



# FIREFIGHTER

## City of Saint Paul Job Announcement

### Application and Application Fee Deadline Friday, January 29, 2010 at 4:30 p.m.

Salary: During 3-month Fire Academy, Trainee Salary is \$1,453 / bi-weekly  
Approx. Annual Rate: Starting, \$47,419; 3-year, \$59,458; 5-year, \$61,852

Requirements:

- High School graduation or GED by August 31, 2010.
- Must be 18 years of age by August 31, 2010.
- Must possess a valid Minnesota Class D Driver's License by August 31, 2010, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.
- Must show proof of current State of Minnesota Emergency Medical Technician (EMT) certification. *\*\*Candidates may participate in the testing process and be placed on the eligible list without submitting proof of EMT certification. Candidates must provide proof of certification before hire.*

| <u>Examination Subjects:</u>          | <u>Weight %</u> |
|---------------------------------------|-----------------|
| Written Examination.....              | 50.00           |
| Physical Performance Examination..... | 50.00           |

*\*\*See "Exam Subjects" for details.*

How to Apply:

1. **Submit an application online at [www.stpaul.gov/firefighter](http://www.stpaul.gov/firefighter). Do NOT submit any additional documents or information (except a DD214 for veteran's preference) with your application. We will not retain any extra materials.**
2. **Submit \$25 application fee at [www.stpaul.gov/firefighter](http://www.stpaul.gov/firefighter). Applications received without the application fee will be incomplete.**

*\*\*The job application and the application fee must be received by 4:30 p.m. on Friday, January 29, 2010. An information packet, including the written exam preparation guide, will be mailed after both the job application and the application fee are received.*

### Information Forums

You are invited to attend one of the following forums:

- Saturday, January 9, 2010 from 1:00 p.m. to 3:00 p.m. at Arlington High School  
1495 Rice Street, Saint Paul, MN 55117 (Rice Street and Nebraska Avenue).
- Tuesday, January 12, 2010 from 6:00 p.m. to 8:00 p.m. at Central High School  
275 N. Lexington Pkwy, Saint Paul, MN 55104 (Lexington Pkwy and Marshall Avenue).

At these forums, you will have an opportunity to ask Firefighters questions to help you determine if a career in Firefighting is for you. You will also learn about the general hiring process, view the physical performance test video, and examine equipment used in the physical exam. You do not need to sign up for these forums – just show up. You will have the opportunity to apply online in the high school computer lab. You are strongly encouraged, but not required, to attend one of these forums.

**FIREFIGHTER**  
Exam Number 010001

Announcement Date:  
1/4/2010

Updated information  
available at:  
[www.stpaul.gov/firefighter](http://www.stpaul.gov/firefighter)

Office of Human Resources

Phone:  
651-266-6500

Fax:  
651-266-6490

Email:  
[Jobs@stpaul.gov](mailto:Jobs@stpaul.gov)

Address:  
Office of Human Resources  
200 City Hall Annex  
25 W. Fourth Street  
St. Paul, MN 55102

## General Information

**Application Fee:** All applicants are required to pay a \$25.00 application fee. This fee is due by the application deadline. Your application will not be considered complete until your application and application fee have been received. You can pay this application fee online at [www.stpaul.gov/firefighter](http://www.stpaul.gov/firefighter) or in person at the Office of Human Resources (no personal checks accepted). Please ensure you have funds available if paying with a debit card. Deadline extensions will not be granted due to insufficient funds in account.

Economic Hardship Waivers are available. If you would like to request a waiver and receive information on what documentation is required to demonstrate an economic hardship, please call 651-266-6500.

**Computer Access:** Applicants without computer access can apply online at any Saint Paul Public Library. To use these public computers, candidates need a valid Saint Paul Library card. Candidates who live outside the Saint Paul City limits should bring their library card from their city or jurisdiction with picture identification and address verification to a Saint Paul Public Library check-out desk in order to use the computers. If you live outside the State of Minnesota, please request a guest card from a staff member and inform him/her you will be completing a Firefighter application.

