



JOB ANNOUNCEMENT

Post date: May 1, 2017

FIREFIGHTER/EMT (Entry Level)

Shoreline Fire Department is establishing a **one year** hiring list for the position of Entry Level Firefighter/EMT.
(This list may be extended for up to 18 months).

Application Packets Accepted: May 1 – June 1, 2017 (at 4:00 p.m.)

POSITION DETAILS	CURRENT BENEFITS SUMMARY (based on eligibility)
Salary : \$4,795 monthly (2017 beginning year)	Comprehensive Medical Coverage
Min 10% increase per year, years 2-5	Long-term Disability Insurance
	457 Deferred Compensation Plan
Expected Shift Schedule: 24 hour – 4 platoon	Healthcare Reimbursement Account
<i>Alternate shift assignments may occur</i>	Wellness Program

MINIMUM REQUIREMENTS

The requirements listed below must be accomplished by the application deadline.

- ❑ **EMT Certification:** Candidates must possess a valid Washington State EMT certification (or EMT certificate that has reciprocity with State of Washington). This certification (Washington or reciprocity) is required at time of application. (Verification required.)
- ❑ **Age Requirement:** Candidates must be at least 21 years of age or older at time of application.
- ❑ **Educational Requirement:** Candidates must have a high school diploma or have passed an equivalency test (GED). (Verification required.)
- ❑ **License:** Candidates must possess a valid driver's license and be insurable under the Department's vehicle policy. A valid Washington State driver's license shall be obtained by date of hire. (Verification required.)
- ❑ **Written Examination by National Testing Network:** A written test completed within the past 1 year from close date of the application period. (Verification and score sent to Department.)
- ❑ **CPAT:** A validated current CPAT test completed within the past 1 year from close date of the application period. (Verification required.)

DESIRED QUALIFICATIONS

- IFSAC Firefighter 1 Certification
- IFSAC Firefighter 2 Certification
- Firefighting and EMS Experience
- EVIP Certification or equivalent
- Rescue Systems 1
- College fire related studies
- Basic computer skills and information technology competencies
- Certifications of relevant training and experience

APPLICATION REQUIREMENTS

- Go to National Testing Network website and complete the Department Application and Personal History Questionnaire (PHQ) at: <https://nationaltestingnetwork.com/publicsafetyjobs/index.cfm>
- Complete entry level firefighter written examination and CPAT test (or provide record of CPAT certification in last 12 months)
- **Submit an application by the deadline and include the following:**
 - ❑ Department Employment Application
 - ❑ Cover Letter stating desire to apply and explanation of why you want to work for the Shoreline Fire Department (1 page max)
 - ❑ Resume (identifying minimum and desired qualifications) and recent work history (2 page max)
 - ❑ Copies of verification of all minimum qualifications and any desired qualifications documents (12 page max)
 - ❑ Optional letters of reference/recommendation (3 page max)
 - ❑ Form DD214 for Veterans requesting Veteran's Preference credits
- *To promote conservation, DO NOT use a report cover or notebook for the packet as they will be secured with a binder clip by us.*
- **Submit complete application packet to:**

**Shoreline Fire Department
Attn: Human Resources – FF Hire
17525 Aurora Ave N.
Shoreline, WA 98133**

Application Packets must be received by 4 p.m., June 1, 2017

COMPONENTS / TENTATIVE DATES

Application Period	Opens: Monday, May 1, 2017	Closes: Thursday, June 1, 2017 4 p.m.
Pre-interview Questionnaire	Sent out June 9, 2017	Sent to top 36 candidates
Skills Assessment and Panel Interview (tentative)	June 19 – 22, 2017	EMS skills assessment following panel interview
Employment Starts:	January 2018	New hires will be sent to a 14-20 week Recruit Fire Academy

THE HIRING PROCESS

The process below may be modified at any time depending on the needs of the Department. If a modification is made, an attempt shall be made to notify candidates as soon as possible.

