

January 18, 2023

THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
IS SEEKING QUALIFIED  
CANDIDATES FOR THE POSITION OF

**FIREFIGHTER / PARAMEDIC**

The Board of Fire Commissioners of the Prospect Heights Fire Protection District (PHFPD) announces a competitive examination to establish an eligibility list for the position of full-time Firefighter/Paramedic for the Prospect Heights Fire Protection District, Cook County, Illinois.

The PHFPD will use the established list to fill vacancies in its full-time staff for a period of two years from the date the list is officially posted. It is likely that the PHFPD will hire three to six full-time Firefighter/Paramedic over the two years this list is active.

**Starting annual salary is \$68,401**  
Top Salary is \$101,039

**Qualifications**

- A citizen of the United States or possess authorization to work in the United States of America.
- A minimum 21 years of age and not exceed 35 years of age unless qualified for waiver under statutory exemption (70 ILCS 705 Section 16.04b).
- A valid driver's license
- At minimum, a High School Diploma or G.E.D. certificate
- An Illinois Office of the State Fire Marshal Basic Operations Firefighter Certificate AND Hazardous Materials Operations certificate.
- At minimum, a valid Illinois Department of Public Health EMT-Basic license. *Any applicant selected for appointment must also possess a valid Illinois Department of Public Health EMT-P (paramedic) license at time of appointment. Applicant must obtain Northwest Community Hospital EMS (ALS) System approval before appointment and must maintain the license and NWCH EMSS privileges during employment.*

**Physical Agility Test**

All applicants must demonstrate physical agility and muscular coordination by passing the (CPAT) Candidate Physical Ability Test and a ladder climb. All candidates must present a valid CPAT and a ladder climb card or certificate **with the submitted application and at the time of appointment.** CPAT cards will be considered valid within one year of the date issued. It is the responsibility of the candidate to make sure that their CPAT is up to date. Any candidate not possessing a valid CPAT card at time of appointment will be disqualified. **NOTE: At time of job offer the applicant must be in possession of a valid CPAT card or certificate**

**Persons may perform the CPAT by contacting:**

- NIPSTA at 2300 Patriot Boulevard, Glenview, IL 60026 at 847-998-8090 or [www.nipsta.org/cpat/info.aspx](http://www.nipsta.org/cpat/info.aspx)
- Southwest United Fire Districts, Darien, IL at 708-579-2064 or [www.sufd.org](http://www.sufd.org)
- Naperville Fire Department at (630) 420-6755 or email [cpat@naperville.il.us](mailto:cpat@naperville.il.us)
- MABAS 24. <http://mabas24.org/index.php/cpat> 17555 Ashland Ave., Homewood, IL 60430  
[info@mabas24cpat.org](mailto:info@mabas24cpat.org) 708-607-CPAT (2728)

***All CPAT providers charge each candidate a fee for participation in the CPAT test.***

Any applicant selected for appointment must pass a post job offer background and criminal history investigation, psychological, and physical/medical/stress examination including drug and alcohol test.

**Application and full information is available from January 23, 2023 until March 23, 2023 at:**

Prospect Heights Fire Protection District  
10 East Camp McDonald Road  
Prospect Heights, IL 60070  
Between 9:00 a.m and 4:00 p.m.  
Weekdays excluding legal holidays

or

Online at [www.phfire.com](http://www.phfire.com) under EMPLOYMENT

**Phone calls will not be accepted.**

COMPLETED APPLICATION SHALL BE SUBMITTED IN PERSON BY APPLICANT AT ABOVE ADDRESS NO LATER THAN 4:00 P.M. on **March 23, 2023**. Incomplete applications or applications lacking any of the required documents will be rejected and the applicant barred from taking the written examination.

A competitive written exam assessing the necessary knowledge and dimensions for selection as a firefighter will be held on

**Thursday April 6 at 6:00 p.m., Friday April 7 at 10:00 a.m. or Saturday April 8 at 9:00 a.m.**

at 9:00 A.M. at the Prospect Heights Fire Protection District,  
10 East Camp McDonald Road, Prospect Heights, IL 60070

**Applicant need only attend one session**

*Applicants may order the practice "**CEB Candidate Orientation Guide**" by clicking the following link: <http://www.fpsi.com/fire-candidate-orientation-guides/>. The **CEB Candidate Orientation Guide** is a helpful tool to prepare for the exam and can be downloaded as a PDF file and saved or printed. Please read through the disclaimer on the order page in order to have a successful download. Payments will be submitted through PayPal via an account or credit/debit card. Once payment is submitted, PayPal automatically redirects you back to the FPSI site where access to the download link will be located on the Order Details-Checkout Status page. Applicants must pay close attention to ALL instructions on both FPSI and PayPal's websites in order to access the instant download successfully!*

All applicants who pass the written exam will be given two interviews. The first interviews will be conducted on weekdays between May 2 and 4, 2023. The second interviews will be conducted on weekdays between May 22 and 25, 2023. All interviews will be conducted between 8:00 a.m. and 8:00 p.m. Applicants will be notified of their schedule interview date and time by the email they supplied on their application. The PHFPD is not responsible for any errors in the email address supplied by the applicant.

The score on the written exam will comprise 40 percent of the final score. The score on the interview will comprise 60 percent of the final score. Preference points will be added after the Initial Eligibility Register is posted.

Upon completion of the interviews the Initial Eligibility Register will be posted by June 1, 2023 with the Final Eligibility Register posted by June 15, 2023

Approved by Board of Fire Commissioners January 18, 2023.