

# PARK CITY FIRE DISTRICT



# 2022

## FULL-TIME EDVANCED EMT EXAMINATION INFORMATIONAL BOOKLET

If you have questions not covered in this booklet, call the Human Resource office at 435.940.2513 (Monday-Thursday, 8:00 a.m. to 6:00 p.m.) excluding holidays.

# APPLICATION PERIOD

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The Application Period will open at 9:00 a.m. on Monday, August 8, 2022 and will remain open until 5:00 p.m. on Friday, August 19, 2022.

It is the applicant’s responsibility to read the information contained in this booklet. This booklet details the minimum qualifications required to be considered as a Park City Full-Time EMT and provides applicants with an informational summary of the examination process.

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*The provisions contained in this informational booklet do not create or constitute any contractual rights between or among the Park City Fire Service District and any applicant or employee.*



### REQUEST FOR REASONABLE ACCOMMODATION

Park City Fire Service District (PCFSD) is an Equal Opportunity Employer. If any applicant or prospective applicant requires reasonable accommodation (per the Americans with Disabilities Act) in order to participate in any examination phase noted herein, the applicant must advise Human Resources in advance, in writing, and provide supporting medical documentation. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

### THE ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS

Applicants must be capable of performing the essential job functions of an EMT with or without reasonable accommodation. All phases of the examination are designed to measure an applicant's ability to perform the essential functions of the job.

### DISQUALIFICATION

The District reserves the right to reject any application which is incomplete or indicates on its face that the applicant does not possess the minimum qualifications required for the position. Applicants and subsequently hired applicants who make false or misleading statements, or who are found to have engaged in any type of deception or fraud in the application or testing process shall be rejected or immediately terminated.

### MINIMUM QUALIFICATIONS

**At the time of application, applicants must meet all of the employment requirements and the minimum qualifications established by the Park City Fire Service District and must maintain those qualifications while employed with PCFSD.** Any failure to meet the qualifications or one or more of the requirements will result in an automatic disqualification.

- **State of Utah or National Registry ADVANCED Emergency Medical Technician (AEMT) certification required by hire date of September 12, 2022.** EMTs are required to maintain certification as an AEMT. Renewal training and testing is required to ensure compliance;
- Current Cardiopulmonary Resuscitation (CPR) certification (must meet Healthcare Provider or Professional Rescuer qualification); and
- At least twenty-one (21) years of age on or before the date of hire (September 12, 2022).

### TATTOOS/BRANDING/BODY PIERCING

Tattoos, brandings, and body piercings on the forearms, wrist, hands, neck, and face are not allowed and shall not be visible while in uniform (**a short-sleeve uniform shirt**) and working in the public eye. Compliance may not be achieved by the ongoing use of bandaging or sleeves to cover a tattoo, branding, or piercing.

Applicants must meet all of the employment requirements and minimum qualifications established by the Park City Fire Service District.

- High school diploma or GED equivalent.
- Must be (21) twenty-one years of age or older.
- Utah EMT Advanced Certification
- Must be a citizen of the United States of America at the time of application, or provide proof of appropriate work permit.
- Must be able to read and write the English language. Must have the ability to follow verbal and written instructions, and the ability to communicate effectively orally and in writing.
- Must possess or be able to obtain by time of employment a valid Utah driver's license. Must have a stable driving history without record of suspension or revocation in any State.
- No felony convictions or disqualifying criminal history within the past seven years.
- Must be of good moral character and of temperate and industrious habits.
- Must complete National Incident Management System (NIMS) 100, 200, 700 training, within the first 6 months of employment.

Please note: It is applicant's responsibility to inform the Human Resource Office in a timely manner of any issue or concern that may affect eligibility.

## DUTIES AND WORK RESPONSIBILITIES

Under the supervision of a Fire District Officer, and in compliance with Utah Law and Fire District Policies and Procedures, this position performs emergency medical care and hazardous condition mitigation. Maintains EMS equipment, apparatus, and facilities. Incumbent assists with day-to-day supervision of on-duty EMS personnel.