- **Written Examination** – Conducted by National Testing Network (NTN) – To be completed prior to application.
- **Candidate Physical Ability Test (CPAT)** – Proof of successful passing of CPAT test within one year prior to the close of the application period. Those not receiving CPAT from NTN shall provide verification with their application packet.
- **Initial Candidate Screening** – All applications will be screened using test scores, minimum and desired qualifications and the application and PHQ to identify candidates that best meet the Department’s current needs. **Up to thirty-six (36)** candidates will move on to the Candidate Assessment.
- **Follow-up Questionnaire** – Thirty-six candidates will receive a follow-up questionnaire to be completed and submitted prior to the panel interview.

- **Candidate Assessment** – The candidate assessment will include a panel interview and an EMS skills evaluation. As a result of the assessment, approximately **eighteen (18)** candidates will be ranked and placed on the employment eligibility list. The employment eligibility list is expected to remain in force for up to 18 months.
- **Fire Chief's Interview** – Upon identification of position vacancy(s), top candidates on the list will be invited to participate in a Fire Chief's interview based upon the number of positions open. Following the Chief's interview, selected candidates will continue forward in the process. The remaining will be placed back on the employment eligibility list.
- **Background/Reference Check** – A background screening and reference check will be conducted to include verification of employment background, academic degrees, licenses, certificates, and other credentials. Candidates considered for appointment will also be required to undergo an extensive background check.
- **Psychological Examination** – Selected candidates will complete an interview and a series of written exercises to evaluate suitability and likelihood of success in the position of Firefighter.
- **Basic Physical Skills Capability Evaluation** – Candidates will complete a more comprehensive evaluation of basic physical skills required to perform in the position.
- **Conditional Offer of Employment** – Following the background check, psychological examination and physical skills evaluation, selected candidates will receive a conditional offer of employment. The remaining candidates will be placed on the top of the employment eligibility list (assuming satisfactory results of the background, physical skills evaluation and psychological examination).
- **Medical Examination and Drug Screen** – The medical examination is a comprehensive medical history and will include blood and urine samples, body fat composition, hearing/vision testing, treadmill, x-rays, physical condition assessment and other related medical tests. Candidates are expected to provide complete and accurate information in a medical questionnaire and during the medical examination with the physician. Please note: Department staff is unable to answer any questions regarding whether a candidate's specific medical history could result in a medical examination failure.
- **Comprehensive Background Investigation** – A comprehensive employment background investigation, including a previous/current employment site visit will be conducted. The site visit will be administered by Shoreline Fire Department staff and will include on-site interviews with key personnel for adequate screening.
- **Offer of Employment** – Passing candidates will be given a full offer of employment.
- **Training Academy** – New hires will be expected to successfully complete a **fourteen to twenty (14-20)** week training/orientation academy.
- **Probationary Period** – There is a one year probationary period starting from the first day assigned to shift work.

TERMS AND CONDITIONS

Veteran's Preference: Candidates requesting veteran's preference will be asked to submit documentation (a long-form DD214) which indicates the nature of the discharge in order to receive veteran's preference points. Preference points are only added to passing scores.

Reasonable Accommodation: In compliance with the American with Disabilities Act (ADA), Shoreline Fire Department will make reasonable accommodation during any and all phases of the selection process for individuals with a disability. Please contact Human Resources at 206-533-6570 by the resume deadline date to request accommodation.

Equal Opportunity Policy Statement: Shoreline Fire Department provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Testing Fee Waiver: Candidates with bona fide financial hardship may request a waiver for partial or full reimbursement of the required testing fees. The fee waiver application may be found at : http://nationaltestingnetwork.com/pdf/Testing_Fee_Waiver.pdf Mail the waiver request to the address on the form. It will be forwarded to the department who will make the final decision. The process may take several weeks. Submitting a fee waiver request does not exempt the candidate from meeting testing deadlines.

Disclaimer: The provisions of this hiring notice do not constitute a contract, expressed or implied, and any provisions contained in this notice may be modified or revoked at the discretion of the Department.

Any Additional / Updated Information: Go to www.shorelinefire.com