



The Village of Glenview

VILLAGE OF GLENVIEW, ILLINOIS

RECRUITMENT PROFILE

Firefighter/Paramedic



THE GLENVIEW COMMUNITY

The Village of Glenview was incorporated in 1899 as a farming community with a population of 315. The Village has steadily grown over the years and has a current population of approximately 45,417. Glenview is located in the suburban Chicago area within Cook County.

The 1.5 square mile site of the former Glenview Naval Air Station, which the U.S. Navy ceded to Glenview in 1995, was redeveloped into, "the Glen," and includes a mix of residential, retail, office, light industrial, and sports, leisure, and entertainment uses.

The Glenview School District, Illinois District 34, serves the Glenview area and educates approximately 4,200 students in three primary schools (grades K-2), three intermediate schools (grades 3-5), and two middle schools (grades 6-8). Four of the District's eight schools are National Blue Ribbon Award winners, the highest honor a school can earn. Glenbrook South High School, Illinois District 225, serves most of the Village of Glenview and has approximately 2,600 students.

The Village of Glenview maintains a number of parks and natural spaces; these include Air Station Prairie, Gallery Park, and Lake Glenview. In addition, the independent Glenview Park District provides a variety of activities and maintains over 700 acres of parkland and school grounds. Park District facilities include two golf courses, two outdoor swimming pools, an ice center, a community center with a fitness club and pool, and a senior citizen center. The Park District also maintains the Grove National Historic Landmark.

GLENVIEW FIRE DEPARTMENT

In addition to incorporated Glenview, the Glenview Fire Department serves the Glenbrook Fire Protection District in unincorporated Cook County. The total population served is approximately 57,000. Firefighters are represented by I.A.F.F., Local 4186. More information about the Village of Glenview is available at the Village of Glenview website at www.glenview.il.us.



The Village of Glenview

VILLAGE OF GLENVIEW, ILLINOIS POSITION ANNOUNCEMENT Firefighter/Paramedic

The Village of Glenview, Illinois (population 45,417) is seeking candidates for the position of full-time Firefighter/Paramedic.



JOB SUMMARY: Firefighters conduct fire and medical response to protect the health, safety, and welfare of lives and property within the Village. Firefighters fight fires, perform rescue and emergency medical care, participates in fire prevention activities, provides paramedic care to residents and the community. Firefighters will also operate and maintain firefighting, EMS, and rescue equipment, as well as perform fire station and grounds maintenance, when not responding to calls. Performs other related duties, as assigned. Firefighters are assigned to a specific shift and report directly to their assigned Lieutenant or Captain.

JOB DUTIES: Performs emergency services consisting of fire suppression, rescue, emergency medical service, public education, and mitigation of other emergency incidents. Attends training courses, reads and studies assigned materials related to firefighting, fire prevention, and other related subjects. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: Applicants for the position of Firefighter must meet the following minimum qualifications and requirements at the time of application:

- Must be a resident of and legally authorized to work in the U.S.
- Must be between 21 and under the age of 35 years on 3/25/2017 (exceptions for active military personnel and previous firefighter experience per 65 ICLS 5/10-2.1-6)
- High school diploma or equivalent high school education
- Good moral character and possess temperate habits
- Be of sound mind and health and physically able to perform the essential functions of Firefighter
- Candidates must either possess a valid Illinois EMT-Paramedic license from Lutheran General System, or obtain such a license within the timeframe set by the department
- Certification of having passed the Candidate Physical Ability Test (CPAT) test through a certified testing agency. CPAT card must be issued **within the twelve (12) months prior to the written examination** (valid if issued between 3/25/16 to 3/25/17). CPAT cards may be obtained through the following agencies:
 - NIPSTA – 2300 Patriot Blvd. Glenview IL – www.nipsta.org or 847-998-8090
 - Southwest United Fire Districts – Indian Head Park, IL – <http://sufd.org> or 708-579-2064
- Valid Driver's License

PREFERENCE POINTS: Preference points will be awarded for the following:

- **Military:** 5 Points – Minimum of one (1) year of full-time active military service in any branch of the U.S. Military with honorable discharge or are now or may hereafter be on inactive or reserve duty (65 ILCS 5/10-2.1-8).
- **Educational:** Up to 4 Points – Associate's degree in the field of fire service or emergency medical services may receive two (2) points. Bachelor's degree from accredited college or university may receive four (4) points. May not receive points for both degrees.
- **Paramedic:** 4 Points – Certified Emergency Medical Technician-Paramedic (EMT-P).
- **Experience:** Up to 2 Points – Employment by municipality as paid-on-call or part-time certified Firefighter II or Basic Operation Firefighter may receive 0.5 points per year up to two (2) points. Employment by municipality as Certified Firefighter III or Advanced Technician Firefighter may receive one (1) point per year up to two (2) points. No more than two (2) points total.

SELECTION PROCESS: The examination and selection process shall be so fashioned as to test fairly the capacity and fitness of the person examined to discharge the duties of the position of Firefighter. Applicants may be recommended to be removed from the process following any of the examination components. The Board of Fire and Police Commissioners will select from among the applicants successfully completing all examination components.

