



**SAINT PAUL**  
MINNESOTA

City of Saint Paul

## Firefighter - Paramedic/EMT Lateral Transfer **\*\*Testing**

Dates Updated

<b>SALARY</b>	Depends on Qualifications	<b>LOCATION</b>	Saint Paul, MN
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	25-01383
<b>DEPARTMENT</b>	Fire & Safety Services	<b>OPENING DATE</b>	05/06/2025
<b>CLOSING DATE</b>	5/27/2025 11:59 PM Central		

### About the Position



### Come Join our Team!

The Saint Paul Fire Department is conducting a recruitment process for Firefighter (Paramedic/EMT) Lateral Transfers and will utilize the [Civil Service Transfer Rule](#) to fill these positions.

### Here's what you can expect to do:

- Performs work as directed by a superior, in the protection of life and property from fire and other hazards, the extinguishing of fires, the treatment of medical emergencies, and the inspection of property.
- Responds to emergency medical calls with a company. Provides basic and/or advanced level life support of patient care to ensure that life threatening situations and potentially serious injuries are recognized and cared for appropriately.
- Performs firefighting tasks, rescue operations, and other emergency response actions, under stressful conditions.
- Assists with special rescue operations and crowd control in emergency situations.
- Reacts effectively and efficiently under pressure, stressful conditions or in emergency situations according to standard operating procedures.
- Works a 24-hour shift and maintains complete response readiness at all times.
- For more information and essential functions, see our [Firefighter job description](#).

### Additional Information about the [Saint Paul Fire Department](#)

The Saint Paul Fire Department is staffed by 453 sworn personnel, in addition to other civilian employees who comprise the Administration, Fire Operations, Emergency Medical Services, Equipment Services, Business and Support Services,

and Training Divisions. Personnel provide fire suppression, basic and advanced life support, emergency management, fire prevention, and public education. SPFD provides 24 hour fire and emergency medical services, and other special services such as a Water Rescue Team, an Advanced Technical Rescue Team and a statewide Hazmat Response Team. In 2024, the department responded to 65,711 calls from 15 fire stations, with 1792 of all calls being fire related.

The ideal candidate for the position of Firefighter - Paramedic/EMT possesses the following characteristics and abilities:

- Is a leader and demonstrates initiative, accountability and respect
- Displays and practices integrity
- Communicates well with others and demonstrates empathy and compassion
- Demonstrates self-control during intense and chaotic situations
- Supports the safety of one another in a team
- Solves problems and makes decisions both as an individual and as a team
- Maintains physical fitness
- Understands the diverse communities of Saint Paul and has a connection to its neighborhoods

The annual base salary for a Firefighter is \$69, 218.24 - \$96,125.12 based on a 56-hour work week. Firefighters receive an additional 8.25% EMT premium or a 11.4% Paramedic premium added to their base salary. During the 10-12 week training academy, Firefighters receive a wage of \$33.25 per hour on a 40 hour work week scheduled Monday-Friday.

**Our Benefits:** We offer competitive wages, and a variety of [excellent benefits \(Download PDF reader\)](#), including health insurance, retirement contributions and paid vacation and sick time.

**Equity, Inclusion and Belonging:** The City of Saint Paul is dedicated to dismantling systemic racial, cultural, and economic barriers that prevent people from fully enjoying and participating in our community and ensuring fairness in opportunities and outcomes for all individuals. At the City of Saint Paul, we want our workforce to reflect the diverse city that we serve. Our leaders are guided by an unapologetic equity agenda, which promotes the belief that true equity is building a city that works for all of us. We encourage you to apply as we are most interested in finding the best candidate for this job.

## Position Requirements

- Must be currently employed as a full-time Firefighter (or higher rank) by a public agency having a merit system\*, **OR** hold a certified Federal, State or Tribal Firefighter License.
- Must be Nationally Registered, as a Paramedic or EMT, and be eligible for certification through the Minnesota Emergency Medical Services Regulatory Board (EMS RB) by date of conditional offer.
- High School diploma or General Education Development (GED) Diploma.
- Must be at least eighteen (18) years of age.
- Must possess and maintain a valid Minnesota Class D Driver's License, or equivalent out-of-state driver's license.