Performs basic and advanced emergency medical care and provides other patient care and assistance as required. Operates ground ambulances safely to deliver proper patient care and transportation. Participates in training, attends classes in emergency medical care, hazardous materials, and related subjects. Maintains emergency medical equipment, vehicles and facilities. Performs minor repairs to district equipment as necessary. Performs general maintenance work in the upkeep of facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, cleans, polishes, maintains and tests vehicles and equipment. Presents programs to the community on life safety and emergency medical topics. May perform fire support functions as those required of medical sector personnel, such as rehabilitation functions, treatment of injured scene personnel, etc.

Participates in physical fitness activities in order to maintain the capacity for sustained physical exertion.

Performs other duties and stewardships as assigned.

PCFD currently has two work schedules:

- One work schedule consists of a 56-hour average work week. Each EMT works two, 24-hour days (48 hours) and then has four days (96 hours) off. (7:00 AM to 7:00 AM)
- The second schedule consists of a 42-hour average work week and follows a 14-days cycle where each EMT works 12-hour shifts; 2 consecutive shifts, followed by 3 days off duty, works 2 consecutive shifts, followed by 2 days off duty, works 3 consecutive shifts, followed by 2 days off duty. (8:30 AM to 8:30 PM)

Both shifts may or may not be available at the time of hire.

### **SALARY AND BENEFITS (Effective January 2022)**

**56-hour per week EMT - \$40,880 (with 824 hours of automatic overtime, on average, per year)**

**42-hour per week EMT - \$39,312 (with 208 hours of automatic overtime, on average, per year)**

**Overtime is paid for hours worked over 40 per week.**

#### **Benefits:**

Paid Vacation and Sick Leave  
Paid Medical and Dental Insurance  
District Contribution to Health Savings Account  
401(k) Matching Program  
Post-Employment Health Plan  
Uniforms Furnished  
Pension Plan  
Tuition Reimbursement



### **CHANGE IN APPLICANT'S PERSONAL INFORMATION**

Applicants are required to notify the Human Resource Office in writing of any change in personal information such as legal name, address, telephone/cell number and e-mail. Additionally applicants called on for further screening/processing must notify the Human Resource Office in writing of any change to their supplemental application or background information.

Failure to receive notice of and keep any scheduled appointment because of outdated contact information may be cause for disqualification from further testing.

### **SOLICITATION OF PREFERENTIAL TREATMENT – PROHIBITED**

An applicant may provide, as part of the background investigation process, letters of reference and the names, contact information, and nature of relationship for references he or she believes should be contacted during the background investigation. Personal references and letters of recommendation are only considered during the background investigation phase of testing. An applicant engaging in solicitation of preferential treatment may be disqualified.

Except for providing relevant background or reference information, any member of the Park City Fire Service District or any District Administrative Control Board member is prohibited from intervening on behalf of any applicant or soliciting or attempting to solicit preferential treatment in consideration of any applicant.

## APPLICATION PERIOD

The application period will open at **9:00 a.m. on Monday, August 8, 2022**, and will remain open until **5:00 p.m. on Friday, August 19, 2022**.

## HOW TO APPLY

Prospective applicants may apply at [www.pcfcd.org/employment/](http://www.pcfcd.org/employment/). Select “Job Opportunities” then select AEMT Job announcement to read full description. Click “Apply” button to create an account or sign in to an existing account. Applications will be reviewed for eligibility and adherence to stated minimum qualifications and selection criteria.

## ORAL BOARD INTERVIEW (By Invitation)

**Monday, August 22<sup>nd</sup>**

Park City Fire District Administrative Offices  
736 W. Bitner Rd., Park City, UT, 84098

## INTERVIEW TIME

(By Self-Scheduled Appointment) 11:00 AM to 5:00 PM. Applicants should arrive at least 15 minutes prior to their scheduled start time.

To be considered for an award of Veteran preference points, a DD-214 must be provided, at the time of the oral board interview, for evaluation of eligibility.



