

**The Enfield EMS Department is seeking applicants for employment interested in an EMS Career.**

**Experience and training required are:**

- \* *Two (2) years work experience (or four (4) years volunteer experience) as a Paramedic (for employment consideration) AND*
- \* *High school graduation or possession of GED AND*
- \* *Current license as a State of Connecticut Paramedic (or able to obtain same by date of hire) AND*
- \* *Currently authorized to practice as a paramedic through a sponsor hospital AND*
- \* *Current certification in American Heart Association Advanced Cardiac Life Support (ACLS) AND*
- \* *Current certification in Pediatric Advanced Life Support (PALS) AND*
- \* *Possession and maintenance of a valid motor vehicle operator's license and an acceptable driving record.*

**Applicants must pass the following:**

- **A written test to assess your ability on material, to reason, to solve problems and apply sound situational judgment.**
- **A physical fitness assessment to determine your strength, agility, general physical fitness and Paramedic skills level.**

**Later phases of the process will include oral board interview, background investigation, psychological examination, medical examination and drug testing.**

*Applicants must be at least 18 years old at the time of testing.*

Mail completed applications to:

**Town of Enfield, HR Department, 820 Enfield St., Enfield, CT 06082**

Applicants will be notified of the time and date of the scheduled test, in writing, to the address provided on the application. The Human Resources Department must receive confirmation of intent to test prior to the test date.

*After six (6) months your application will become inactive and you must reapply if you have not tested and still wish to be considered for employment.*

***Applications will continue to be accepted until all positions have been filled.***

The Town of Enfield  
is accepting applications  
for the Position of

## **Paramedic**

*Discrimination because of race, color, sex or sexual orientation, religion, age, national origin, disability or veteran's status is prohibited by law. The Town of Enfield actively supports this legislation. EOE/AA/M/F*

### **Application Requirements**

1. **Town of Enfield Paramedic Application (included in this packet).**
2. **Certified copy of your current driving record from the Department of Motor Vehicles.**
3. **Copies of all certificates you hold (both front and back).**
4. **Completed Medical Approval form for the Physical Ability Assessment**
5. **Letter from current Sponsor Hospital confirming possession of medical control in good standing. This letter must be written within sixty (60) days of the date of the application. A new letter may be required if the background check is performed sixty (60) days or more after the date the letter was written.**

### **Minimum Qualifications**

#### **EXPERIENCE AND TRAINING:**

- \* Two (2) years work experience (or four (4) years volunteer experience) as a Paramedic (for employment consideration)
- \* High school graduation or possession of GED AND
- \* Current license as a State of Connecticut Paramedic or able to obtain same by date of hire AND
- \* Currently authorized to practice as a paramedic through a sponsor hospital AND
- \* Current certification in American Heart Association Advanced Cardiac Life Support (ACLS) AND
- \* Current certification in Pediatric Advanced Life Support (PALS) AND
- \* Possession and maintenance of a valid motor vehicle operator's license and an acceptable driving record.

All licenses and certifications must be valid at time of application, hiring and throughout employment. Maintenance of these valid licenses is a condition of employment.

At the time of appointment and during employment, Paramedics must meet the medical and physical standards established by the EMS Director. Incumbent Paramedics must continue to meet or exceed all requirements for maintenance of State of Connecticut Paramedic license during employment with the Town.

**TRAINING:** Graduation from high school or its equivalent as evidenced by possession of a state high school diploma issued by the State Board of Education. Must attend and successfully complete any training program either mandated by law or by the EMS Department. Must attend and successfully complete any non-mandatory training program voluntarily accepted; must attend and successfully complete any mandatory refresher courses or tests of ability designed to ensure skill and knowledge in areas of performance.