- **Examination:** The initial examination process will consist of a traditional firefighter examination, which will assess job-related cognitive abilities, personality characteristics and behavioral traits. You do not need to have any firefighting experience, training or knowledge to successfully complete the examination. The written exam will be conducted on **Saturday, March 25, 2017** at **Glenbrook South High School, 4000 West Lake Avenue, Glenview, IL.** You are required to arrive at the testing location **no later than 8:45 a.m.** to sign-in. Doors will open for sign-in at 8:00 a.m. and the orientation will begin promptly at 9:00 a.m. The written exam takes approximately 4 hours to complete. Applicants who successfully complete the written exam will be ranked according to their scores.

Top examination qualifiers will be subjected to the following post-examination components:

- **Polygraph Examination:** The polygraph exam is used as an investigative aid in determining the suitability of an applicant. No applicant shall be disqualified solely on the basis of polygraph chart evaluations. Questions raised during the polygraph will focus on past work history, criminal history, honest, integrity and substance abuse.
- **Background Investigation:** Independent investigation of the applicant's moral character, personality, temperament, and other factors which may bear upon the applicant's fitness for the position of Firefighter. Independent investigation of work experience and merit in past performance of similar work. Note: Inability to contact current employer may result in disqualification based on inability to complete the background investigation. The Board of Fire and Police Commissioners will conduct an interview as part of the background investigation.

PRE-EMPLOYMENT PROCESS:

All applicants receiving a conditional offer of employment shall undergo a medical physical, including a drug screen, and a psychological examination to determine if they can perform the essential functions of a Firefighter with or without reasonable accommodation.

For more information on the application and selection process, please see the Board of Police and Fire Commissioners' Rules and Regulations on the Village's website under Boards & Commissions/Board of Police & Fire Commissioners (available at the link below).

<http://www.glenview.il.us/government/Pages/Board-of-Fire--Police-Commission.aspx>

HOW TO APPLY

Visit recruitment.iosolutions.org to complete the online application for the position of Firefighter/Paramedic for a \$35 non-refundable fee. **THE DEADLINE FOR THE ONLINE APPLICATION IS TUESDAY, FEBRUARY 28, 2017 AT 2:00 p.m.** When you have finished the application, you will receive a confirmation number. Save this number for your records. **Applicants may mail/ship or hand-deliver their application, release form, and required documents to: IOS Recruitment, Attn: Glenview PD, 1127 S. Mannheim Rd., Ste. 203, Westchester, IL 60154.** Applications that fail to comply with all application instructions will not be considered for advancement. Incomplete applications will not be considered. Please contact IOS Recruitment at recruitment@iosolutions.org with questions regarding the application or required documents BEFORE the application deadline. **The Village of Glenview is a committed Equal Employment Opportunity Employer.**

FIREFIGHTER COMPENSATION

SALARY: The starting annual base salary for this position is \$69,580 (i.e. Step 1, effective 1/1/2017) with a competitive benefit package. Once a firefighter is accepted into the Lutheran General system as a paramedic, pay will move to the Paramedic scale. The base salary for this position is \$73,184 (i.e. Step 1, effective 1/1/2017). The position is non-exempt under FLSA.

PENSION: Eligible for participation in the Village of Glenview Fire Pension.

ICMA – RC: Eligible for participation in the Village of Glenview 457 and Roth IRA plans.

HEALTH INSURANCE: Eligible for participation in Blue Cross Blue Shield HMO-BA, HMO-IL or PPO health insurance plans. Employees contribute 14% of the premium for the HMO-BA, 12% of the premium for the HMO-IL, and 18% for the PPO.

HEALTH INSURANCE OPT-OUT INCENTIVE: Eligible for cash incentive if eligible employee and/ or dependents decline health coverage.

DENTAL INSURANCE: Eligible for participation in MetLife PPO or Dental Reimbursement Program.

FLEXIBLE SPENDING ACCOUNT: Eligible for participation in the Section 125 Flex Spending program that allows the use of pre-tax dollars for qualifying expenses.

LONGEVITY: Firefighters are eligible for longevity pay after 7 years of service with the Glenview Fire Department.

ACCRUED LEAVE: Accrued leave is prorated for the calendar year, depending on actual start date.

- 5 – 24 hour shifts of vacation starting January 1 after hiring, pursuant to vacation usage and buy back policy
- 12 hours of sick leave per month is accrued
- 2.5% of annual salary payment in lieu of holiday time off

SHIFT DESCRIPTION: Firefighters are assigned to one of three shifts, which operate on a twenty-four (24) consecutive hours of work followed by forty-eight (48) hours off. Shifts start and end at 7:00 a.m. All Firefighters will work holidays and weekends as required.

PROBATIONARY PERIOD: Firefighters are on probation for 1 year subsequent to their hiring but may be extended until a paramedic licensure is obtained.

For more information on benefits, please see the Union Contract on the Village's website under Transparency/Salary & Benefits or at the link below.

<http://www.glenview.il.us/government/Documents/VOG%20Local%204186%20IAFF%20Agreement%202015-2019.pdf>