

The Town of West Hartford
Announces an Open Competitive Examination
For the Position of

CERTIFIED FIREFIGHTER/EMT-B

APPLICATIONS WILL ONLY BE ACCEPTED ELECTRONICALLY

Application Deadline:
Open Continuous

Salary Range:
\$68,796 - \$86,658

JOB PURPOSE

This is general duty fire prevention, fire protection, and firefighting work in combating, extinguishing and preventing fires, doing rescue work and providing emergency medical care in cases of emergency. Assist in the maintenance of equipment, stations, and apparatus. The Firefighter works under the general supervision of a company officer.

MINIMUM QUALIFICATIONS

The open and continuous recruitment process is designed to allow properly certified firefighter/EMTs to apply to work for the Town and be hired whenever there are vacancies with the Fire Department. For the purposes of this posting, certified means that the candidate must have attended and passed the CT Fire Academy's Recruit Firefighter program or a comparable full-time recruit program. This process is only for applicants who are currently certified firefighter/EMTs. Applicants who do not possess both firefighter certification and EMT certification must wait for recruitment processes which clearly remove this requirement. Please do not apply unless you possess all of the required certifications, licenses, and qualifications listed below as your application cannot be accepted.

All persons who meet all of the following minimum qualifications are encouraged to apply. The West Hartford Fire Department is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

- **Age:** Eighteen (18) years of age. **Please state your date of birth in the appropriate space on the application.** Failure to do so will automatically disqualify your application for the position.
- **Education:** Graduation from a standard high school or a recognized general education equivalency (GED).
- **Required License/Certifications:** In order to apply for the open and continuous certified firefighter/EMT process, you must possess the following licenses, certifications or qualifications. Candidates must possess all criteria below at the time of application and evidence must be submitted with the application:
 1. **Valid Driver's License.**
 2. **Current EMT-B certification (NREMT).**

3. Candidates must have completed the Connecticut Fire Academy's **Recruit Program** (or a comparable equivalent recruit Firefighter program).
 - a. For those candidates who have completed a **Recruit Academy within five years of application**, evidence of academy graduation is sufficient to continue in the hiring process and if hired, will not be expected to attend a recruit academy for WHFD.
 - b. For those candidates who completed their **Recruit Program over five years from the time of application**, an additional evaluation is required before the candidate can be appointed to the position. Candidates in this situation will be considered if:
 - i. They have been employed full time by a career department (within one year of application) and,
 - ii. Their most recent assignment from such department was firefighting duties, and,
 - iii. The candidate currently possesses Firefighter II certification.
 - iv. Candidates must clearly explain in their application how they meet these criteria to be considered and will be given a firefighter skill assessment to demonstrate competency prior to proceeding in the hiring process.
 - v. Based upon a satisfactory skills assessment and provided the noted criteria are met, a candidate on this track who is moved forward and subsequently hired, will not be expected to attend a recruit academy for the WHFD.
4. Evidence of physical ability is required. Candidates must either possessing or obtain **Candidate Physical Ability Test (CPAT)** certification prior to appointment. Candidates who apply without evidence of CPAT will not be moved forward past the written test until a current and valid CPAT certification is provided . Current and valid means the CPAT certification must have been issued within one year prior to date of presentation to West Hartford.

Notice of Continuing Requirements:

EMT-B certification must be maintained for the candidate's entire career as a condition of employment.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands to finger, handle or operate objects, tools, or controls, and reach and stretch with hands and arms with a full range of motion. The employee is occasionally required to sit, climb or balance, jump, stoop, kneel, crouch, or crawl, talk and taste or smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 175 pounds. Wearing a self-contained breathing apparatus is required and each employee must be able to pass a fit for seal test.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high precarious places and confined spaces. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration. The employee is often exposed to excessively high temperature intensities and sudden temperature changes.

The noise level in the working environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud. The employee may be required to work rotating shifts, and is considered essential emergency personnel. Any personnel in this position are required to work during emergency situations and are subject to be recalled to work at any time. Remains on stand-by time for all fires and emergencies except on days off and vacation.

ESSENTIAL JOB FUNCTIONS

- Responds to alarms and assists in the suppression of fires, including rescue, advancing lines, entry, ventilating and salvage work, extrication and emergency medical care of victims.
- Utilizes firefighting and rescue equipment as directed to combat fire or to control the emergency including, but not limited to, connecting hose to hydrants, laying hose, erecting ladders, going into buildings with hose, ladders, or additional firefighting or rescue equipment as the situation demands.
- Searches burning buildings to locate fire victims.
- Performs emergency medical care as an Emergency Medical Technician according to National Scope of Practice at the Basic Life Support level. This may include operation of EMS vehicles, treatment and/or transport and subsequent patient care documentation.
- Performs cleanup, salvage and overhaul work in order to save and protect property from unnecessary damage.
- Performs fire prevention and inspections of business establishments and prepares pre-fire plans.
- Performs general maintenance work at the fire station to include cleaning rooms, lavatories, and the physical plant and taking care of grounds surrounding the station and performing minor repairs of equipment, property and facilities.
- Inspects and cleans all firefighting equipment and rescue equipment assuring readiness for immediate use. Reports need for repair or replacement of firefighting and rescue equipment to superior.
- Wears appropriate personal protective equipment, such as, but not limited to, fire resistant clothing and breathing apparatus.
- Moves toward the source of a fire using knowledge of types of fires, construction design, building materials, and physical layout of properties.
- Positions and climbs ladders to gain access to upper levels of buildings or to rescue individuals from burning structures.
- Takes action to contain hazardous chemicals that might catch fire, leak, or spill.
- Assesses fires and situations and reports conditions to superiors to receive instructions using two-way radios.
- Performs fire prevention/public education duties including fire station tours, demonstrations, and preplans.
- Attends and participates in training courses and in-service drills/training sessions as directed.
- Performs all incident related duties in conjunction with the Department's adopted incident command system.
- Assists in identifying solutions to improve fire department operations as directed.
- Keeps posted on road conditions, routes to fires and hydrant locations.