**DRIVER'S LICENSE:** Must possess and maintain a valid motor vehicle operator's license and satisfactory driving history. *An individual may not be considered for appointment if he or she has had a major violation within a three-year period, four or more motor vehicle violations other than major within a three-year period, or suspension or revocation of a license for any reason in the past five years. A valid Driver's License is required at the time of appointment.*

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of emergency medical conditions, techniques and procedures; good social skills and general intelligence; good powers of observation; ability to operate bio-medical telemetry and two-way radio equipment; ability to perform calmly and efficiently in crisis situations; ability to maintain records and prepare reports using a computer; ability to understand and follow oral and written instructions; ability to understand written laws and apply them to specific situations; physical strength adequate to lift unconscious patients; ability to operate assigned vehicle in emergency driving conditions; willingness to work nights, weekends, holidays, and assigned shifts; willingness to work with unpaid volunteers who will be performing the same functions as paid personnel; willingness to assist in training activities for both paid and volunteer personnel; willingness not to smoke during "on duty" hours; willingness to maintain vehicles, equipment and station house in good condition; physical condition commensurate with the demands of the position. *No applicant will be accepted with any drug related conviction, felony conviction, conviction for any Class A or Class B misdemeanor.*

**NOTE:** *Applicants may exclude any convictions or arrests which have been erased from your record pursuant to Connecticut General Statutes §§ 46b-146, 54-76o or 54-142a. Erased records include the following: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon. For erased convictions or arrests you are considered to have never been arrested and may swear so under oath.*

**GENERAL STATEMENT OF DUTIES:** These duties involve responsibility for providing emergency medical services. Employees in this position operate specially equipped medical emergency vehicles. When engaged in providing medical emergency services, incumbents are in two-way radio contact with, and receive direction from, monitoring hospital physicians who provide advice during a time of medical need.

**SUPERVISION RECEIVED:** The work is performed under the supervision of the Director of Emergency Medical Services, who makes assignments and reviews work in process and upon completion does related work as required.

**SUPERVISION EXERCISED:** Paramedics will supervise the work of EMT's.

**ESSENTIAL FUNCTIONS:** Operates specially equipped vehicles to respond to medical emergencies and provides advanced life support services to stabilize persons with life threatening problems resulting from trauma or other medical emergencies; Provides medical emergency service to accident or other emergency victims such as extrication, splinting and immobilization, administration of oxygen, suctioning, insertion of airways, hemostasis, cardiopulmonary resuscitation, emergency childbirth, electrocardiogram monitoring, injections, anti-shock suit, defibrillation, etc.; Monitors and transmits vital signs of pulse, blood pressure and respiration and transmits bio-medical information via telemetry such as electrocardiogram; Performs direct medical actions on persons requiring advanced emergency services at monitoring physician's direction such as defibrillation; Administers oral, intra-muscular and intra-venous medications as directed by monitoring physician via two-way radio with the emergency vehicle; Keeps records of emergency calls, patient treatment and problems encountered and solutions rendered in the course of duty; Maintains equipment on specially equipped medical emergency vehicles in appropriate operating condition; Participates in emergency medical training of other EMS personnel, police officers, fire fighters and members of the community and coordinates emergency medical services on site; Conducts initial scene assessments and coordinates medical resources on the scene of incidents; Assists the Director with public information/education activities; Teaches CPR classes to staff and public; Conducts in-service training, under the supervision of the Director; Maintains stations in good condition. Regular and punctual attendance.

*Any omission, falsification, fabrication, lie or misleading statement will automatically result in disqualification from further consideration with the Town of Enfield.*

## Method of Selection

The examination process includes: Written Examination, Physical Ability Assessment, Oral Board Interview & Extensive Background Investigation.

**Written Examination:** The date and time for the written examination will be determined on an as-needed basis. **You must show a picture ID with you the day of the exam.** The minimum passing score on the written examination is 70. You must pass the written examination to be eligible for an invitation to the oral board interview. Candidates who fail to achieve the minimum passing score on the written examination will be disqualified from any further consideration for the position. The Town of Enfield reserves the right to administer a second written examination at its discretion. Enfield residents will have 5 additional points added to their passing score.

