

Township of Manheim

A Pennsylvania First Class Township



Firefighter/EMT Fulltime & Part-Time Application Packet





RECRUITMENT ANNOUNCEMENT

FIREFIGHTER/EMT

MANHEIM TOWNSHIP FIRE RESCUE

Application Opening Date:	02/10/2017
Application Closing Date:	03/03/2017 – 4:00pm
Salary Range:	\$41,126.00
Fulltime/Part-Time:	FULLTIME
Schedule:	24/48 w/Kelly

Manheim Township Fire Rescue (MTFR) is seeking to hire highly qualified and motivated individuals to fill the role of *fulltime* Firefighter/EMT within the Manheim Township Fire Rescue system. MTFR is an all-hazards agency serving a community of 40,000 residents in 24 square miles from three fire rescue stations. MTFR remains an active combination fire rescue system, currently consisting of three fulltime career officers, thirty six part-time career Firefighter/EMT's, a fulltime fleet mechanic, and over 100 volunteers filling roles including firefighters, junior firefighters, administrative members, and auxiliary functions. At this time, MTFR is seeking to fill three (3) fulltime Firefighter/EMT positions.

The comprehensive selection process will take 3-4 months to complete and will include a written civil service examination, the Candidate Physical Ability Test (CPAT), oral interview, background check to include criminal history and child abuse clearances, a physical examination, drug test, and driver's license check. In order to be eligible to apply and be invited to the written civil service examination, interested applicants *MUST* meet the following minimum qualifications at the time of application:

1. Be a citizen of the United States of good moral character
2. Be at least 21 years of age at time of hire
3. Possess a high school diploma or GED equivalency
4. Possess National Board on Fire Service Professional Qualifications (or equivalent certifying agency) Firefighter I and Firefighter II certifications
5. Possess Pennsylvania Department of Health Emergency Medical Technician (or have the ability to receive Pennsylvania reciprocity for out-of-state certification) and valid CPR/AED certifications
6. Possess Pennsylvania Department of Health Basic Vehicle Rescue Technician certification, or NFPA 1006 Core and Vehicle & Machine certifications, or equivalent
7. Possess valid (within previous 12 months) Hazardous Materials Operations level training
8. Possess a valid Pennsylvania operator's license (Class C)

Interested and qualified applicants may apply by completing the application process:

1. Application forms are available at the Manheim Township Municipal Office, 1840 Municipal Drive, Lancaster, PA 17601 or online at www.manheimtownship.org or www.mtfr.net.
2. Completed applications must be sealed, addressed and returned to the **Civil Service Commission, 1840 Municipal Drive, Lancaster, PA 17601**, and marked **“APPLICATION FOR FIREFIGHTER/EMT”**. A NON-REFUNDABLE \$40 CHECK OR MONEY ORDER MADE PAYABLE TO MANHEIM TOWNSHIP MUST ACCOMPANY THE APPLICATION AS PAYMENT OF THE APPLICATION FEE. **APPLICATIONS MUST BE RECEIVED OR POSTMARKED NO LATER THAN MARCH 3, 2017 at 4:00pm. NOTE – APPLICATIONS WILL NOT BE RECEIVED AT ANY LOCATION OTHER THAN THE ADDRESS LISTED ABOVE.**

All applications received will be reviewed by the Manheim Township Civil Service Commission to determine eligibility for testing based on the established minimum requirements. All applicants will be notified in writing to report for the selection process if qualified. The selection process will include:

1. A written Civil Service Examination will be administered on Saturday, March 18, 2017, at the Lancaster County Public Safety Training Center, 101 Champ Boulevard, Manheim, PA 17545. The written test will be given at 9:00 a.m. Candidates will be notified in writing to appear for the test.
2. The top thirty (30) candidates as ranked by the Civil Service Commission after written testing and application of veteran's preference points will move to the next step of the selection process, Candidate Physical Ability Test (CPAT). Candidates will be notified in writing to report for the CPAT.
3. A Candidate Physical Ability Test (CPAT) Orientation Session (classroom only) will be held during the written test on March 18, 2017 for all applicants.
4. CPAT orientation and practice sessions are scheduled for April 24, May 1, May 8 (all starting at 4:00pm) and May 15 (starting at 6:00pm).
5. The CPAT test will be administered on Sunday May 21, 2017 starting at 8:00 a.m. at the Lancaster County Public Safety Training Center, 101 Champ Boulevard, Manheim, PA 17545. Eligible candidates will be notified in writing as to their reporting time for the CPAT test.
6. Finalists after CPAT testing will be required to complete an oral interview, background check to include criminal history and child abuse clearances, a physical examination, drug test, and driver's license check. Finalists will be notified in writing of dates for this process.

