Obeys and adheres to all safety rules and established work practices.

Function
Follows proper lifting/material handling procedures at all times.
Maintains appropriate physical fitness to perform essential job functions.

Work Environment: This position involves both station duties and response work, performing typical station duties such as cleaning of the general living and office areas, cleaning of the fire apparatus. The work shift will consist of 24 hours on duty and 48 hours off duty. The employee will be exposed to all types of weather conditions and temperature fluctuations, from bitter cold to extreme heat and humidity. The employee will be exposed to noise levels ranging from moderate to very loud, from open areas to very cramped confined spaces. The work environment will subject the employee to heavy traffic conditions both in responding to emergency calls and when attempting extrications at accident scenes. The work environment may expose the employee to fumes and airborne particles; immersion in deep water; low-visibility conditions; and possible biological, radiological and nuclear contamination. Although firefighting and rescue work are the most difficult and responsible areas of activity, the major portion of time is spent drilling and studying methods, techniques and organization, as well as in routine duties in the care and maintenance of fire department property and equipment. Due to the nature of the facilities and assignments, personnel eat together and are in a social semi-family type of environment. There is a communal bunkroom for sleeping.

Bloodborne Pathogens: The employee may be exposed to Bloodborne Pathogens in the course of providing or assisting in the provision of emergency care. All policies established by the fire department and city are followed and enforced by the employee.

Tools and Equipment Used: The employee will be required to use a typewriter, computer mobile data terminal and personal computer and telephone during station functions. In the field the employee must drive a fire engine, ladder truck, rescue squad or ambulance. He/she must be comfortable wearing full turnout gear, self-contained breathing apparatus. He/she will use axes, halligans, pry bars, hose, nozzles, electric and gas powered fans, ladders, ropes, saws (both hand and gas operated), portable radios, lights and any other equipment necessary to complete his/her tasks.

Physical Demands: While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is required to walk briskly; use hand to finger motions; handle or feel objects, tools, or controls; and reach with hands and arms both above the head and below the feet. The employee is often required to lift objects from a standing, crouching or lying position whose weight may exceed his/her own. He/she is required to lift and carry heavy fire equipment and tools, medical equipment and self-contained breathing apparatus some distance from the fire apparatus to the scene of the emergency, including up and down stairs.

The employee must occasionally lift and/or move objects in excess of 100 pounds. Specific vision abilities required by this job include 20/20 vision, corrected.

Required Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Graduation from a standard high school or vocational school.

Experience:

Certification or License: Certification in the Illinois Fireman-ship Program at Firefighter II. Certification in the Illinois Fireman-ship Program at Firefighter III is desirable. Certification from the State of Illinois as an EMT-B. Certification from the State of Illinois as an EMT-P may be required.

Required Knowledge, Skills, and Proficiencies: Ability to read and write the English language. Ability to learn the street system and physical layout of the city. Ability to climb ladders and work at considerable heights, and also to work well below grade in dark, confined spaces. Ability to learn a wide variety of firefighting duties and methods within a reasonable working test period. Ability to adapt to a number of different situations that could all happen at the same time. Ability to learn ambulance procedures and operations, learn patient care and how to deal with serious patient trauma. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to understand and follow oral and written instructions. Ability to learn to operate all fire and medical apparatuses and equipment and to share knowledge of one's own individual skills and expertise. Ability to swim enough to be able to retrieve objects from – and maneuver in – lakes, rivers, ponds, pools, and tubs of depths greater than the employee's height. Have good health and strength sufficient to perform arduous work and motivation to maintain personal fitness and wellness. Possess a positive mental attitude with the desire and motivation to achieve a higher position on the department through attendance of classes and self-study. Ability to pass the State of Illinois requirement for licensure for driving and operating emergency vehicles.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

Salary Grade: 56030

Exempt Status: Non-Exempt

Revised: 12/20/16



City of Highland Park

JOB DESCRIPTION

Firefighter EMT II

Department: Fire Department

Primary Purpose: Performs a variety of hazardous tasks when engaged in combating, extinguishing and preventing fires; in answering emergency medical calls, extricating and rescuing individuals from fires and entrapment; treating the sick and injured and in operation and maintenance of fire department equipment, apparatus and quarters.

Supervision Received: Work is performed under the direct supervision of the station Lieutenant with complete oversight of the entire shift by the Battalion Chief.

Supervision Exercised: Certified paramedic may be assigned the duties of overseeing provisional paramedics during their certification process.