The following times and locations have been reserved for Firefighter applicants to apply online:

**Rondo Community Outreach Library, 461 North Dale Street**

Homework Center: Tuesdays (January 5, 12, 19, 26) 10:00 AM to 12:30 PM  
Thursdays (January 7, 14, 21) 10:00 AM to 12:30 PM  
Fridays (January 8, 15, 22, 29) 1:00 PM to 4:30 PM

**Central Library, 90 West Fourth Street**

Fourth Floor Training Room: Saturdays (January 9, 16, 23) 12:00 Noon to 3:00 PM  
Sundays (January 10, 17, 24) 2:00 PM to 4:00 PM

**Rice Street Branch Library, 1011 Rice Street**

Homework Center: Mondays (January 4, 11, 25) 12:30 PM to 2:30 PM

**Arlington Hills Branch Library, 1105 Greenbrier Street**

Community Learning Center: Saturdays (January 9, 16, 23) 10:00 AM to 12:00 Noon  
Wednesdays (January 6, 13, 20, 27) 1:00 PM to 3:00 PM

**Veteran's Preference:** If you are an eligible military veteran and wish to claim veteran's preference, you must present a legible photocopy of your DD214 form, and if disabled, a veteran's administration letter to the Office of Human Resources. Be sure the DD214 includes the character of service and type of discharge.

**Residency Points:** Applicants who live in Saint Paul on the application deadline, AND have lived in the City for one year prior to the application deadline, will receive 5 additional points on their final passing score. Documentation will be requested at the time of the physical performance exam.

**Minimum Requirements:** If it is determined that you do not meet the minimum requirements by the specified deadlines, your application will be rejected and, if applicable, your name will be removed from the eligible list.

**Obtaining EMT certification:** Access information on our website at [www.stpaul.gov/firefighter](http://www.stpaul.gov/firefighter) or call the Minnesota Emergency Services Regulatory Board at 651-201-2800.

**Conditional Offers:** In order to be eligible to receive a conditional offer of employment, candidates must pass the background check, but need not possess an EMT certification. Selected individuals will receive conditional offers of employment after Phase 1 of the background check. An EMT certification is required before proceeding to Phase 2, which includes the medical exam and psychological assessment. No names will be removed from the eligible list for not possessing the EMT certification. If vacancies are available, you may be considered for appointment once EMT is obtained. No candidate will be appointed to the position of Firefighter without possession of EMT certification. Advancements to 10th month, 14th month, 24th month, and 36th month journey level status are contingent upon completion of apprenticeship coursework and testing. Firefighter I and II certification must be maintained.

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**Continued Employment:** Continued employment is contingent upon (1) Successfully passing the one-year probationary period; (2) Successfully completing the Apprentice-Journey level program by the 36th month of employment; (3) Ongoing maintenance of State of Minnesota EMT certification; (4) Yearly passing of the physical fitness requirements of the Saint Paul Fire Department.

**The Eligible List:** All qualified applicants who pass both exams will be placed on the eligible list in rank order. The eligible list will be valid for up to three years.

**Additional Information:** Call Human Resources for application or testing issues. Application issues will be handled within ten (10) working days of the application deadline. Testing issues will be handled within five (5) working days of the examination. People with disabilities who need an accommodation in the application or testing process should call 651-266-6500.

## The Ideal Candidate

Firefighters are expected to protect the life and property of Saint Paul communities by extinguishing fires, treating emergency medical problems, and inspecting property. New employees will be joining a team that is dedicated to providing compassionate, prompt, state-of-the-art services to ensure the safety and well-being of the community.

The ideal candidate will be a leader, able to use his or her interpersonal influence to show initiative, inspire, motivate, and mentor others; be flexible, dependable, punctual, and accountable in everyday work and interactions; possess excellent problem solving skills, strong communication skills, and demonstrate a high level of customer service. The successful candidate will demonstrate positive, consistent behavior, maintain complete response readiness at all times, and support the safety of one another in a team.