Questions on this recruitment announcement can be directed to the Manheim Township Fire Chief at rkane@manheimtownship.org.

R.H. Brenneman, Sr.
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Manheim Township is an Equal Opportunity Employer

TEAMWORK SERVICE RESPECT



RECRUITMENT ANNOUNCEMENT
FIREFIGHTER/EMT
MANHEIM TOWNSHIP FIRE RESCUE

Application Opening Date:	02/10/2017
Application Closing Date:	03/03/2017 – 4:00pm
Salary Range:	\$16.00 hour
Fulltime/Part-Time:	<u>PART-TIME</u>
Schedule:	Day/Evening/Overnight/Weekend Shifts

Manheim Township Fire Rescue (MTFR) is seeking to establish an eligibility list of highly qualified and motivated individuals to fill the role of *part-time* Firefighter/EMT within the Manheim Township Fire Rescue system. MTFR is an all-hazards agency serving a community of 40,000 residents in 24 square miles from three fire rescue stations. MTFR remains an active combination fire rescue system, currently consisting of three fulltime career officers, thirty six part-time career Firefighter/EMT's, a fulltime fleet mechanic, and over 100 volunteers filling roles including firefighters, junior firefighters, administrative members, and auxiliary functions. At this time, MTFR is seeking to establish an eligibility list for future part-time Firefighter/EMT positions.

The comprehensive selection process will take 3-4 months to complete and will include a written civil service examination, the Candidate Physical Ability Test (CPAT), oral interview, background check to include criminal history and child abuse clearances, a physical examination, drug test, and driver's license check. In order to be eligible to apply and be invited to the written civil service examination, interested applicants *MUST* meet the following minimum qualifications at the time of application:

1. Be a citizen of the United States of good moral character
2. Be at least 21 years of age at time of hire
3. Possess a high school diploma or GED equivalency
4. Possess National Board on Fire Service Professional Qualifications (or equivalent certifying agency) Firefighter I and Firefighter II certifications
5. Possess Pennsylvania Department of Health Emergency Medical Technician (or have the ability to receive Pennsylvania reciprocity for out-of-state certification) and valid CPR/AED certifications
6. Possess Pennsylvania Department of Health Basic Vehicle Rescue Technician certification, or NFPA 1006 Core and Vehicle & Machine certifications, or equivalent
7. Possess valid (within previous 12 months) Hazardous Materials Operations level training
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Questions on this recruitment announcement can be directed to the Manheim Township Fire Chief at rkane@manheimtownship.org.

R.H. Brenneman, Sr.
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Manheim Township is an Equal Opportunity Employer

TEAMWORK SERVICE RESPECT

MANHEIM TOWNSHIP
FULL-TIME EMPLOYEE SCHEDULE OF BENEFITS
NON-UNIFORMED EMPLOYEES

Manheim Township Fire Rescue Benefit Schedule
Fulltime Firefighter/EMT – 24/48 Shift Rotations w/Kelly Days

