



JOB ANNOUNCEMENT

FIREFIGHTER/PARAMEDIC

Department/Division: Fire and EMS

How to Apply: Submit resume, cover letter, firefighter employment application (obtained at <http://www.windsorheights.org/fire-department/employment.aspx>) as well as relevant certifications and/or transcripts to the attention of:

Dennis W. McDaniel, Chief of Police & Fire Services dmcdaniel@windsorheights.org
or drop off information at the WH Public Safety Building, 1133 66th Street,
Windsor Heights, IA 50324.

Post Date: Tuesday, October 20, 2015

Deadline to Apply: Friday, November 20, 2015

Rate of Pay: \$44,427 annual salary plus comprehensive benefits; IPERS retirement

Employment Status: Regular full-time; FLSA non-exempt (hourly)

Regular Hours: 53-hour work week - 24 on / 48 off

Overtime: Regularly required and compensated above listed annual rate of pay

Tentative Start Date: January 1, 2016

Job Summary: Seeking a professional, team-oriented individual to operate in a 24-hour combination fire department that will serve as an Officer In Charge of full/part-time and paid-per-call members; respond as a first out Paramedic in emergent and non-emergent settings; act as an incident commander in fire suppression and rescue operations; and regularly participate in fire prevention and community outreach initiatives. This position will also serve as the city's Rental Inspection Coordinator.

The City of Windsor Heights is an approximate two square mile city in the heart of the Des Moines metropolitan area that is land locked between the cities of Des Moines, West Des Moines, Urbandale, and Clive. Offering and receiving mutual aid is a common occurrence in this area. The Fire Department runs approximately 600 calls for service annually with roughly 75% being EMS related. It serves a residential population of nearly 5,000 with a median age of 43 per the 2010 U.S. census. Windsor Heights has the unique characteristics of a small metropolitan community but offers a full array of city services to support a much larger transient population.

The City is home to 3E's corporate headquarters, has commercial business centers such as the Midtown Center and Sherwood Forest, and is home to large retail stores including Hy-Vee, Walmart and Sam's Club; it also serves two elementary schools. The City is conveniently located along Interstate 235, Highway 6 and Highway 28 which brings in excess of 100,000 motorists per day through its response district.

Education and Experience:

- At least 21 years of age
- High School Diploma
- 1-3 years of related work experience in EMS and Fire
- Demonstrated experience commensurate with required job knowledge, skills, and abilities as outlined in the position description available at: <http://www.windsorheights.org/whats-new/job-postings.aspx>

Credentials:

- Iowa Firefighter I & II certification
- Hazmat Operations certification
- Iowa Driver Operator I preferred
- Fire Officer I & Fire Instructor I preferred
- Certification and considerable professional experience as an EMT-Basic or greater with proof of current Paramedic certification required within 90-days of hire
- Valid Iowa Chauffeur's license (Commercial Class B preferred)

Ability to meet the physical requirements of the position and perform the physical functions of the job while wearing personal protective equipment.

Drug Test:

Post offer/pre-employment physical, drug test required

Testing Process:

Qualified candidates will be invited to participate in a selection process including the following components:

- Physical ability test
- Written exam
- Oral board interview
- Skills assessment
- In-depth background screening
- Chief's interview

City of Windsor Heights Fire Department

1133 66th Street

Windsor Heights, Iowa 50324

P: 515-277-4453 F: 515-271-8160

www.windsorheights.org

The City of Windsor Heights is an Equal Opportunity Employer