Candidates must demonstrate the ability to lift victims, equipment, and tools of up to 175 lbs, maneuver them around obstacles and under adverse conditions. Firefighters will work in difficult work environments including conditions of high heat, low visibility, confined space, on elevated ladder or apparatus, at accident scenes, under pressure or stressful conditions, and under adverse weather conditions wearing full personal protective equipment.

Additional skills or education that are desirable to the City of Saint Paul include fluency in a second language prevalent in Saint Paul; experience working in diverse communities; an Associate's Degree, or equivalent semester credits; national registration as a Paramedic and able to be certified as a Paramedic in the State of Minnesota; Firefighter I and Firefighter II certifications from the Minnesota Fire Certification Board; experience as an emergency medical responder, or as a full-time, volunteer, or military Firefighter.

## Exam Subjects

**Written Exam:** This exam is an aptitude test and covers a broad range of abilities and personal characteristics that have been found to be important to the job of a Firefighter. These abilities include basic areas such as reading comprehension, verbal expression, reasoning, and problem sensing. The personal characteristics include work style preferences, attitudes, behaviors and experiences that have been found to be important for the job of Firefighter. More detail regarding the written exam is provided in the Written Test Preparation Guide that will be mailed to candidates after the job application and application fee are received. You do not need previous Firefighting experience to do well on this exam. You must pass the written exam with a score of 75% or higher in order to participate in the Physical Performance Exam.

### Written Exam Time and Location:

- Monday, March 8, 2010. The exam will begin promptly at 10:30 a.m. and conclude by 3:00 p.m. Check-in begins at 8:30 a.m. so plan to arrive early.
- The exam will take place at the Saint Paul RiverCentre, located at 175 West Kellogg Blvd, Saint Paul, MN 55102. Follow signs to exact check-in location at RiverCentre.

**Please record this information as no further notice will be mailed to applicants regarding the examination time and location. You must bring valid photo identification, such as a driver's license or state identification card with you. The identification must include a picture and date of birth. If you do not bring valid identification, you will not be allowed to take the exam. No make up exams will be given. You may not bring calculators, dictionaries, computers, cell phones or any other reference documents or electronic devices to this exam. Any such devices brought to the test site will be collected by test administrators and held until the conclusion of the examination; any such devices found in a candidate's possession after the examination begins, will subject a candidate to disqualification from eligibility for hire.**

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Physical Performance Exam: The physical performance test includes the following components: climbing stairs while carrying a hose bundle; dragging a charged hose line; pulling a 175-lb. rescue mannequin; carrying a fan; and performing an exercise which simulates ventilation or chopping through a roof. The time limit for this examination is seven (7) minutes. We tentatively plan to give this exam in May 2010. If you pass the written exam, you will be notified by mail when your physical exam time is scheduled.

For additional information on the physical exam, and to view a video of the physical performance test, please visit [www.stpaul.gov/firefighter](http://www.stpaul.gov/firefighter).

Exam Results: A rating of 75% is required to pass each examination subject. Examination subjects may be canceled. Candidates will be notified by mail of the final results.

## Preparation for the Exams

Written Test Preparation Guide: This guide will be provided to everyone who submits an application and application fee. The preparation guide is provided to put you more at ease and familiarize you with the format of the test and the nature of the questions that will be asked. The guide will contain suggested preparation and test-taking strategies as well as sample questions. You will not receive the preparation guide until both job application and application fee are received.

Written Test Tutorials: Firefighter tutorials will present information and strategies to help you prepare for the written exam, take a short practice quiz, and ask questions. Tutorials are free. You are not required to attend a tutorial. **If interested, you must register online in advance and bring your preparation guide to the tutorial session.** For information on specific dates, times, locations, and registration go to: [www.stpaul.gov/tutorial](http://www.stpaul.gov/tutorial).