Essential Duties and Responsibilities:

Percent of Total Time	Ranked Importance	Function
24 %	1	Attends training courses; reads and understands assigned materials related to emergency medical care, firefighting and fire prevention. Performs the necessary tasks associated with the certified level of EMT-P such as taking blood pressure, administering oxygen, removing obstructions from airways, inserting IV's, giving emergency drugs, performing optimum CPR and Cardio-version, and maintains the prescribed level of certification.
24 %	2	Responds to fire alarms with a company; operates pumps, aerial ladders and auxiliary equipment; lays and connects hose; holds nozzles; directs fog or water streams; raises and extends ladders; forces entry using axes, hammers or other tools; uses chemical extinguishers, bars, hooks, lines and other equipment. Is comfortable wearing and using self-contained breathing apparatus. Investigates fire causes and origins under the direction of an officer. Ventilates burning buildings by opening windows and skylights using power equipment or by chopping holes in roofs and floors; breaches and removes walls, floors and ceilings; searches for and removes persons from danger; administers first

		aid to injured persons; performs salvage operations such as throwing salvage covers, vacuuming and removing water, cleaning up and removing debris.
12 %	3	Responds to vehicle accident scenes and performs extrication techniques using specialized heavy hydraulic equipment during emergency situations. Moves accident and illness victims onto ambulance cots and lifts, rolls, carries and otherwise moves such victims and cots as necessary.
9 %	4	Responds to and mitigates hazardous materials leaks and spills. Rescues victims trapped in a variety of situations including, but not limited to: confined spaces, above- and below-grade situations, trenches, structural collapses, and in/under water and/or ice.
9 %	5	Participates in live fire, rope and other rescue, rappelling and hazardous materials training. Attends classes in firefighting, rescue and emergency medical care.
9 %	6	Performs general maintenance work in the up-keep of fire department property; prepares and submits reports and forms regarding alarms, supplies, equipment and other matters pertaining to his/her unit. Makes minor repairs to property and equipment; washes, hangs and dries hoses, washes, cleans and disinfects equipment and apparatus.
6 %	7	Relays orders, instructions and information accurately.
2 %	8	Tests fire hydrants and records flow information for department use.
2 %	9	Performs assigned fire inspections, checks building exits and related structures and appurtenances for compliance with fire prevention ordinances.

Marginal Functions:

Percent of Total Time	Function
3 %	Performs related duties as assigned

Safety Functions:

Function
Becomes familiar with and observes all applicable safety policies and procedures.
Provides training on fire safety related issues identified during inspections to emergency response personnel.
Maintains and uses appropriate Proper Personal Equipment.

Function
Immediately reports all unsafe conditions and acts to supervisor.
Reports all accidents and near misses to supervisor immediately.
Recommends improvements to safety practices.
Adheres to all safety rules and established work practices.
Follows proper lifting/material handling procedures at all times.
Maintains appropriate physical fitness to perform essential job functions.

Work Environment: This position involves both station duties and response work, including performing typical station duties such as cleaning of the general living and office areas and cleaning of the fire apparatus. The work shift will consist of 24 hours on duty and 48 hours off duty. The employee will be exposed to all types of weather conditions and temperature fluctuations, from bitter cold to extreme heat and humidity. The employee will be exposed to noise levels ranging from moderate to very loud, from open areas to very cramped confined spaces. The work environment will subject the employee to heavy traffic conditions both in responding to emergency calls and when attempting extrications at accident scenes. The work environment may expose the employee to fumes and airborne particles; immersion in deep water; low-visibility conditions; and possible biological, radiological and nuclear contamination.

Although firefighting and rescue work are the most difficult and responsible areas of activity, the major portion of time is spent drilling and studying methods, techniques, organization and in routine duties in the care and maintenance of fire department property and equipment. Due to the nature of the facilities and assignments, personnel eat together and are in a social semi-family type of environment. There is a communal bunkroom for sleeping.

Bloodborne Pathogens: The employee may be exposed to bloodborne pathogens in the course of providing or assisting in the provision of emergency care. All policies established by the Fire Department and City are followed and enforced by the employee.

Tools and Equipment Used: The employee will be required to use a typewriter, computer, mobile data terminal and telephone during station functions. In the field the employee must drive a fire engine, ladder truck, rescue squad or ambulance. He/she must be comfortable wearing full turnout gear, self-contained breathing apparatus. He/she will use axes, halligans, pry bars, hose, nozzles, electric and gas powered fans, ladders, ropes, saws (both hand and gas operated), portable radios, lights and any other equipment necessary to complete his/her tasks.

