

City of Lewiston  
And  
City of Auburn  
Joint Firefighter/EMT Recruitment

Application packet to include:

Description of Hiring Process  
Joint L/A Firefighter Application for Employment  
Acknowledgement of Risk and Limited Release from Liability Form  
City of Lewiston Firefighter/EMT Job Description  
City of Auburn Firefighter/EMT Job Description  
Description of Physical Agility Test

FF packet – joint/c.drive



- Copy of CPAT certification current within the past 12 months.
- Acknowledgement of Release of Liability for the physical agility test (if candidate does not have a current CPAT certification).

**Deadline for submission of application packet is Wednesday October 10, 2012.**

**Step 5:** Applicants who meet the minimum standards for firefighter will receive notification that they are eligible to take the physical agility test. The notification will provide the date, time and location of the Physical agility test. Those candidates who have received the CPAT certification within the past 12 months are not required to take the physical agility test.

**Step 6:** A description of the Physical Agility Test is enclosed in the application packet. The physical agility test is a strenuous test. We advise you to practice as much as possible. Practice will improve your overall performance and will increase the likelihood that you will pass the agility test.

**Applicants who meet the minimum standards and pass the agility test (or who have a current CPAT certification) will be placed on the certified list for both the City of Lewiston and the City of Auburn.**

**Step 7:** The remainder of the hiring process will be conducted by the Fire Departments. Further steps may include submission of additional information, interviews, pre-employment physical, substance abuse test, reference check and background test. Applicants will be contacted directly by the Human Resources Department or the Fire Department.

For additional information call Deborah Grimmig, Auburn Human Resources Director at (207) 333-6601 ext 1414 or 1416 or Irene Dostie, Lewiston Human Resources Assistant at (207) 513-3045 ext 3238 or 3239.

LEWISTON AND AUBURN  
APPLICATION FOR EMPLOYMENT  
For Firefighter/EMT/Paramedic

Applying for:  
Lewiston \_\_\_\_\_  
Auburn \_\_\_\_\_  
Both cities \_\_\_\_\_

CITY OF AUBURN  
HUMAN RESOURCES DEPARTMENT  
60 Court Street  
Auburn, ME 04210  
207-333-6601 ext 1414 or 1416  
dgrimmig@auburnmaine.gov  
[www.auburnmaine.gov](http://www.auburnmaine.gov)

CITY OF LEWISTON  
HUMAN RESOURCES DEPARTMENT  
Dingley Building, 36 Oak Street  
Lewiston, Me 04240  
207-513-3045 ext 3238 or 3239  
idostie@lewistonmaine.gov  
[www.lewistonmaine.gov](http://www.lewistonmaine.gov)

Name \_\_\_\_\_  
Last First MI

Current Address \_\_\_\_\_ Tel# \_\_\_\_\_  
Street & Number  
City, State, Zip Code

Email Address \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Can you perform the job for which you have applied with or without reasonable accommodations? \_\_\_\_\_

Minimum rate of pay acceptable \_\_\_\_\_

Were you previously employed by the City of Auburn or City of Lewiston? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, what department? \_\_\_\_\_

List any relatives working for the City of Auburn or City of Lewiston.  
\_\_\_\_\_

On what date would you be available to start work? \_\_\_\_\_

EDUCATION

School Name	Course of Study	Check last year completed	Did you Graduate?		List degree Or diploma High School or GED
			yes	no	
School		9, 10, 11, 12, +			
College		1, 2, 3, 4	yes	no	

Other (specify)

yes no

### RECORD OF EMPLOYMENT

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT

Name/Address of Employer/Type	From mo/yr	To mo/yr	Describe work done	Final salary	Reason for leaving	Name of Supervisor
1.						
2.						
3.						
4.						
5.						

IF MORE SPACE IS NEEDED, PLEASE USE BACK OF THE APPLICATION

May we contact the employers listed above? \_\_\_\_\_ If not, indicate by number which one(s) you do not wish us to contact. \_\_\_\_\_

If a veteran, what type of work related experience or military training have you had? \_\_\_\_\_

If you have other skills or training not indicated above, please list: (for example, typing, shorthand, accounting skills, computer skills, heavy equipment operator skills, mechanical skills, etc...) \_\_\_\_\_

Do you have a valid Maine Driver's license? \_\_\_\_\_ Do you have a specialized Driver's license? (for example, Commercial Driver's license) \_\_\_\_\_

Do you have a valid Driver's license from another state? \_\_\_\_\_ If yes, which state and date of expiration of License? \_\_\_\_\_

Please list any specialized employment or professional/technical licenses or certificates, such as Master Electrician's, Plumber License, Real Estate License, etc.. \_\_\_\_\_



INFORMATION RELEASE

I hereby authorize the release of the following information to bona fide representatives of the Auburn Human Resources Department and/or the Auburn Police Department. I also realize that persons other than those listed as references may be contacted for job related and personal character references and I authorize that as well.