Physical Test Preparation Guide: This document will be provided to everyone who submits an application and the application fee. This is also available at [www.stpaul.gov/firefighter](http://www.stpaul.gov/firefighter).

Physical Test Practice Sessions: Those applicants that pass the written exam with 75% or better will have an opportunity to practice the physical performance test prior to the actual exam. You will receive information regarding the practice sessions at the written exam.

## Frequently Asked Questions

What apprentice training is required of a firefighter? All firefighters must successfully complete a State of Minnesota approved three-year apprenticeship program, including classroom and practical training examinations. Employees must satisfactorily complete all apprenticeship training, pass an annual physical fitness examination, and satisfactorily perform required duties during the entire three-year apprenticeship period for a journey-level status. The physical fitness and medical screening program is designed to meet the Occupational Safety and Health Administration regulations pertaining to firefighters. This includes various screenings for health and physical problems that potentially place firefighters at risk. All standards of the apprenticeship program must be met to retain employment with the City of Saint Paul.

What information is checked during a background investigation? The background investigation includes, but is not limited to, criminal, financial, employment, medical, psychological, educational and driving histories. A personal interview may also be considered.

Are there any age, height, weight, or medical restrictions that automatically disqualify a candidate for the firefighter position? The minimum age is 18 and the maximum age is 65. There are no minimum or maximum height or weight restrictions that disqualify candidates from the position. When a job offer is made, it is contingent upon passing a medical examination.

How many hours does a firefighter work in a typical shift or week? Following the academy, firefighter work schedules are organized around a three-shift system where each shift is 24 hours and typically work 10-11 days per month. The average work-week during a segment is 56 hours. Firefighters are required to work holidays that fall during their shift.

Do newly hired firefighters work in the same fire station each shift? Apprentice firefighters work in a "pool" for at least two years. They fill in for regularly-assigned personnel who are unavailable for work at stations throughout the City.

What is the fire academy training program? During the fire academy, firefighters receive classroom and practical instructions on firefighting and emergency medical care procedures. They learn a variety of individual rescue inspection skills that are required of firefighters and EMTs. The program lasts approximately 12 – 14 weeks, Monday – Friday, 40 hours per week.

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What benefits are available to a newly-hired firefighter? New firefighters receive paid vacation and sick leave. They are eligible for employer-contributed health insurance beginning the first of the month following 30 days of employment. More information about these benefits is available on the City's website at [www.stpaul.gov/benefits](http://www.stpaul.gov/benefits).

What is the possibility of being trained or employed as a Paramedic? The paramedic program is an integral part of the Saint Paul Fire Department. Firefighters may be asked or required to become a Firefighter – Paramedic.

What promotional opportunities exist at the Saint Paul Fire Department? There are many advancement opportunities: Fire Equipment Operator, Fire Captain, Fire District Chief, Fire Training Officer, and Fire/Arson Investigator. The appointed positions include Deputy Chief, Assistant Chief and Fire Chief.

How do I know my online application has been received by the City of Saint Paul? Within a minute of submitting your application, you will see a message that says your application was submitted. In addition, within one business day, you will receive an email confirmation (provided the email address you inputted is accurate).

How do I know my \$25 application fee has been received by the City of Saint Paul? You will receive an email confirmation for your application fee from the Office of Human Resources. Your confirmation number will be included in the email.

## **Firefighter Competencies and Essential Functions**

The listed examples may not include all the duties performed by all positions in this class. A complete job description is available in the Office of Human Resources or online at [www.stpaul.gov/JobDescriptions](http://www.stpaul.gov/JobDescriptions). Essential Functions are functions that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation. The Essential Functions are items # 1-7, 9-14, and 16-31.