- **Paid Vacation** – Earned accrual outlined in Personnel Policy Manual, after probation
- **Paid Holidays** – Nine holidays outlined in the Personnel Policy Manual, on day of hire
 - Hours placed in “Holiday Bank”, can be used at anytime. “Holiday” based on eight (8) hour holiday period; 72 hours per full calendar year
- **Personal Days** – Four personal days per year, earned by calendar quarter after probation
 - “Days” based on hours; 32 hours per calendar year, earned in 8-hour increments per quarter
- **Paid Sick Days** – Six sick days per year, accumulating up to 18, on day of hire
 - “Days” based on hours; up to 144 hours per calendar year
- **Bereavement Leave** – Outlined in Personnel Policy Manual
- **Jury Duty** – Outlined in personnel Policy Manual
- **Over Time & Compensatory Time** – Hourly employees, from day of hire
 - Accrual of up to 24 hours per calendar year; time must be used in calendar year. Compensatory time not used within the calendar year will be paid-out at the end of each year
- **Health Insurance** – Medical plan choice after 30 days of employment
 - PPO Plan with employee contribution
 - Flexible Spending Account (FSA) – Funded by employee, after day 30
 - High Deductible Health Plan with HSA, no employee contribution
 - HSA – deductible partially funded by Township
- **Healthcare Navigator Services** – Part of medical coverage after 30 days of employment
- **Health Insurance Opt Out/Down** – Outlined in hand out, after day 30

- **Dental and Vision Plans** – Insurance coverage plan after day 30
- **Life Insurance** – Premium paid for by Township after day 30
 - \$10,000 coverage year one, \$35,000 coverage every year after
- **Short & Long Term Disability** – Provided by Township after day 30
- **Employee Assistance Program** – Provided by Township after day 30
- **Family & Medical Leave** – Granted in accordance with the FMLA law
- **Social Security/Medicare** – Provided by Township, on day of hire
- **Worker’s Compensation** – Provided by Township, on day of hire
- **Pension Plan** – Provided by Township, from day of hire (vesting schedule applies)
 - **Defined Contribution Plan** – 7% of wages contributed by Township annually
- **457 Deferred Compensation Plan** – Funded by employee after day 30
- **ROTH IRA** – Funded by employee after day 30
- **Military Leave** – Outlined in Personnel Policy Manual
- **Education Reimbursement** – Outlined in Personnel Policy Manual, after probation
- **Meeting, Training, & Travel Business Expenses** – Outlined in Personnel Policy Manual
- **Uniforms** – Provided by MTRF, replaced/repared as needed
- **PPE** - Provided
- **Credit Union** – Available only through direct deposit of pay, on day of hire
- **Golf** – 10 rounds after probation
- **Pool Membership** – Family membership after probation
- **Food Discount** – Sandtrap Restaurant during working hours, on day of hire
- **Compost Site Punch Cards** – Resident discounted rate, on day of hire

APPLICATION INSTRUCTIONS

FIREFIGHTER/EMT (FULLTIME AND PART-TIME) MANHEIM TOWNSHIP

A written Civil Service Examination for Firefighter/EMT (Fulltime and Part-Time) will be administered to all eligible applicants on Saturday, March 18, 2017, at the Lancaster County Public Safety Training Center, 101 Champ Boulevard, Manheim, PA 17545 at 9:00 a.m. An orientation session (classroom only) for the Candidate Physical Ability Test (CPAT) will be given prior to the written test. The CPAT test will be given on Sunday May 21, 2017 for eligible candidates starting at 8:00 a.m.

The Candidate Physical Ability Test (CPAT) includes the following: Stair Climb, Hose Drag, Equipment Carry, Ladder Raise and Extension, Forcible Entry, Search, Rescue, Ceiling Breach & Pull. A copy of the CPAT Test Preparation Guide will be issued to each eligible applicant during the orientation session on March 18, 2017.

All applicants for Firefighter/EMT (Fulltime and Part-Time) must complete the Civil Service Examination. You must be a U.S. citizen, be 21 years of age or older, have a high school diploma or GED, have the following fire service related minimum training: National Board on Fire Service Professional Qualifications (or equivalent) Firefighter I, Firefighter II, Pennsylvania Department of Health Emergency Medical Technician (or Paramedic) certification (or ability to obtain reciprocity for out-of-state certification) with valid CPR/AED certifications, and Pennsylvania Department of Health Basic Vehicle Rescue Technician certification or NFPA 1006 Core and Vehicle & Machine certifications, or equivalent, valid (within previous 12 months) Hazardous Materials Operations level training, and be in good physical condition; those meeting those requirements qualify to take the exam. In order to take this examination, you must complete the attached application and pay the \$40.00 non-refundable application fee. The Civil Service Commission will review all applications prior to the test date. Individuals who are NOT eligible to take the examination will be notified by mail.

