

Announcing Job Openings for

Part-Time Public Safety Officer

Opportunity. The City of Petoskey now plans to recruit and hire part-time public safety officers. These positions provide special opportunities for persons who are alert, physically fit, and interested in community service employment that carries with it considerable responsibilities.

Minimum Qualifications. Applicants must: (1) Possess Michigan-certifications in firefighting I and 2, be licensed as either a Medical First Responder or basic emergency medical technician; (2) Successfully complete oral and physical fitness examinations; and (3) Successfully complete medical examinations. The City of Petoskey is an Equal Employment Opportunity Employer and pledged to non-discrimination in employment as required by law.

Preferred Qualifications: The ideal candidate will not only be certified as Michigan Firefighter 1 and 2, MFR or Basic EMT, but will also be certified by MCOLES as a police officer.

Duties. Petoskey Part-time Public Safety Officers will perform year-round public service work protecting life and property through enforcing laws and combating and extinguishing fires - often under emergency conditions involving personal hazards - and performing emergency medical services. Public Safety Officers may also handle routine police and fire patrols, respond to calls for police, fire, and medical assistance, and perform a variety of standby police and fire station duties.

Community. Covering slightly more than six square miles - with a population of 6,080 - Petoskey is an established, older community located on Lake Michigan's Little Traverse Bay approximately mid-way between the Straits of Mackinac and Traverse City. Known for its scenic beauty, Petoskey is in the heart of one of the Midwest's most popular four-season resort areas. It is the county seat of Emmet County and is home to the historic Gaslight Shopping District, Northern Michigan Regional Health System, Northern Michigan Medical Center, and North Central Michigan College. The community serves an expansive region as a government, commerce, medical, education, recreation, and cultural center. Author Norman Crampton ranked Petoskey 16th in his book, THE 100 BEST SMALL TOWNS IN AMERICA.

Department. Restructured in 1988 to combine the City's former Police and Fire Departments, the Department of Public Safety is headed by a Director who reports to the City Manager and who is responsible for all functions of the Department in providing combined police, fire, and emergency medical services. Nineteen full-time cross-trained departmental employees, supplemented by part-time cadet police and paid on-call firefighting personnel, work out of facilities that are adjacent to the City's Bayfront Park. A new station will be opened later this year near the entrance to Bay Harbor. The Department operates seven "marked" patrol units, seven pieces of fire apparatus, and two support vehicles.

Wages. Compensation for this position is \$13.00 per hour for those certified as FF1, FF2, MFR or Basic EMT.

Hourly pay for those certified as FF1 and 2, MFR/EMT, and MCOLES certified police officer is \$15.00 per hour.

Investigations. Statements made on employment application forms will be verified as part of the selection procedure. Detection of false information will result in disqualification. Department of Public Safety personnel will conduct thorough background investigations, including checks of personal references, police records, and criminal history data for all applicants. Fingerprints of applicants will be checked against records of local, State, and Federal law enforcement agencies.

Process. Applicants will need to fill out a City of Petoskey Employment Application. Applicants will need to include a resume detailing their experience, certifications, license(s), education and prior work history with their applications. The information will be reviewed by a selection committee made up of Public Safety employees. Based on qualifications, some applicants may be asked to participate an interview process. Background investigations will be conducted on the most qualified candidates. Those applicants deemed most qualified may be offered a conditional offer of employment, contingent on passing a medical examination and a physical agility assessment.

Inquiries. If this employment opportunity interests you, please submit an application and resume by **5:00 P.M., Friday, March 22, 2013. Applications and resumes should be sent to Sarah Bek, 101 East Lake Street, Petoskey, MI, 49770, or by e-mail to sbek@petoskey.us.** If you need additional information, please contact Sarah Bek, Administrative Assistant, or Director of Public Safety John Calabrese, at 231/347-2500. Applications are available on the City of Petoskey web-site: <http://www.petoskey.us/>, or at the Petoskey City Offices, located at the address listed above.

Applications and resumes may also be e-mailed to jcalabrese@petoskey.us.

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