## EXAMINATION AND SCREENING PHASES DETAIL

### STEP 1 – COMPUTERIZED APPLICATION

Qualified/Not Qualified

Applications will be reviewed for minimum qualifications. Qualified applicants may be invited to participate in the “Oral Board Interview”. *Applications may be rejected if incomplete.*

- If this is the first time applying using our online job application, applicants will need to create an account and select a Username and Password. After an account has been established, applicants can build an application by clicking on the "Build Job Application" link.
- Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.
- TIP: It is important that applications show all relevant education and experience. Applications are reviewed more thoroughly during Step 6.
- Park City Fire Service District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

### STEP 2 – ORAL BOARD INTERVIEW

Scored

Oral board interviews will take place on Monday, August 22<sup>nd</sup>. Applicants will be allowed to schedule an interview time via the application website.

**STEP 3 – MILITARY PREFERENCE POINT**

**Eligible/Ineligible**

To be considered for an award of Veteran preference points, a DD-214 must be provided, at the time of the oral board interview, for evaluation of eligibility.

- For purposes of new hires, any eligible veteran of the armed forces of the United States separated from the armed forces under honorable conditions following more than six months of active duty shall, in the final determination of scoring, be given a veteran preference pursuant to. This shall be added to the grade earned by such veteran only if the veteran earns a passing score without preference. Military veteran preference points shall be awarded in accordance with Utah Code §71-10-2. A total of either five percentage points or ten percentage points may be awarded to preference eligible veterans or preference eligible veterans' spouse.

**STEP 4 – SCORING**

Military preference points will be added to the Oral Board Interview score to create an initial, overall score.

**STEP 5 – APPLICATION, RESUME REVIEW, and REFERENCE CHECKS** **Pass/Fail**

Park City Fire District Administration will conduct a more comprehensive review of the application, resume, and reference checks for completeness and suitability for the position. This review, combined with the initial overall score, will determine applicants selected for further screening.

**STEP 6 – CONDITIONAL JOB OFFER** **August 29th** **Pass/Fail**

Job offers are made contingent on successful background investigation and pre-employment drug screen.

- **BACKGROUND INVESTIGATION:** The background investigation will include Social Security verification, criminal history, and driving record.
- **Pre-Employment Drug Screen:** The District shall require a final applicant selected to undergo a drug screen test to detect the presence of illegal drugs, controlled substances or their metabolites in the body. Refusal to take such a test shall be grounds for denial of employment. An applicant, who tests positive for a controlled substance or its metabolites, shall be denied employment with the District.

**A conditional offer of employment may be revoked** if an applicant is unable to perform the essential functions of the job (with or without reasonable accommodation); poses a direct threat to the health and safety of themselves or others; is unable to comply with the post-conditional offer appointment schedule; or is unable to begin work with the Park City Fire District when scheduled.

**STEP 7 - FINAL JOB OFFER September 5th**

Contingent on the number of available positions, final job offers will be made to applicants who have successfully completed all conditional offer testing/screening and who are able to perform the essential functions of the job (with or without reasonable accommodation) and who don't otherwise pose a direct threat to the health and safety of themselves or others.

**STEP 8 - ONBOARDING AND ORIENTATION - September 12, 2022**

**Work schedules will be assigned during the new-hire orientation.**

**THE ORDER OF TEST PHASES**

The District reserves the right to change the order of test phases as required.

**APPLICANT RESPONSIBILITY FOR TEST PHASES**

If an applicant anticipates the need to **miss** any scheduled test or appointment, an alternate schedule must be requested in writing. All requests will be evaluated on a case-by-case basis. Rescheduling will occur only if an available time slot exists. If no alternate time exists, and the applicant cannot attend the originally scheduled time, the applicant will be disqualified from further testing.

Applicants who fail to show for any scheduled test or appointment will be withdrawn from the testing process. Failure to appear on time for any part of the examination or for any other scheduled appointment may also result in disqualification.