Applicants must return the following:

- Application fee (check or money order only, payable to "Manheim Township")
- Copy of Driver's License
- Completed Application for Firefighter/EMT
- Copy of ALL Required Prerequisites
- Processing form indicating your testing preference for Fulltime, Part-Time, or BOTH

If you are a veteran, as defined by current law (attached) and you desire to receive veteran's preference points, attach a copy of your discharge papers (DD Form 214) to your application. The DD Form 214 must be the copy that reflects "Reentry Code."

Applications must be returned no later than March 3, 2017 at 4:00 pm. An application fee of \$40 made payable to Manheim Township (check or money order only) must accompany the application.

On the date of the exam, candidates must provide valid government identification (drivers license). Candidates will be notified in writing before progressing to the next step in the selection process. Please refer to the Recruitment Announcement for the selection process.

**Manheim Township Civil Service Commission
Equal Opportunity Employer**

VETERANS PREFERENCE POINTS

A “soldier” entitled to the veterans preference is defined as: A person who served in the armed forces of the United States, or in any women’s organization officially connected therewith, during any war or armed conflict in which the United States engaged, or who so served or hereafter serves in the armed forces of the United States, or in any women’s organization officially connected therewith, since July 27, 1953, including service in Vietnam, and who has an honorable discharge from such service. 51 Pa. C.S.A. section 7101.

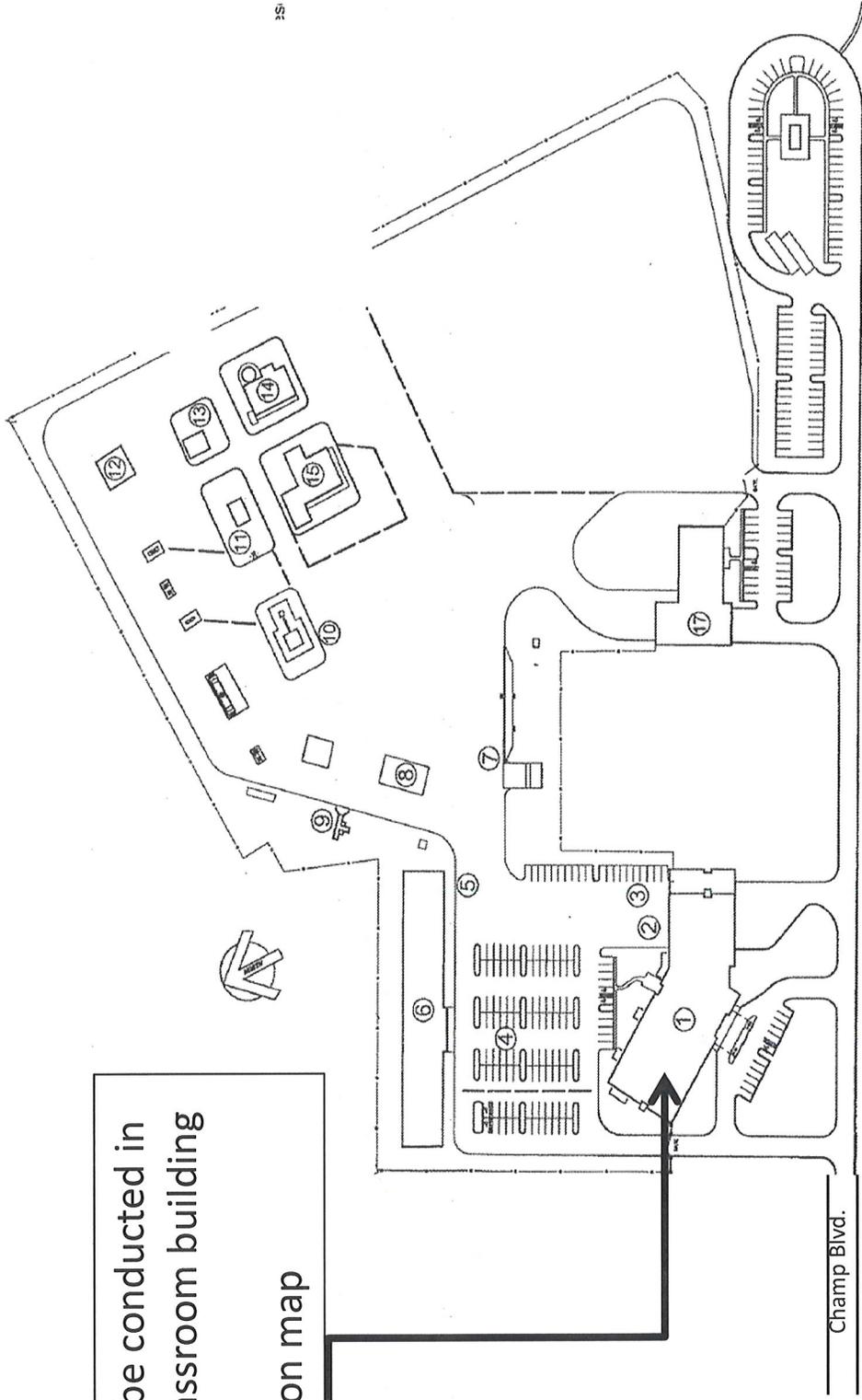
A person who is currently serving in the state National Guard and/or United States Army Reserves is not a “soldier.” An honorable discharge after completion of only training does not constitute an honorable discharge “from such service” as defined in the Act. Rather, the Act limits the preference to individuals who have completed their military service commitment and have received an honorable discharge from such service at the time they take their civil service appointment examination. *Sicuro v. City of Pittsburgh*, 684 A.2d 232 (Pa. Cmwlth. Ct. 1996).