1. Complete transcript of all secondary and post secondary scholastic records.
2. Complete record of all credit information.
3. Complete record of all past and present employment information.
4. A security clearance check.
5. Motor Vehicle Registration
6. Driver's License number and state from which license was obtained.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

A substance abuse test and/or a job related medical exam/physical will be required after an offer of employment has been made.

**CITY OF LEWISTON, MAINE  
CITY OF AUBURN, MAINE**

**ACKNOWLEDGMENT OF RISK AND LIMITED RELEASE OF LIABILITY**

Whereas, the City of Auburn and the City of Lewiston, (hereinafter "the Cities") requires candidates for the position of Firefighter to take and pass, certain tests for agility and physical dexterity, as a pre-condition to employment; and

Whereas, \_\_\_\_\_ of \_\_\_\_\_  
is a candidate (hereinafter "The Candidate") for the position of Firefighter; and

Whereas, said Candidate has had the nature and extent of the tests and the physical demands associated with them, fully and completely explained by the Cities; and

Whereas, said Candidate has made a full and complete disclosure to the Cities of the Candidate's physical condition and represented to the Cities that the Candidate is unaware of any physical condition which should prevent or deter the candidate from taking the agility tests herein referred to and acknowledges that he/she should not take these tests if he/she had such a condition;

NOW THEREFORE, the Candidate, in consideration of being given the opportunity to apply for employment with the Cities, and the Cities, in consideration of the disclosures herein referred to, agree as follows:

1. That if said Candidate should sustain injury, damage or death as a result of participating in said tests, due to a known or unknown existing or pre-existing physical condition, the said Candidate hereby, for himself/herself, his/her heirs, successors and assigns, releases, acquits and forever discharges the Cities, its officers, agents, servants and employees, past and present, or and from any actions, causes of action, costs or expenses in any way growing out of, any and all known and unknown physical injury, damage or death.

2. That if the Candidate sustains injury, damage or death, during the taking of these tests for any other reason whatsoever, the Candidate retains whatever rights he/she may have as a result of said happening against the Cities or any other entity.

3. That the parties hereto have **read this document, understand its terms** and agree to be bound thereby.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Witness

**PLEASE SIGN, DATE AND HAVE THIS FORM WITNESSED BEFORE YOU RETURN IT TO THE HUMAN RESOURCES DEPARTMENT WITH YOUR APPLICATION.**

## FIRE FIGHTER/EMT LEWISTON FIRE DEPARTMENT

### DEFINITION:

Under supervision, to drive and operate fire response apparatus, in response to fire alarms, medical calls and other emergencies; to participate in fire suppression, medical responses, station maintenance and training activities; and to do related work as required.

### EXAMPLES OF DUTIES AS A FIREFIGHTER:

Responding as a Firefighter, the individual performs the following:

- Drives fire or medical apparatus to the emergency scene.
- Makes hose connections and operates pump to maintain proper flow of water.
- Operates various firefighting equipment and devices necessary to perform suppression activities and save lives.
- Assists in the suppression of fires, including rescue and entry.
- Assists in the maintenance activities on apparatus and equipment to return it to readiness for further alarms.
- Assists in maintaining fire apparatus and equipment and fire station housekeeping.
- Responds to emergency medical calls when applicable.
- Participates in continuing training, instructional and educational programs.
- Acts for officers when applicable, and responds to major alarms while off duty.
- Performs other related duties as assigned.

**Job Title:** Fire Fighter  
**Grade:** per current CBA  
**Department:** Fire

**Reports to:** Fire Lieutenant/Captain  
**Supervises:** N/A  
**Revised:** 1/31/11

*This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer as the needs of the employer and requirements of the job change. The essential functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

## I. Job Summary

The person in this position must possess all of the necessary skills, abilities, licenses, and certifications to fulfill the responsibilities and obligations of the Fire Fighter function as it relates to all local, state, and federal guidelines. The Firefighter must respond to emergencies in an expedient and professional manner to reduce loss of life and property. Firefighters are expected to assist with administrative duties assigned to them by the Battalion Chiefs, Captains and Lieutenants and to assist in carrying out the goals and objectives of the Department.

