

THE CIVIL SERVICE DEPARTMENT

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CITY OF LIVONIA, MICHIGAN
An Equal Employment Opportunity Employer
M/F/H

Denise C. Maier, SPHR
Human Resources Director

THE CITY OF LIVONIA IS SEEKING QUALIFIED APPLICANTS FOR EMPLOYMENT
ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

FIREFIGHTER – Non Safer Grant Funded

ANNUAL PAY RANGE
\$42,889.60 to \$60,756.80
(subject to negotiations)

LAST DATE TO FILE APPLICATIONS: Applications for this examination must be received at the office of the Civil Service Department, 33000 Civic Center Drive, Livonia, MI 48154, no later than **5:00 p.m, Friday, February 19, 2016**, in order to be accepted. The telephone number is (734) 466-2530.

QUALIFICATIONS

By the closing date of the announcement, applicants must:

1. Be a citizen of the United States or a resident alien with the right to work in the United States.
2. Have a high school diploma or valid equivalency certificate. Applicants will have two (2) points for a Bachelor's Degree, or one (1) point for an Associate's Degree, in a Fire Science or an EMS curriculum, added to their final score.
3. Hold a current State of Michigan Paramedic License or National Registry EMT - Paramedic and be ACLS (Advanced Cardiac Life Support) certified, or currently enrolled in a Paramedic/ACLS curriculum.
4. Possess or be in the process of obtaining the Conference of Western Wayne Firefighter Written and Physical Agility Test Certificates. THE AGILITY TEST CERTIFICATE MUST HAVE BEEN ISSUED IN THE TWELVE (12) MONTHS PRIOR TO THE CLOSING DATE OF THE ANNOUNCEMENT. Candidates must have passed both tests to proceed to the next examination process.
5. Possess normal visual functions and acuity in each eye, correctable to 20/20 with eyeglasses.
6. Be free from any physical defects, chronic diseases, organic or functional conditions or mental and emotional instabilities which may tend to impair the efficient performance of duties or which might endanger the lives of others or the individual employee.
7. Possess and maintain a valid motor vehicle operator's or a basic commercial driver's license and have an acceptable driving record.
8. AT THE TIME OF CERTIFICATION TO THE DEPARTMENT FOR FINAL INTERVIEW AND HIRING CONSIDERATION, CANDIDATES MUST POSSESS:
 - A. A current State of Michigan Paramedic License or National Registry EMT - Paramedic, and be currently ACLS certified.
 - B. A State of Michigan Firefighter II Certificate or equivalent certification in a state that has reciprocity.

NOTE: CANDIDATES ARE REQUIRED TO SUBMIT ORIGINAL DEGREES/TRANSCRIPTS, LICENSES AND CERTIFICATIONS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.

DESCRIPTION OF WORK

Employees in this classification work in the Fire Division of the Department of Public Safety under the supervision of a higher-ranking officer. Employees perform both fire fighting and emergency medical service duties. Employees are required to engage in training in fire prevention and fire suppression, hazardous materials, basic and advanced first aid, emergency medical technician, advanced emergency medical technician, and any other training deemed necessary to perform emergency response and medical activities as provided by the Fire Division. While on duty, employee behavior and performance is regulated by Department Rules and Regulations, Civil Service Rules and Regulations, and Department Policies and Procedures. Employee behavior and performance is further regulated and controlled by orders issued by higher-ranking officers. Employees also perform related duties as assigned.

PARTS OF EXAMINATION AND WEIGHTS

Written Test – 50%*

Oral Interview – 50%

Background Investigation – Pass/Fail

Psychological Evaluation – Pass/Fail

*NOTE: The thirty (30) candidates with the highest passing scores on the Written test will be invited to continue to the Interview portion of the examination process. Remaining candidates who pass the Written Test will have their names kept on file for future reference during the life of the eligible list.

The results at each step in the application process will determine eligibility for continuation on to subsequent steps. The process will include application review, written examination, background investigation, and oral board interview. Candidates who attain the minimum passing score and provide documentation of receipt of advanced degrees shall have points added to their earned scores. After passing all parts of the test, one (1) point will be added for possessing an Associate's Degree in Fire Science or an EMS curriculum; two (2) points will be added for possessing a Bachelor's Degree in Fire Science or an EMS curriculum.

Applicants must pass each part of the examination process in order to be placed on the eligible list. Applicants must pass a pre-employment psychological evaluation and physical examination at the time of hire conducted by representatives of the City of Livonia.

NOTE: No tape recorders, calculators or other electronic devices are permitted during any part of this examination. Failure to comply will result in your immediate disqualification.

PURPOSE: The purpose of this examination is to establish an eligible list to fill current and future regular and/or temporary vacancies.

HOW TO APPLY: Application must be made on an official application form which may be obtained at the office of the Civil Service Department or on the internet at <http://www.ci.livonia.mi.us/Portals/0/Content/Departments/Civil%20Service/Documents/Application%20for%20Employment%20-%20Regular.pdf> Qualifications for prior work experience will only be determined based on the information you provide on the Experience Section of the official application. Attachments or Resumes are not accepted in lieu of completing the information requested on the official application. However, you may attach extra pages to your application, if necessary, to provide a complete work history to supplement the Employment History section of the application. Applicants will be notified by mail of the time and place of the examination.

PROBATIONARY PERIOD: Firefighters must satisfactorily complete a one-year probationary period before the appointment will be considered regular. (The probationary period may be extended an additional year at the discretion of the Fire Department and with the approval of the Civil Service Commission).

1023 o.c.

Examiner: Derrick L. Washington, SPHR
Personnel Analyst II

Announced: 01/21/16

Clerical: Gretchen Guisbert
Secretary III

CITY OF LIVONIA
CIVIL SERVICE DEPARTMENT

PERMISSION FOR RELEASE OF INFORMATION FOR
BACKGROUND INVESTIGATION, AND RELEASE FROM LIABILITY

I hereby give my permission for authorized agents of the Livonia Police Division of the Department of Public Safety to conduct an investigation of my background, including education, employment, health, credit, reputation, and any other factors which such agents may deem proper and necessary subjects of investigation, in order to properly assess my character and background in connection with my application for the position of **Firefighter** with the Livonia Fire Department.

I give my permission for any person, business or institution contacted in the course of such investigation to release any and all information properly requested, and release such person, business or institution from all liability for providing correct information.

I recognize the right of the Livonia Police Department to treat, at its discretion, certain sources as confidential, and its right to withhold from me or my agent the names of such confidential sources, and information obtained there from.

I am aware that information obtained in such an investigation may establish grounds for rejection of my application for employment. Nevertheless, and notwithstanding such knowledge and understanding on my part, I do hereby, for myself, my heirs, executors, administrators and assigns, expressly stipulate and agree to release, discharge, indemnify and forever hold harmless the City of Livonia, its agents, servants and employees, and the Division of Police, Department of Public Safety, City of Livonia, its agents, servants, and employees of and from all claims, demands, damages, actions or causes of action, of any kind or nature whatsoever, now existing or which may hereafter, at any time, be made or brought against the City of Livonia, its assigns, agents, servants or employees or the Division of Police, Department of Public Safety, Livonia, Michigan or its assigns, agents, servants, or employees as a result of such investigation or rejection, or any related activities or matters.

DATE: _____

SIGNATURE: _____

PRINT/TYPE NAME: _____

IN PRESENCE OF WITNESS:

WITNESS:

(Signature and Title)

(Signature and Title)

(Print Name and Title)

(Print Name and Title)