Additionally, in a recent court decision, *Soberick v. Salisbury Township Civil Svc. Comm’n*, 874 A.2d 155 (PA Commw. 2005), the definition of “soldier” is further defined to include those National Guard and Reserves who have served and have been honorably discharged from a significant period of active duty, for other than training, for such reasons as the government’s war on terror.

Lancaster County Public Safety Training Center
101 Champ Boulevard, Manheim, Pennsylvania 17545

Testing will be conducted in
the main classroom building

Building #1 on map



Salunga
Exit

← West to Harrisburg

Route 283

East to Lancaster →

The Manheim Township Civil Service Commission is conducting a joint test for both Fulltime and Part-Time Firefighter/EMT positions on March 18, 2017.

In order to process your application packet properly, **PLEASE CHECK ONE (1) BOX ONLY BELOW** to indicate how you would like your application packet processed and for which eligibility list(s) you wish to test for.

I would like my application packet to be considered for **FULLTIME** employment **only**.

I would like my application packet to be considered for **PART-TIME** employment **only**.

I would like my application packet to be considered for **BOTH – FULLTIME and PART-TIME** employment

Again, in order to process your application packet properly, **PLEASE CHECK ONE (1) BOX ONLY ABOVE** to indicate how you would like your application packet processed and for which eligibility list(s) you wish to test for.

After you submit your packet you **CAN NOT** change this selection. By signing below you understand and agree that your selection here can not be changed at any time during the 24 month eligibility list cycle.

Candidate Signature

Date

THIS SHEET MUST BE INCLUDED WITH YOUR APPLICATION PACKET



**MANHEIM TOWNSHIP
LANCASTER COUNTY, PENNSYLVANIA**

(An Equal Opportunity Employer)

Application for Firefighter/EMT

Applicant Name (Last) (First) (Middle)

Street Address

City State Zip

Primary Contact Number (Area Code & Number) Secondary Contact Number (Area Code & Number)

Email Address

Valid Drivers License Number License Class State of Issue

Are you a U.S. Citizen? Yes ___ No ___ Place of Birth _____

Please briefly explain why you are interested in becoming a Firefighter/EMT for Manheim Township Fire Rescue:

I, _____, understand failure to complete this application packet completely, accurately, and legibly will eliminate me from further consideration.