1. Demonstrates basic knowledge of fire science including fire behavior, fire chemistry, fire fighting and emergency rescue techniques and practices; operation and maintenance of fire fighting and emergency medical equipment, tools, and apparatus.
2. Demonstrates basic knowledge of building construction, wiring practices, fire codes, mathematics, and hydraulics.
3. Demonstrates an ability to quickly and safely respond to fires and emergency calls with a company using appropriate procedures, techniques, methods, apparatus, tools, and equipment; attend to sick and injured persons; and perform all aspects of fire grounds operations according to standards.
4. Demonstrates an ability to work in very difficult work environment including conditions of high heat, low visibility, confined space, on elevated ladder or apparatus, at accident scenes, under pressure or stressful conditions, and under adverse weather condition wearing full personal protective equipment.
5. Demonstrates an ability to inspect buildings and identify fire hazards; perform fire safety surveys and make recommendations for corrections or referrals; show awareness of codes and initial arson investigation; may be required to attain paramedic certification and perform paramedic duties, and assist with special rescue operations and crowd control in emergency situations.
6. Demonstrates an ability to lift victims, equipment, and tools of up to 175 lbs., maneuver them around obstacles and under adverse conditions.
7. Demonstrates an ability to use current and modern job related office and field equipment, including computer hardware and software applications used to produce reports, documents, and work-related research. Demonstrates proficiency in operating a two-way radio.
8. Demonstrates an ability to plan, organize, and prioritize own work.
9. Demonstrates an ability to recognize potential problems, help resolve problems, or refer problems to supervisor, as needed.
10. Demonstrates an ability to follow state and local laws, departmental rules and regulations, and NFPA standards in responding to fires and emergency calls.

11. Demonstrates an ability to react effectively and make quick decisions under pressure or stressful conditions or in emergency situations according to standard operating procedures.
12. Demonstrates an ability to identify and resolve routine equipment, operational, or technical problems and to refer or consult with appropriate staff and resources, as needed.
13. Demonstrates an ability to operate fire department communications equipment, receive and transmit messages in emergency or non-emergency situations, relay and record information that is complete, accurate, and clear.
14. Demonstrates an ability to listen effectively and to follow oral and written instructions.
15. Demonstrates ability to complete required departmental forms, records, and reports.
16. Demonstrates an ability to communicate with other department staff in a cooperative, non-argumentative manner, using calm and moderate tone and appropriate language.
17. Demonstrates an ability to communicate equipment conditions to supervisor or oncoming shift, and communicate personal protective equipment conditions to supervisor.
18. Demonstrates an understanding of and an ability to support and contribute to the mission, vision, values, goals, philosophy, structure, and culture of the organization.
19. Demonstrates an ability to show initiative, inspire, motivate, and mentor others, show interest and enthusiasm for work and others.
20. Demonstrates other leadership qualities such as adaptability/flexibility, dependability, punctuality, and accountability in every day work and interactions.
21. Demonstrates an understanding of the specific roles, responsibilities, and expectations of each other within a company and organization.
22. Demonstrates an ability to obtain technical knowledge and information about the workings of the department and trends and developments in the fire industry and to share that information with others to inspire and motivate them to work as a cohesive group.
23. Demonstrates an ability to conform to relevant laws, rules, regulations, standards, policies and procedures.
24. Demonstrates an ability to work a 24-hour shift, maintain complete response readiness at all times, and perform additional duties as assigned.
25. Demonstrates an ability to support the safety of one another in a company or team.
26. Demonstrates an ability to pursue continuing education, training, and professional development and to apply such learning on the job and share it with others.
27. Demonstrates an ability to complete a given task within time lines, show up for work on time, and show positive, consistent actions or behavior.
28. Demonstrates an ability to perform such tasks as cleaning and maintaining quarters, tools, equipment, and apparatus.
29. Demonstrates an ability to promptly respond to requests for information or service from customers.
30. Demonstrates an ability to present fire safety information, give tours and demonstrations to station visitors and small groups, and participate in public fire education programs and activities, as assigned.
31. Demonstrates an ability to assist in identifying and responding to the needs of customers and a commitment to continuous improvement of service.

Number of Vacancies: Varies

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