

**CITY OF OLIVETTE  
FIRE DEPARTMENT JOB OPENING  
CAPTAIN/PARAMEDIC**

The City of Olivette Fire Department is accepting applications for a Captain/Paramedic position.

**SUMMARY OF POSITION**

A Fire Captain directs the activities of Fire personnel during an assigned shift. An employee in this class supervises a number of personnel and has responsibility for their safety. Duties include: assigning, directing, and supervising firefighting, medical emergencies and related life and property protection; directing the route to be taken to emergency calls; implementing and/or integrating into an incident management system; making decisions regarding firefighting methods to be used; deploying and managing personnel; ensuring the safe operation of fire equipment and apparatus; and assisting with, and participating in, public education, community relations, and fire prevention programs and activities. This position is also responsible for performing related duties as required.

**QUALIFICATIONS:**

- Associate of Arts Degree in Fire Science, Paramedic Technology, or related field from an accredited institution.
- Must have Missouri Firefighter I and II Certification or equivalent, and meet St. Louis County Fire Standards Commission standards for Certification within 6 months. Preference will be given to applicants who are certified for Firefighter I and II through the St. Louis County Fire Standards Commission and to Veterans.
- Missouri State Paramedic's license shall be maintained as a requirement of the position.
- Must be able to pass a background check, Computerized Voice Stress Analysis Test, medical exam, drug test, the department's job specific performance evaluation and psychological interview.
- Ability to articulate and concisely communicate orally and in writing.
- Must possess and maintain a valid state of residence driver's license. Must possess, or obtain within one (1) year of employment, certification of either Emergency Vehicle Accident Prevention Program or Emergency Vehicle Operators' Certification.
- Must be certified by the Missouri Department of Fire Safety as a Fire Officer I.
- Must be certified by the Missouri Department of Fire Safety as a Fire Officer II or obtain within twelve (12) months of the appointment.
- Must be certified by the Missouri Department of Fire Safety as a Fire Instructor I and shall be maintained as a requirement of the position.
- Certification by the Missouri Division of Fire Safety as a Fire Inspector within eighteen (18) months and shall be maintained as a requirement of the position.
- Certification by the Missouri Division of Fire Safety as a Fire Investigator within 24 months and shall be maintained as a requirement of the position.
- Must maintain an appropriate level of mental and physical fitness to safely perform all assigned functions.
- Seven years of prior work experience as a fire fighter.

**APPLICATION PACKET:**

The application packet is available at [www.olivettemo.com](http://www.olivettemo.com), by contacting the Human Resources office at [dmandle@olivettemo.com](mailto:dmandle@olivettemo.com) or at the Human Resources Office at Olivette City Hall, 9473 Olive Blvd., Olivette, MO 63132 (Monday – Friday, 8:00am to 5:00pm).

**APPLICATION DEADLINE:**

Completed applications must be submitted to the Human Resources office no later than 5:00 pm on Friday, December 9, 2016.

**TESTING DATES**

All applicants will test on Thursday, December 15, 2016 at 0800 hours at the Enterprise Fleet Services Building located at 9315 Olive Blvd., Olivette, MO 63132.

The testing process will consist of a written test, an in-box exercise and an oral board interview. The top five candidates will be determined from this process and will proceed to the Fire Chief's interview. The date, time and place of the Chief's interview will be provided at a later date.

**THE CITY OF OLIVETTE IS AN EQUAL OPPORTUNITY EMPLOYER**