

The City of Forest Lake has openings for the position of Paid-On-Call Firefighter. Applications are available at the City of Forest Lake website by clicking on City Services and then employment opportunities or by clicking the following link. <http://cityofforestlake.com/168/Employment-Opportunities> . You can also pick up an application at the Forest Lake City Hall, 1408 Lake Street South, Forest Lake, MN 55025. Completed application can be e-mailed to [FLFD@ci.forest-lake.mn.us](mailto:FLFD@ci.forest-lake.mn.us) or turned in at the Forest Lake City Hall.

**Distance Requirement:**

Candidates must live within a six (6) minute travel time distance from either one of the two fire stations below.

- Station 1 - 1408 Lake Street South, Forest Lake, MN 55025
- Station 2 – 16319 Kettle River Blvd, Columbus, MN 55025

**Salary Information**

\$13.50 per hour for probationary members.

\$16.25 per hour for members that have completed the 1 year probationary period.

Members are paid an hourly wage for emergency response, trainings, fire prevention, public relations events, and for all required training during the probationary period. Training, tuition, and books are paid for by the fire department.

Members are also eligible for a fire department relief association pension after meeting the 10 year vesting period.

**Job Description:**

Protects life and property by performing firefighting, medical, ice/water rescue, auto extrication, and hazardous material response, under the direction of department command staff. Maintains fire department equipment, apparatus, and facilities.

**Job Responsibilities:**

- Performs firefighting activities including fire attack, containment, salvage, overhaul, driving fire apparatus, operating pumps, laying hose, and related equipment.
- Performs emergency aid activities including CPR, administering first aid, and providing other assistance as required.
- Participates in fire department trainings, attends classes for firefighting, emergency aid, hazardous materials, auto extrication, ice/water rescue, and related subjects.
- Provides First Responder emergency medical services.
- Maintains fire equipment, apparatus, and facilities. Performs minor repairs to departmental equipment.
- Assists in developing plans for special assignments such as emergency preparedness, communications, training programs, firefighting, hazardous materials, and emergency aid activities.
- Present programs to the community on safety, medical, and fire prevention topics.
- Performs salvage operations such as spreading salvage covers, moving furniture, sweeping water, and removing debris.

### **Minimum Qualifications to Apply:**

- High school graduate or equivalent
- 18 years of age or older
- Valid Minnesota driver's license
- Live within 6 minutes of station 1 or 2
- Pass police background check
- No DWI related convictions within the last 5 years
- No felony convictions on record
- Pass firefighter physical fitness test
- Pass psychological test provided by the Fire Department
- Pass medical exam provided by the Fire Department
- Must be available every Tuesday night (7 p.m. – 10 p.m.) for department training

### **2018 Firefighter Recruitment Process**

**The open house, physical agility test, and interviews will be held at station 1.**

#### **Step 1. Fire Department – Open House – 10/18/2018 at 07:00 p.m.**

The Forest Lake Fire Department will be holding an open house for individuals who have submitted an application and who are interested in becoming involved with the Fire Department. During the open house we will discuss the following topics:

- Hiring requirements
- Organization of the department
- Department equipment and statistics
- Firefighter duties and response
- Required training
- Compensation
- Required time commitment during the probationary year and after
- The benefits of being a firefighter

#### **Step 2. Physical Agility Test – 10/27/2018 at 9:00 a.m. In case of cancellation the back-up physical agility testing date will be 11/03/2018 at 9:00 a.m.**

The physical agility test is a series of physical challenges that measure a candidate's stamina, ability to perform a particular task, overall strength and strength of specific muscle groups.

#### **Step 3. Interview Panel – 11/10/2018 at 9:00 a.m.**

Candidates who successfully complete the physical agility test will receive an invitation to attend an interview in front of the personnel committee.

#### **Step 4. Contingent Offer**

Selected candidates who successfully pass the physical agility test and interview process will receive a contingent offer which outlines the next steps. The offer is contingent on the candidate successfully passing the City's evaluation of the following:

- Psychological evaluation
- Medical examination
- Police background investigation