Physical Demands: While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to walk briskly; use hand to finger motions; handle or feel objects, tools, or controls; and reach with hands and arms both above the head and below the feet. The employee is often required to lift objects from a standing, crouching or lying position whose weight may exceed his/her own. He/she is required to lift and carry heavy fire equipment and tools, medical equipment and self-contained breathing apparatus some distance from the fire apparatus to the scene of the emergency, including up and down stairs.

The employee must occasionally lift and/or move objects in excess of 100 pounds. Specific vision abilities required by this job include 20/20 vision, corrected.

Required Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Graduation from a standard high school or vocational school.

Experience: Previous firefighting experience desired but not required.

Certification or License: Certification in the Illinois Fireman-ship Program at Firefighter II. Certification in the Illinois Fireman-ship Program at Firefighter III and certification from the State of Illinois as an EMT-P are desirable.

Required Knowledge, Skills, and Proficiencies: Must be able to read and write the English language. Knowledge of the street system and physical layout of the City. Ability to climb ladders and work at considerable heights and also to work well below grade in dark, confined spaces. Learns a wide variety of firefighting duties and methods within a reasonable working test period. Adapts to a number of different situations that could all happen at the same time. Learns ambulance procedures and operations, learns patient care and how to deal with serious patient trauma. Establishes and maintains effective working relationships with other employees and the general public. Understands and follows oral and written instructions. Operates all fire and medical apparatuses and equipment and to share knowledge of one's own individual skills and expertise.

Ability to swim enough to be able to retrieve objects from – and maneuver in – lakes, rivers, ponds, pools and tubs of depths greater than the employee's height. Have good health and strength sufficient to perform arduous work and motivation to maintain personal fitness and wellness. Possess a positive mental attitude with the desire and motivation to achieve a higher position on the department through attendance at classes and self-study. Ability to pass the State of Illinois requirement for licensure for driving and operating emergency vehicles.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

Salary Grade: 65350

Exempt Status: Non-Exempt

Revised: 12/20/16

Demo Agreement

Name: _____

(the "Candidate")

Position: _____

Date: _____

Department: (*Police*/Fire)

CITY OF HIGHLAND PARK CANDIDATE REIMBURSEMENT AGREEMENT

This Candidate Reimbursement Agreement (the "**Agreement**") is entered into as of the date written above, between the City of Highland Park, Lake County, Illinois, an Illinois home rule municipal corporation (the "**City**") and the Candidate.

IN CONSIDERATION OF the recitals and mutual covenants and agreements set forth in this Agreement, and pursuant to the City's home rule powers, the parties agree as follows:

SECTION 1. RECITALS.

- A. The Candidate has been selected by the City to serve the City as either a Police Officer, Fire Fighter, Police Recruit, or Fire Recruit, ("**Public Safety Officer**") and the Candidate has agreed to be employed by the City as such.
- B. In connection with such employment, the City will incur certain expenses in training, and providing a uniform and equipment to the Candidate.
- C. The Candidate acknowledges that, in the event the Candidate resigns or is terminated within the first three years of employment, the City will not have realized the value for the expenses it incurred.
- D. The Candidate and the City acknowledge that the value to the City of the expenses incurred cannot be accurately amortized, but that the reimbursement schedule attached to this Agreement is a fair and accurate estimate thereof.

SECTION 2. REIMBURSEMENT OF TRAINING EXPENSES.

- A. **City Obligations.** The City estimates that it will expend the amounts set forth on **Schedule A** to this Agreement on training activities, uniform and equipment, and other expenses (collectively, the "**Training Expenses**"). The Training Expenses are exclusive of the costs of on-the-job training, field training, and the overtime and other expenses resulting therefrom.
- B. **Candidate Obligations.** In exchange for the City incurring the Training Expenses on behalf of the Candidate, the Candidate agrees to use his or her best efforts to complete the training and serve as a Public Safety Officer of the City during a continuous period of at least three years, commencing on the date

of appointment of the Candidate to the City Police Department or to the City Fire Department (the “*Three Year Term*”).

C. Reimbursement Schedule. In the event the Candidate resigns or is terminated at any time prior to the end of the Three Year Term, the Candidate shall, and does hereby agree to, reimburse the City for the Training Expenses immediately upon such resignation or termination in accordance with the reimbursement terms set forth on **Schedule B** to this Agreement.

D. Exceptions to Reimbursement. The Candidate’s obligations for the reimbursement of Training Expenses shall be excused under the following circumstances:

1. Military Service.

a. The Candidate is required to perform military service for a period of less than one year, immediately after which the Candidate returns to his or her position as a Public Safety Officer with the City and completes the Three Year Term exclusive of military service; or

b. The Candidate is required to perform military service for a period in excess of one year, whether or not the Candidate returns to his or her position as a Public Safety Officer with the City.

