

**City of Seattle Personnel Department
FIREFIGHTER**

OVERVIEW OF THE POSITION:

Under general supervision, a Firefighter responds to fires, accidents, and medical emergencies to protect life and property; participates in fire inspections, fire prevention activities, station maintenance, and training activities; and performs related work as required.

SALARY RANGE:

Starting salary is \$5407 per month, increasing to \$5,731 after six months, and to \$6,055, \$6,378, \$6,702 in successive annual steps. Opportunities exist for specialty pay positions (without further civil service examination).

VACANCIES:

It is anticipated that 25-50 positions will be filled annually, depending on attrition and budget.

EXAM SCHEDULE INFORMATION:

Exam applications will be accepted until October 1, 2013 at 4 PM. If you submit an application, you will be asked to indicate your preference for notification via email or US mail. You will receive notification on or before October 7, 2013, advising you of the time and place of the written exam. If you do not receive a notice of the time and location for your exam by October 7, 2013, it is your responsibility to contact this office **on or before October 14, 2013**, by calling (206) 615-0581 or emailing Colleen.Lafferty@Seattle.gov to request scheduling information.

REQUIREMENTS AT THE TIME OF APPOINTMENT:

The requirements listed below are not required at the time of application, but are required before a candidate can be hired.

- A. Age: Candidates must be at least 18 years of age or older
- B. Education: Candidates must have a high school diploma or have passed an equivalency test (G.E.D.)
- C. License: Candidates must possess a valid Washington State Driver's License
- D. EMT Certification: Emergency Medical Technician (EMT) certification is not required at the time of application. Candidates must possess or be eligible for a valid Washington State EMT certification at the time of hire. The Department offers enrollment in an EMT course to a limited number of candidates who place on the final register. For more information, please visit the following webpage:
http://www.seattle.gov/fire/employment/ffjob_EMT.htm

SCOPE OF EXAMINATION:

- A. Written Exam: A description of the written exam will be included in your exam notification. You may a written exam description at:
http://www.cityofseattle.net/fire/employment/ffjob_apply.htm

You may find information on optional written exam study workshops at:
http://www.seattle.gov/fire/employment/ffjob_studyWorkshops.htm

- B. **Oral Interviews (oral board exams)**: Candidates who pass the written exam will be scheduled for the first oral interview. Candidates who are successful in the first oral interview will be scheduled for a second oral interview.

Note: After the entire civil service examination process is completed and the eligible list is established, the Candidate Physical Ability Test will be administered (through the Seattle Fire Department) to the top 25% of those candidates on the eligible list.

Applicants may request reasonable accommodation to complete the examination process by filing a written request for accommodation at least three (3) weeks prior to the written exam and/or oral interview. Send your written request for accommodation along with appropriate documentation to the following address: Colleen Lafferty, Seattle Personnel Department – Fire Exams, PO Box 34028, Seattle, WA 98124-4028. Please specify the type of accommodation requested, supported by documentation, and **allow for sufficient time for arrangements to be made**.

FIREFIGHTER EXAM DATES:

Candidates must be available to participate in all parts of the exam process as listed below.

Written Exam: Saturday or Sunday, October 26 or 27, 2013

Candidates who pass the written exam will be scheduled for the first oral exam:

Oral Exam: January 4 – 25, 2014 (*these dates are tentative and will be adjusted as necessary*)

Candidates successful in the first oral exam will be scheduled for the second oral exam:

2nd Oral Exam: March 10 – 24, 2014 (*these dates are tentative and will be adjusted as necessary*)

EXAMINATION PROCESS:

Candidates who pass all portions of the exam will be placed on an eligible list according to their performance on the oral exams (including veteran's preference points). Candidates will be informed of their final score and ranking on the eligible list by approximately May 1, 2014.

The Personnel Department's role is to establish an eligible list and, upon request by the Seattle Fire Department, to certify the top 25% of all the candidates on the eligible list. The Fire Department will directly contact those individuals whom they have selected to proceed to the next step in the pre-employment process.

The Seattle Fire Department makes all hiring decisions after a pre-employment selection process which includes a background investigation, additional interviews, a physical ability exam, psychological and medical exams. A pre-employment drug test is required by the Seattle Fire Department. Candidates must possess or be eligible for a valid Washington State EMT certification at the time of hire.

The City of Seattle is an equal opportunity employer that values diversity in its workforce.

NOTES:

- A. Candidates must pass each part of the examination process to be placed on the eligible list.

- B. All candidates will be required to present identification showing a photograph at each phase of the examination process (e.g. driver's license, military identification, etc.).
- C. After appointment to a regular firefighter position, the employee must serve a one-year probationary period during which the employee must demonstrate the ability to perform the work assigned to the position.
- D. Applicants/eligibles must make prompt notification of a change of address to the Personnel Department in writing through the online application system.
- E. Candidates who qualify for veteran's scoring criteria will (after passing the first oral board exam) be required to submit documentation to support their claim for veteran's scoring criteria (e.g., a copy of their long-form DD214 showing their honorable discharge). Candidates must pass all portions of the civil service exam process (written and two oral boards) before those points can be added to their scores. A final exam score will then be established and veteran's scoring criteria points will be added to that score.

FIREFIGHTER - OPEN COMPETITIVE
F-100-10-2013
Date: 5/4/13