



2017 POSITION ANNOUNCEMENT
To Establish a New Hire Eligibility List
FIREFIGHTER RECRUIT
GREELEY FIRE DEPARTMENT



The Greeley Fire Department is seeking qualified individuals to test for the positions of Firefighter and Firefighter/Paramedic.

STARTING SALARY: \$52,384

The Greeley Fire Department is accepting applications for the position of Firefighter Recruit. Information of requirements, timeline, application and testing instructions are available on the <http://greeleygov.com/government/hr/job-center/fire>

To apply and schedule a test time, please go to the <https://nationaltestingnetwork.com/publicsafetyjobs/index.cfm> website. The last date to complete the testing process through NTN will be March 10, 2017.

RECRUITMENT PROCESS:

- Application and Written Exam
- Oral Board Interviews
- Background/Reference Checks
- Chief's Interviews
- Conditional Job Offers, Drug/Alcohol Screening
- Job Offers

Tentative testing dates can be found at the end of this announcement or by visiting www.greeleygov.com/fire.

IMPORTANT DATES: *(Dates subject to change)*

Dates	Required Actions
December 22, 2016	Posting of the Position Announcement
January 3, 2017 through March 10, 2017	Written Test and Application Window <i>Test Conducted by the National Testing Network</i>
March 10, 2017	City of Greeley Application Deadline
April 17 – 21, 2017	Initial Interview – Tentative; <i>Specific dates and times TBA</i>
May 15 – 19, 2017	Chief Interview – Tentative; <i>Specific dates and times TBA</i>
August 17, 2017	Projected Hire Date

APPLICATION & WRITTEN TESTING:

The testing and selection process for qualified applicants consists of four (4) main components:

1. **Written Test:** All qualified applicants will be eligible to participate in the written testing process. The written test evaluates your learning ability as well as your aptitude for firefighting. It measures Cognitive and Teamwork Skills. The written test is pass/fail. The Greeley Fire Department offers full testing services for the position of Firefighter through National Testing Network, Inc. To fill out an application and schedule a test, go to www.nationaltestingnetwork.com; select Fire and sign up for the Greeley Fire Department. There is a \$40 fee for the test. Candidates that reside in the City of Greeley are eligible to receive a voucher to cover the cost of the written exam. Vouchers will be available only at the Human Resources Department, City Hall, 1000 10th St, Greeley, Colorado. Proof of residency will be required.

What to expect at the www.nationaltestingnetwork.com website:

- Completion of the application process
- Review all information related to the Greeley Fire Department firefighter position, including minimum requirements, salary and benefits.
- Detailed information about the testing process for the entry level test.
- Opportunity to take online practice tests at www.fireteamtest.com
- Schedule your own convenient test time. Tests are offered multiple times a week, including Saturdays.

Upon completion of the entry level exam, all candidate scores are automatically forwarded to the Greeley Fire Department.

2. **Application Form (Packet):** All Candidates are required to submit a City of Greeley Employment Application, and Personal History Questionnaire (PHQ) with National Testing Network (NTN). Applications will be accepted only if they are complete, contain required documentation and are received between January 3, 2017 and March 10, 2017. Applications from candidates that do not meet all the Job Requirements (see below) will not be considered.
3. **Candidate Physical Ability Test (CPAT):** Candidates must possess a current CPAT card to be eligible for an interview in addition to at the time they are offered a position with the Greeley Fire Department. Information on obtaining a CPAT certification can be found at www.aims.edu/fire.
4. **Oral Board Interviews:** Candidates who pass the written test and have a current CPAT card will be invited to an interview with a panel composed of firefighters and City of Greeley HR personnel. **Candidates must provide City of Greeley Human Resources a copy of their current CPAT card no later than March 10, 2017. Candidates who fail to provide a current card will not be invited to an interview and are not eligible for a position on the Greeley Fire Department.** The interview panel will rank applicants and send the results to members of a Chief Officer Interview panel. If you qualify for preference points they will be added to your interview score during this phase of the

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process (see *Preferred Qualifications* below). The Chief Officer Interview panel will establish the Candidate Eligibility List. Candidates will be offered positions based upon their position on the Eligibility List and available openings.

SUMMARY: Firefighters perform individually and/or as a member of a team and participate in activities in the following areas: combating, extinguishing, and preventing fires; responding to emergency medical and traffic accident calls and other related public assistance activities; performing routine custodial maintenance of fire department equipment, apparatus, and facilities.

PRE-HIRING MINIMUM QUALIFICATIONS:

Note: Candidates *must meet the pre-hire minimum requirements by March 10, 2017*

- 21 years of age at time of application;
- High school diploma or GED;
- Valid driver's license with acceptable driving record;
- Must be a United States citizen;
- Be in good physical condition;
- Have vision of or correctable to 20/20;
- Ability to follow verbal and written instructions;
- Skill in communicating effectively both orally and in writing, using tact and diplomacy;
- Ability to establish and maintain effective working relationships.
- No felony convictions or conviction involving moral turpitude;
- No felonious drug usage or related activities within the previous 5 years;
- No use of marijuana within the last two years;
- No arrest for DUI, DWAI, or DUID within the last 5 years.

NOTE: Candidates *must provide copies of the pre-hire minimum requirements listed below by March 10, 2017*. Upload in

- Must possess current Colorado or National Registry Emergency Medical Technician – Basic (EMT-B) certification and must maintain certification through date of hire, including all required refresher courses.
- Must possess a current CPAT certification through the duration of the selection process;

NOTE: Preference points may be awarded to testing scores for Military Veteran's, Emergency Medical Technician – Paramedic's and/or Spanish fluency.

PREFERRED QUALIFICATIONS:

- Recruit candidates that possess a Colorado or National Registry Emergency Medical Technician – Paramedic (EMT-P) at the time of application. These candidates may be awarded up to 5 preference points.
- Recruit candidates that are Military Veterans. These candidates will receive 5 preference points.
- Recruit candidates that speak Spanish. These candidates may receive up to 5 preference points.

POST HIRING REQUIREMENTS:

- Must be certified as a Fire Fighter Level II by the State of Colorado within 12 months of hire with certification kept current.

ESSENTIAL FUNCTIONS:

Working Environment -

- Required to work either a 48 hour work schedule or an 8 hour day / 40 hours per week work schedule;
- Required to participate in Public Safety Education and Fire Prevention activities;
- Required to respond to fire, accident, medical, or other emergency scenes at any time during 48-hour schedule;
- Inability to leave work site/scene during 48-hour shift;
- Works with the public in situations involving severe physical and personal trauma;
- May be exposed to toxic gases;
- May be exposed to hazards which create potential for personal injury;
- May be exposed to seasonal weather conditions;
- Operates, or is a passenger in, an emergency vehicle responding to fire, accident or medical emergency scenes;
- Required to wear safety equipment as stipulated by departmental standard operating procedures.

Physical Requirements –

- Vision sufficient to perform functions such as read and review written communications to obtain on-scene information regarding fire, accident, or medical emergency situation, to render appropriate assistance;
- Hearing and speech enough to communicate clearly and distinctly face-to-face as well as over the radio in normal and adverse conditions.
- Arm and hand steadiness and manual dexterity to use firefighting, extrication, and basic life support tools;
- Stamina enough to remain physically active during a fire, accident, or medical emergency scene until relieved;
- Stamina and strength enough to move heavy objects (50 lbs or more) long distances (over 20 feet);
- Ability to distinguish possible types of fires by color of smoke or flame;
- Ability to effectively perform job duties at varying heights under adverse conditions.