The employee is expected to use such activities as planning, organizing, and evaluating as these activities relate to the employee's scope of work. The employee will be evaluated upon the competencies identified below as well as activities identified in the 12-month planner, training reports, mandated local, state, and federal reporting, and the necessary reporting requirements consistent with administrative goals and objectives. In addition, this position requires adaptable skills and abilities, the use of independent judgment, and a supportive organizational attitude. Finally, work outcomes and outputs need to be consistent and supportive of departmental mission statements, administrative goals and objectives, and the overall corporate culture.

## II. Essential Functions

- Responds to all types of rescue, fire suppression, medical and non-medical emergency calls. Implements action required to save lives and property;
- May be assigned as driver for the apparatus;
- Maintains fire equipment, apparatus and vehicles;
- Possesses cognitive ability for research, analysis, problem solving, and articulating findings as expected within scope of work;
- Follows service plans for employees and customers in accord with administrative goals and objectives and overall corporate culture;
- Follows all applicable administrative SOPs;
- Performs other duties as assigned.

## III. Duties and Responsibilities

- Advocates for the public, city employees, and administration in a manner that is consistent with corporate culture and administrative goals and objectives;
- Is present, participates and offers suggestions and provides input during department meetings, and other group and team activities;
- Follows the Chain of Command in accord with administrative goals and objectives and local municipal code and charter;
- Shares information with department manager of relative local, state, and federal laws that may affect employees or other departments;

- Promotes through appropriate behavior a workplace environment conducive to employee productivity, conveys a professional public image, and is organized in terms of computer/paper file management, document management, and information management;
- Possesses and/or develops the necessary skills and abilities to effectively and successfully administers management activities appropriate to the scope of work for the Fire Fighter including, but not limited to, developing/directing, coordinating, budgeting, capital planning, and facilities management, data and financial analysis, and professional reporting;
- Offers suggestions as to how the organization can improve; identifies weaknesses and forwards said information to supervisor.
- Refrains from engaging in activities that are not commensurate with training, or outside the scope of one's authority;
- Possesses and continuously develops the knowledge necessary to fulfill the duties and responsibilities of this position and profession;
- Manages interpersonal dynamics; mediates; manages conflicts and issues; handles emotionally charged situations; initiates constructive conflict; identifies and solves problems; maintains a positive attitude; remains flexible to ever-changing situations; obtains and maintains a State of Maine Driver's license, and has a good driving record;
- Immediately reports to supervisor any activities witnessed, or made aware of, that violates city policies including, but not limited to, safety and health hazards, workplace violence, sexual harassment, as well as any waste, fraud or abuse of city property or equipment.

#### IV. Other Job related tasks:

- Participates in continuing study, training and drill activities to achieve and maintain required skills, good health and physical strength;
- Prepares and maintains various departmental logs, reports and forms;
- Provides life support, CPR and First Aid. Assists EMS personnel when necessary;
- Conducts fire prevention and safety inspections in local businesses, schools, boarding homes, apartment buildings and private residences as required or requested by owners;
- Participates in preplans for businesses, industries, schools, multi-family dwellings, boarding homes, hotels, and similar structures;
- Maintains station and grounds to include sweeping, cleaning, making repairs, mowing lawns, emptying trash and shoveling snow;
- Participates in personnel evaluations of peers and supervisors;
- Assists with training of probationary employees;
- Participates in special projects or assignments;
- Continually work toward the improvement and productivity of the Auburn Fire Department;
- In the absence of the Fire Lieutenant, the Fire Fighter will assume the responsibilities of the Lieutenant;
- Performs other related duties as assigned.

#### V. Additional Knowledge, Skills, and Abilities

Minimum Qualifications include:

- High school diploma;
- Pro-Board/IFSAC Fire Fighter II, and Maine EMT-Basic;
- Preferred, specialized instruction in fire prevention and firefighting; or any equivalent combination of experience and training;

- Knowledge and experience in firefighting equipment, methods and techniques, hydraulics, and fire prevention methods. Thorough knowledge of the rules and regulations of the department and fire prevention codes and ordinances. Thorough knowledge of the street system and geography of the Town. Thorough knowledge of the water supply and hydrant system of the City;
- Ability to operate with good judgment under emergency conditions. Ability to effectively work with, and maintain good working relationships with, other municipal officials, State and federal authorities and the general public;
- Proficiency with computer technology as it relates to this position and the organization's changing needs.