\*Full-time Firefighters who have been laid off within the past year and are eligible for reinstatement to their public agency are eligible to apply.

The following are additional skills desirable to the City of Saint Paul but are not required:

- Fluency in a second language prevalent in Saint Paul
- Experience working in diverse communities
- Post secondary education, an Associate's degree, or higher degree
- Paramedic certification

Continued employment is contingent upon:

- Successfully passing the one-year probationary period.
- Successfully completing the journey level apprenticeship program by the 36th month of employment. Completion of apprenticeship coursework and testing in order to advance to the 12th month, 24th month, and 36th month journey level status.
- Maintaining a current National Registry and State of Minnesota Emergency Medical Technician or Paramedic certification.

- Maintaining a current Firefighter license as required by the State of Minnesota.
- Yearly passing of an annual respirator certification, or other certifications, as required by the Occupational Safety and Health Administration (OSHA).

**Please Note: Firefighter Paramedics hired through this lateral transfer process will be required to maintain their Paramedic certification for a period of 7 years.**

## How to Apply

1. Submit a City of Saint Paul online application, including answers to the Supplemental Questionnaire.
2. Upload or submit the following **required documents** via the online application system. (Zip files and web links will not be accepted. Each uploaded attachment is limited to 10MB.)
  - A legible copy of your proof of your National Registry Paramedic or EMT certification, and
  - Submit a current paystub or letter from your agency documenting full-time employment status, or proof of Federal, State or Tribal Firefighter licensure, and
  - A resume (optional)

**First time applying online?** Read our [How to Apply Online Guide](#).

**Need technical support?** For help with the online application, please call **1-855-524-5627**.

## Learn more about our Hiring Process

**Requirements Review:** All candidates who meet the requirements and have submitted proof of certification, and proof of current employment, by the application deadline will be placed on a qualified list of candidates and forwarded to the Fire Chief for consideration.

**Final Selection Process:** You will be notified if you are invited to participate in the final selection process which will include an interview, physical assessment, background check, driver's license check, and psychological assessment. Successful completion of the background check is required before an applicant is considered for employment. Criminal convictions are not an eliminating factor; therefore, we encourage individuals to apply for this position regardless of criminal history.

***Candidates will be required to take and pass the Physical Performance Test in under 7 minutes and complete an interview to be considered for the position.***

### Physical Test Time and Location:

- The physical performance test will take place at the Saint Paul Fire Training Facility, located at 1683 Energy Park Drive, Saint Paul, MN 55108.
- The estimated dates for the test are **July 17-18, 2025**.
- No make-up exams will be given.
- Candidates will receive their exam date and time via email by **June 13, 2025**.

### Physical Test Practice Session:

We will hold a **Practice Session for the Physical Test on June 12-13, 2025**, to be held at the Saint Paul Fire Training Facility, located at 1683 Energy Park Drive, Saint Paul, MN 55108. More information regarding the practice session will be communicated to qualified applicants via email after the application deadline with instructions on how to sign up for the practice session.

### Physical Performance Test:

The Physical Performance Test includes the following components: climbing stairs while carrying a hose bundle,

dragging a charged hoseline, dragging a 175 lb. rescue mannequin, carrying a fan, and performing an exercise which simulates ventilation or chopping through a roof. In order to receive a passing score, you must complete the above tasks within seven (7) minutes. To view a video of the Physical Performance Test, please visit the following link [here](#).

#### **Physical Test Preparation:**

In addition to the video linked above in the Physical Performance Test section, please review the following links to help you better prepare for the test:

- [Physical Performance Test Standards \(Download PDF reader\)](#)
- [Preparation for the Physical Test](#)
- [Physical Performance Test Video](#)

**Pre-Employment Process:** Candidates receiving a conditional offer of employment are required to pass a comprehensive medical examination including drug testing, and a psychological assessment before appointment.

#### **Human Resources Contact Information:**

Chrissy Hauge at 651-266-6512

E-mail: [christine.hauge@stpaul.gov](mailto:christine.hauge@stpaul.gov)

**Equal Employment Opportunity Statement:** The City of Saint Paul is an equal opportunity/affirmative action employer. Veterans, women, persons of color, members of the LGBTQIA+ community, and individuals with disabilities are strongly encouraged to apply.