- Takes desk watch daily, relays calls and alarms that come in from central dispatch.
- Inspects hydrants, removes snow and maintains grounds near hydrants, but excludes the repair and flushing of hydrants.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities:

- Working knowledge of basic firefighting principles and techniques, pumps and hydraulics and aerial/platform operations.
- Knowledge of safety rules and regulations, fire apparatus and equipment and operations.
- Knowledge of emergency care methods, techniques and equipment.
- Working knowledge of the street system and physical layout of the Town of West Hartford including hydrant locations, water sources, buildings, etc.
- Knowledge of building construction and related state and local building codes, including heating and electrical installation to be used in connection with work done on fire prevention inspection.
- Agility with sufficient physical strength and freedom from disabling conditions to perform firefighting duties under adverse and hazardous conditions.
- Ability to think and react quickly and effectively in emergency situations.
- Ability to understand and follow written and oral instructions.
- Ability to perform mechanical work.
- Ability to react quickly and calmly in emergency situations.
- Ability to establish and maintain cooperative relationships with fellow employees and the public.
- Ability to perform medical procedures associated with the EMS National Scope of Practice levels as applicable.
- Ability to maintain department issued personal protective clothing and equipment.
- Ability to work in a hazardous environment while continually wearing protective pressure self-contained breathing apparatus.
- Ability to operate a full range of fire department equipment and other associated emergency equipment as required.
- Ability to perform the physical tasks of a firefighter including prolonged and arduous work under extreme conditions wearing self-contained breathing apparatus throughout operations.

Special Necessary Requirements:

Employees in this classification are required to “advance” to danger rather than to retreat from it in the interest of decreasing the condition.

METHOD OF SELECTION

Examination

Written Examination

Weight

Pass/Fail

Written Examination: The written examination will evaluate your cognitive abilities. Candidates must achieve a passing score on the Written Examination in order to participate in the next phase of the examination, the Oral Board Interview. Candidates who fail to achieve the minimum passing score on the Written Examination will be disqualified from further consideration for the position however; they may apply in future open processes. **You will be notified at a later date of the date, time and location of the written examination.** **The Town reserves the right to limit the number of candidates invited to participate in the Oral Board Interview examination. The Town reserves the right to test applicants as applications are received.**

Oral Board Interview: The next phase of the examination for Firefighter/EMT will be an interview/practical before a panel of Fire/EMS and/or Human Resources representatives. This phase of the examination is designed to aid in the assessment of a candidate's maturity, communication skills, and motivation for the position. Candidates who successfully pass this phase of the examination will have their names placed on the Eligible List for Firefighter/EMT. Candidates who have passed the Written Examination but fail this portion of the examination will be disqualified from any further consideration for this process, however, they may apply in future open processes. **The Town reserves the right to limit the number of candidates invited to participate in the Oral Board Interview examination.**

Eligible List: Candidates who successfully pass all phases of the examination for this position will have their names placed on the Eligible List in order of their final grade. The names will remain on the Eligible List for a period of one year unless the list is extended to a maximum period of two years.

Additional Hiring Process Components:

- **Physical Examination and Psychological Examination:** Both a physical exam and psychological exam will be required. Candidates must be able to meet and maintain the requirements of the Occupational Safety and Health Administration's Standards for Respiratory Protection (29 CFR 1910.134) as amended and successfully complete a medical evaluation as outlined in NFPA 1582. Psychological exam must be passed according to department standards.
- **Drug Testing:** Candidates shall be required to submit to a drug test as part of the pre-employment medical examination. Applicants must complete the **Drug Testing Supplement to the Employment Application.** Failure to do so will automatically disqualify your application for the position.
- **Non-Smoking Requirement:** Due to the physical demands of this position, the Town of West Hartford requires that all qualified candidates certify that they are non-smokers. Applicants must complete the **Non-Smoking Statement.** Failure to do so will automatically disqualify your application for the position. Candidates will be required to attest to this fact prior to being certified for eligibility.
- **Character Requirement:** Candidates must meet the highest legal and ethical standards. No applicant will be accepted with any drug related conviction, felony conviction, conviction for any Class A or Class B misdemeanor or any conviction for domestic violence. Candidates will undergo a rigorous background investigation, before a final offer of employment. An applicant may be disqualified for reason such as but not limited to, poor employment history, recent use of illegal drugs, or previously undetected criminal activity. Any omission, falsification,

fabrication, lie or misleading statement will automatically result in disqualification from further consideration with Town of West Hartford.

The Fire Chief reserves the right to reject any eligible candidate whom, on the basis of background and character investigation or medical examination, does not appear to be the most suitably qualified candidate for the position. No appointment in the Fire Department shall be deemed final until after expiration of a period of one (1) year probationary service.

If you fail to appear for any part of the examination process, or if you do not pass any part of the examination, your name will be removed from any further consideration from this process, but applicants may apply in subsequent open processes.

APPLICATIONS

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Applications may be completed by following the link on the, “Jobs” page at **www.westhartfordct.gov**.

An Equal Opportunity/Affirmative Action Employer - M/F