2. Physical or Mental Impairment. The Candidate becomes physically or mentally disabled within the Three Year Term and such disability is approved by the City Police Pension Board or the City Fire Pension Board, whichever is appropriate.

3. Termination. The Candidate is terminated by the City during the Three Year Term and the City Manager determines that: (a) such termination was not the result of a deliberate act or omission on the part of the Candidate; and (b) the conduct resulting in such termination did not constitute dereliction of duty or gross violation of the City Police or Fire Department regulations.

SECTION 3. GENERAL PROVISIONS.

A. Enforcement. Upon the demand of the City, the Candidate shall immediately reimburse the City for the Training Expenses incurred. If the Candidate does not immediately pay upon such demand, then the City may, in law or in equity, by suit, action, mandamus or any other proceeding, including, but not limited to, specific performance, enforce or compel the performance of this Agreement. In the event the City prevails at a judicial proceeding brought by the City against the Candidate, the City shall be entitled to reimbursement from the Candidate of all costs and expenses, including reasonable attorneys’ fees, incurred in connection with such judicial proceeding.

- B. Voluntary Act.** The Candidate represents and states that he or she has carefully read this Agreement, understands the contents thereof, and signs the same of his or her own free will, act, and deed. The Candidate further represents and states that he or she has obtained, or has had the opportunity to obtain, legal advice from his or her attorney in connection with this Agreement prior to executing the same.

- C. Not an Employment Agreement.** This Agreement is not intended, and shall not be deemed or interpreted by either party, to be a contract for employment. Rather, this Agreement is intended to designate the rights and responsibilities of the parties with respect to the Training Expenses arising out of the Candidate's employment by the City as a Public Safety Officer. This Agreement shall have no effect upon the right of the City to terminate the Candidate's employment for any reason whatsoever in accordance with City regulations.

- D. Schedules.** Schedules A and B attached to this Agreement are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between a Schedule and the text of this Agreement, the Schedule shall control.

- E. Severability.** If any provision of this Agreement is construed or held to be void, invalid, illegal, or unenforceable in any respect, the remaining part of that provision and the remaining provisions of this Agreement shall not be affected, impaired, or invalidated thereby, but shall remain in full force and effect. The unenforceability of any provision of this Agreement shall not affect the enforceability of that provision in any other situation.

- F. Amendment.** No amendment or modification to this Agreement shall be effective unless and until such amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed by both the City and the Candidate.

IN WITNESS WHEREOF, the City and Candidate have entered into this Agreement all as of the date first above written.

CITY OF HIGHLAND PARK

By: _____
 City Manager

CANDIDATE

By: _____



Firefighter / EMT I (Basic)
Firefighter / EMT II (Paramedic)

SCHEDULE A
TRAINING EXPENSES

<u>Training Expense</u>	<u>Cost</u>
1. Uniforms and Equipment	\$ <u>5,200.00</u>
2. Training Activities (Including tuition for training courses)	\$ _____
3. Police Academy	\$ _____
4. Fire Academy	\$ <u>3,395.00</u>
5. Hazardous Materials Operations	\$ _____
6. Emergency Medical Technician and Paramedic Training Courses	\$ _____
 Total Training Expenses:	 \$ <u>8,595.00</u>

SCHEDULE B
Candidate Reimbursement Schedule

1. **First Year.** If the Candidate resigns or is terminated within the first 12 months of the Three Year Term, then the Candidate shall reimburse the City one hundred percent (100%) of the actual Training Expenses.
2. **Second Year.** If the Candidate resigns or is terminated within months 13 through 24 of the Three Year Term, then the Candidate shall reimburse the City seventy-five percent (75%) of the actual Training Expenses.
3. **Third Year.** If the Candidate resigns or is terminated within months 25 through 36 of the Three Year Term, then the Candidate shall reimburse the City twenty-five percent (25%) of the Training Expenses.



Firefighter / EMT I (Basic)
Firefighter / EMT II (Paramedic)



Required Documents

- Complete Online Application

- Copy of High School Diploma or equivalent

- Copy of Valid Driver's License

- Copy of Birth Record as Proof of Citizenship
 - The following documents are accepted as proof of citizenship:
 - Copy of US County / State issued birth record
 - Copy of valid US Passport
 - Copy of Naturalization Papers

Hospital-issued birth certificates are not verifiable, and therefore cannot be accepted.

- Copy of Valid CPAT Card

- Copy of Valid Ladder Climb Certificate

- Copy of EMT-B, EMT-P License OR National Registry License