### **METHOD OF SELECTION cont'd.**

**Physical Ability Assessment:** Candidates who pass the written exam will have to meet departmental physical fitness standards, including but not limited to: bending, squatting, kneeling, walking on uneven ground, climbing stairs, lifting 100 - 150 lbs, and perform CPR and ACLS skills. The date and time of the Physical Ability Assessment will be determined on an as-needed basis *for those with passing scores only on the written exam.*

**Oral Board Interview:** The last phase of the examination for Paramedic will be an interview before a panel of EMS, and/or personnel representatives. This phase of the examination is designed to aid in the determination of a candidate's maturity, communication skills and motivation for the position. The Town reserves the right to limit the number of candidates who are invited to the oral interview. Candidates who have passed the written examination, but who have failed this portion of the examination, will be disqualified at this time from any further consideration for the position of Paramedic.

**Background Investigation:** A thorough background and character investigation will be conducted for the specific purpose of obtaining pertinent data for the Town of Enfield EMS Department to consider in determining suitability for employment as a Paramedic. Eligible candidates will be requested to authorize a release of personal information, however personal or confidential it may appear to be, including but not limited to: educational, financial/credit agencies and institutions, medical history, employment history, legal complaints, arrests or convictions, and motor vehicle history.

The Human Resources Director reserves the right to reject any eligible candidate whom, on the basis of background and character investigation or medical examination, does not appear to be the most suitable qualified candidate for the position in accordance with provision of the Town of Enfield Personnel Rules.

If you fail to appear for any part of the examination process, or if you do not pass any part of the examination, your name will be removed from any further consideration.

An individual appointed to the position must satisfactorily complete a nine (9) month probationary period.

**Failure to complete and submit ALL application materials will automatically disqualify your application.**

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*Requirements for the Certification of Physical Ability*

**The Physical Ability Assessment**

Passing the Physical Ability Assessment is a prerequisite for candidacy with Enfield EMS Department. The Physical Ability Assessment includes the following three components:

<b>Tested Skill</b>	<b>Critical Subsets</b>
Walk up flight of stairs with 3 pieces of equipment and proceed thru closed doorway.	<ul style="list-style-type: none"><li>• Placing equipment on the ground</li><li>• Having to make more than 1 trip with the equipment</li><li>• Dropping of any equipment, including items out of equipment bag</li></ul>
Set equipment down and perform 1 rescuer CPR, per AHA standards, until told to stop. Perform ACLS per AHA standards, until told to stop.	<ul style="list-style-type: none"><li>• Use universal precautions</li><li>• Use of appropriate barrier device</li><li>• Proper use of BVM</li><li>• Correct sequence of defibrillation at proper point</li><li>• Use of supplemental oxygen at appropriate flow rate</li><li>• Use of appropriate airway adjunct, (ETT, Combitube, or OPA)<ul style="list-style-type: none"><li>○ Correct size selected</li><li>○ Correct method of insertion</li></ul></li><li>• Correct interpretation of Cardiac rhythm</li><li>• Correct treatment based on Cardiac rhythm and condition</li></ul>
After being instructed to stop, raise 100lb barbell to waist level and walk backward for 100ft.	<ul style="list-style-type: none"><li>• Sitting barbell down prior to being instructed to do so</li><li>• Dropping of barbell</li><li>• Lifting by bending at waist only</li></ul>

**In order to take the Physical Ability Assessment**

Candidates must bring the Medical Approval Form, signed and dated by a Physician *within the last three months*, no later than the day of the written exam in order to be permitted to take the Physical Ability Assessment.

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- Appropriate athletic attire should be worn to the assessment including sneakers.
  - You must pass the written exam in order to be invited to the Physical Ability Assessment
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Town of Enfield  
EMS Department  
293 Elm Street  
Enfield, CT 06082  
(860) 763-8989

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Physical Ability Assessment  
**Medical Approval Form**

**To be filled in by Physician:**

This is to certify that I have reviewed the attached for elements of the *Enfield Paramedic Standards* Physical Ability Assessment. After reviewing said document, it is my professional opinion that the candidate named below:

Candidate's Name: \_\_\_\_\_

Department(s) Applying to: \_\_\_\_\_

**CAN SAFELY PERFORM THE PHYSICAL ABILITY ASSESSMENT.**

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(M.D. or D.O)

Physician's Name and  
Address (Type or Imprint  
With Office Stamp