Applicant Signature _____

Date _____

Education

	Name Of School	Mailing Address	Did you Graduate	Years Attended	Diploma Or Degree Rec'd
High School					
College					
Technical or Trade School					

Employment History

Please provide your employment history beginning with your current or most recent employer. List all positions held including fulltime and part-time for the past 10 years. Details of any period of unemployment must be included. Include additional sheets if necessary.

Start Date:	Employer Name:	Phone:	Position Title:	Salary:	Reason for leaving:
End Date:	Employer Address:				
Start Date:	Employer Name:	Phone:	Position Title:	Salary:	Reason for leaving:
End Date:	Employer Address:				
Start Date:	Employer Name:	Phone:	Position Title:	Salary:	Reason for leaving:
End Date:	Employer Address:				
Start Date:	Employer Name:	Phone:	Position Title:	Salary:	Reason for leaving:
End Date:	Employer Address:				

Military Background

Response required for all questions, use N/A if not applicable.

Have you ever served on active duty in a military organization of the United States? YES _____ NO _____

Branch of service

Dates of active service

Highest rank held during active service

Was your discharge honorable? YES _____ NO _____

Are you claiming Veteran's Preference? YES _____ NO _____ Copy of DD-214 must be attached

Applicant Fire Service Prerequisites

Manheim Township Fire Rescue hires candidates based on minimum level of fire service training and certification. All applicants must meet these minimum requirements in order to be qualified to participate in the civil service testing process. Please list the required information for each level of required training and/or certification. COPIES OF ALL REQUIRED MINIMUM TRAINING MUST BE ATTACHED TO THE APPLICATION PACKET.

NFPA 1001 Firefighter I	Certifying Agency:	Certification Number:	Attach a copy to the application packet
NFPA 1001 Firefighter II	Certifying Agency:	Certification Number:	Attach a copy to the application packet
Emergency Medical Technician	Certifying Agency:	Certification Number:	Attach a copy to the application packet
PA BVR-Technician Or NFPA 1006	Certifying Agency:	Certification Number:	Attach a copy to the application packet
CPR/AED	Certifying Agency:	N/A	Attach a copy to the application packet
Hazardous Materials Operations Level	Certifying Agency:	N/A	Attach a copy to the application packet

Personal References

Please list three persons who are not related to you who have knowledge of your work, character, and abilities.

Personal Reference No. 1

Name/Relationship Phone Number

Address/City/State/Zip

Personal Reference No. 2

Name/Relationship Phone Number

Address/City/State/Zip

Personal Reference No. 3

Name/Relationship Phone Number

Address/City/State/Zip

I have read all material in this application packet and I certify that all statements made in this application packet and any other materials or documents furnished as part of this application packet are true, complete, and accurate to the best of my knowledge and belief. I further understand that any false statements or omitted information shall be considered sufficient cause for employment disqualification or dismissal.

I further hereby release the Township of Manheim, agencies and departments thereof including the Fire Rescue Department, any person or entity acting on their behalf, and all other persons or entities releasing information from any damages or liability as a result of releasing any information to any member of Manheim Township Fire Rescue or any person or entity acting on their behalf.

Applicant Signature

Date

Authorization and Release to Obtain Information

I, _____, authorize Manheim Township to conduct a personal background investigation in connection with my application for employment.

This investigation may include information from educational institutions, physicians and/or medical records, police and/or court records, Department of Transportation motor vehicle and driver license records, listed personal references, and previous employers. Additionally, this information may include background and criminal history checks and child abuse clearance checks.

I authorize the release of any information Manheim Township may request from the above sources. I waive all rights to inspect or review any information compiled pursuant to my application for employment.

I fully understand that all information gained from such investigations is confidential and will be released only to authorized persons in the employment process.

I agree to give any further information which may be required and hereby certify that there are no willful misrepresentations, omissions, or falsifications in any of the applications and/or documents furnished for the position and/or to any answers contained here within. I am aware that should an investigation disclose any willful misrepresentations, omissions, or falsifications, my application may be rejected or if already employed, my employment terminated.

Applicant Signature

Date