#### VI. Working Conditions/ Physical Requirements

The work environment of this position includes:

- Sitting, standing, walking, reaching, twisting, turning, kneeling, bending, climbing and squatting in the performance of daily activities; also requires grasping, repetitive hand/finger movement, using keyboards and other office tools;
- Emergency conditions consisting primarily of operations at fires, accidents, potential explosions, and hazardous emergencies. Work may be performed under stressful conditions, poor weather and during nighttime. Work may involve considerable personal danger, including exposure to fire, toxic substances, and other hazards.

**LEWISTON & AUBURN**  
**FIRE DEPARTMENT**  
**PHYSICAL AGILITY TEST**

The candidate shall be required to perform the following agility test evolutions. Applicants are expected to wear appropriate clothing for this exam (shirt, and long pants, sneakers and a pair of hard sole footwear). All scoring is on a pass fail basis.

1. **RUN** - The candidate shall run 1½ miles within 13 minutes.
2. **WEIGHT CARRY** – The candidate, given a weight of one hundred twenty-five pounds, shall lift the weight from the floor and carry the weight one hundred (100) feet without stopping.
3. **HOSE/LINE EXTENSION** – The candidate shall successfully pull and drag one hundred (100) feet of 2½ inch hose (approx. 75 lbs.) a prescribed distance (285 feet). The candidate shall first drag it one hundred fifty (150) feet to a marked end line and then reverse the direction and return with the hose one hundred thirty five (135) feet to the start line. The candidate shall move as quickly as possible. You will be timed. The maximum time allowed to complete this event is two (2) minutes. This test is designed to test general agility to perform a task repeated at fires when advancing hose lines. Hose is extremely heavy when filled with water.
4. **EVENT –LADDER RAISE AND EXTENSION**

**EQUIPMENT:**

This event uses two 28-foot fire department ladders. For your safety, a retractable lanyard is attached to the ladder you raise.

**PURPOSE OF EVALUATION:**

This event is designed to simulate the critical tasks of placing a ground ladder at a fire structure and extending the ladder to the roof or window. This event challenges your aerobic capacity, upper body muscular strength, lower body muscular strength, balance, grip strength and anaerobic endurance. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups; biceps, deltoids, upper back, trapezius, muscles of the forearm, and hand (grip), glutes, and hamstrings.

### **EVENT**

For this event, you must walk to the top rung of the 28-foot aluminum extension ladder, lift the unhinged end from the ground and walk it up until it is stationary against the wall. This must be done in a hand over hand fashion, using each rung until the ladder is stationary against the wall. You must not use the ladder rails to ladder. Immediately proceed to the pre positioned and secured 28-foot aluminum extension ladder, stand with both feet within the marked box of 36 inches x 36 inches and extend the fly section hand over hand until it hits the top. Then lower the fly section hand over hand in a controlled fashion to the starting position. This concludes the event.

### **FAILURES:**

If you miss any rung during the raise, one warning is given. The second infraction constitutes a failure, the test time is concluded and you fail the test. If you allow the ladder to fall to the ground or the safety lanyard is activated because you released your grip on the ladder, the test time is concluded and you fail the test. If during the ladder extension, your feet do not remain within the marked boundary lines, one warning is given. The second infraction constitutes a failure, the test time is concluded and you fail the test. If you do not maintain control of the ladder in a hand over hand manner, or let the rope lanyard slip in an uncontrolled manner, your test time is concluded and you fail the test.

5. **BENT KNEE SIT-UPS** – The candidate will perform 35 bent knee sit-ups within two minutes.
  
6. **AERIAL LADDER CLIMB** - Must be able to climb the aerial ladder extended 75 feet. Candidates will climb the ladder from the platform to the top, touching the tip of the ladder and proceeding back down the ladder to the platform. This test is to be completed in a continuous climb and descent without any stops or hesitation. The angle of climb for the aerial ladder will be 70 degrees. An experienced test administrator will be present to assist you back down the ladder should you need help. The candidate will wear a safety belt and hard sole footwear. This test is designed to ascertain the absence of acrophobia (fear of heights). Firefighters are required to perform fire fighting and rescue work above ground level.