#### **Employer**

City of Saint Paul

#### **Address**

25 West Fourth Street, Suite 200 City Hall Annex

Saint Paul, Minnesota, 55102

#### **Phone**

651-266-6500

#### **Website**

<http://www.stpaul.gov/jobs>

## **Firefighter - Paramedic/EMT Lateral Transfer \*\*Testing Dates Updated Supplemental Questionnaire**

### **\*QUESTION 1**

The thorough completion of the supplemental questions is very important in the screening process. Therefore, a lack of detail and explanation in the supplemental questions and in your application, may result in failure or disqualification for this position. In addition, documentation of work experience referred to in the supplemental questions must be included in the application. Your education, training, and experience are subject to verification. I understand that giving false information, failure to accurately represent myself, or not providing required documentation as listed on the job announcement will result in disqualification from this position.

☐ Yes

### **\*QUESTION 2**

I understand I must provide documentation of my National Registry Paramedic or EMT certification to the Office of Human Resources by the application deadline. I understand I must provide documentation of my State of Minnesota Paramedic or EMT certification to the Office of Human Resources by date of conditional offer.

☐ Yes

**\*QUESTION 3**

I understand I must provide a current paystub, or a letter from my current agency documenting full-time employment status, or proof of Federal, State or Tribal Firefighter licensure to the Office of Human Resources by the application deadline. This information must be submitted in one of the following ways: scanned and attached to the application, mailed, emailed, or provided to Human Resources in person.

☐ Yes

**\*QUESTION 4**

Do you possess a Minnesota Class D Driver's License or equivalent out-of-state driver's license?

☐ Yes

☐ No

**\*QUESTION 5**

I understand the City of Saint Paul must verify I currently work as a full-time Firefighter for a merit based public agency. I give permission to the City of Saint Paul to contact my current employer (checking no to this answer will disqualify you from this hiring process).

☐ Yes

☐ No

**\*QUESTION 6**

**LANGUAGES:** Check all languages you speak, read, or write fluently. Candidates may be tested on the language selected prior to hire. If you are not fluent in a language other than English, select "NA."

☐ Amharic

☐ Arabic

☐ Cambodian

☐ Hmong or Laotian

☐ Oromo

☐ Sign Language

☐ Somali

☐ Skaw, Pwo, or other Karen language

☐ Spanish

☐ Vietnamese

☐ Other Non-English Language

☐ NA

**QUESTION 7**

**LANGUAGES:** If you selected "Other Non-English Language" in the previous question, please indicate what language(s) you speak, read, or write fluently below.

**\*QUESTION 8**

Describe your educational background, including college degrees and credit hours, training, and other certifications applicable to this position.

**\*QUESTION 9**

Describe your past experience as a Firefighter and Paramedic or EMT.

**\*QUESTION 10**

Why do you want to work for the City of Saint Paul?

**\*QUESTION 11**

Describe your historical, cultural, and/or social connection to Saint Paul and its neighborhoods.

**\*QUESTION 12**

**RECRUITMENT:** How did you first find your way to our website to apply for this position? (check all that apply)

- ☐ City of Saint Paul website
- ☐ City of Saint Paul employee
- ☐ City of Saint Paul job interest card
- ☐ City of Saint Paul walk-in
- ☐ City of Saint Paul Posted! newsletter
- ☐ City of Saint Paul gov.delivery notifications
- ☐ Friend or family member
- ☐ League of Minnesota Cities website
- ☐ Governmentjobs.com website
- ☐ LinkedIn
- ☐ Facebook
- ☐ X (formerly known as Twitter)
- ☐ Indeed.com website
- ☐ ZipRecruiter
- ☐ Pollen website
- ☐ MinnesotaWorks.net
- ☐ College or University
- ☐ Community organization
- ☐ Job fair
- ☐ Professional association
- ☐ Saint Paul Elevate Session
- ☐ People of Color Career Fair
- ☐ Other

**QUESTION 13**

**RECRUITMENT:** If not indicated above, please specify where you heard about the position (e.g., specific organization/website name, City of Saint Paul employee name).

**\* Required Question**