



## **JOB ANNOUNCEMENT**

*Post date: June 4th, 2018*

### **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: June 4<sup>th</sup> – August 31<sup>st</sup>, 2018 (at 4:00 p.m.)**

<b>POSITION DETAILS</b>	<b>CURRENT BENEFITS SUMMARY</b> (based on eligibility)
Salary : \$5,212 monthly (min.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.**

- ❑ **Age Requirement:** Candidates must be at least 21 years of age or older by December 31, 2018.
- ❑ **Educational Requirement:** Candidates must have a high school diploma or have passed an equivalency test (GED).
- ❑ **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 (between 9/1/2017 and 8/31/2018).
- ❑ **CPAT:** A validated current CPAT test completed within the past 1 year (between 9/1/2017 and 8/31/2018). (Verification required.)

## **DESIRED QUALIFICATIONS**

- EMT Certification: possession of a valid Washington State EMT certification (or EMT certificate that has reciprocity with State of Washington).
- First Aid or CPR training
- Experience in medical or related field
- IFSAC Firefighter 1 Certification
- IFSAC Firefighter 2 Certification
- Firefighting and EMS Experience
- Experience in public safety or related field
- EVIP Certification or professional driver equivalent
- Rescue Systems 1
- College fire related studies
- Experience with written communications and technology applications
- College degree / vocational certificate
- Certifications of relevant training and experience
- Experience in public/community service, customer service/relations
- Fluent in additional language(s)

## **DESIRABLE TRAITS AND QUALITIES:**

- Enthusiasm/Desire for public service
- Mechanical aptitude/experience
- Basic computer skills and information technology competencies
- Interpersonal skills, ability to relate to others, effective oral communication skills
- High level of ethical standards and moral integrity
- Ability to deal with adversity/physical and emotional stress
- Empathy, concern for others, ability to interact with people from diverse backgrounds
- Interest/experience in working in a team oriented environment
- Commitment to high level of physical fitness
- Understanding of professional public image
- Ability to work under unpredictable hazardous conditions such as suppressing a fire or responding to an emergency medical call.
- Ability to work in an outdoor environment subject to extremes of temperature, inclement weather, and intermittent exposure to dust, fumes, and loud noise.

## **COMPONENTS / TENTATIVE DATES**

<b>Application Period</b>	<b>Opens:</b> <b>Monday, June 4th, 2018</b>	<b>Closes:</b> <b>Friday, August 31<sup>st</sup>, 2018 4 p.m.</b>
Interview invitations and Pre-interview Questionnaire sent out selected candidates	<b>Sent out September 10-14, 2018</b>	Sent to top 48 candidates
Skills Assessment and Panel Interview (tentative)	<b>September 17-21, 2018</b>	<i>TENTATIVE</i>
<b>Employment Starts:</b>	<b>January 2019</b>	New hires will be sent to a 20 week Recruit Fire Academy and EMT Class

## **APPLICATION REQUIREMENTS**

- Go to National Testing Network at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) , and **choose Shoreline Fire Department** under firefighter jobs.
- **Complete FireTEAM testing** through National Testing Network within the previous year (between 9/1/2017 and 8/31/2018).
- **Complete the Personal History Questionnaire (PHQ)** through National Testing Network, within the previous year (between 9/1/2017 and 8/31/2018). You can access the questionnaire through your NTN candidate account.
- **Complete a valid CPAT test** within the previous year (between 9/1/2017 and 8/31/2018) – Verification required
  - All testing must be completed by August 31, 2018.
- **Pickup or download application** packet at the address below or at [www.shorelinefire.com](http://www.shorelinefire.com)
- **Submit an application** by the deadline and include the following (in order – secured with a binder clip or paperclip only)::
  1. Complete the “Shoreline Fire Department Employment Application”
  2. Write a one page letter of interest stating *your desire to apply and why you feel that you would be a good candidate for a position with the Shoreline Fire Department.*
  3. Submit a resume summarizing your experience, skills, and abilities to meet the stated minimum requirements, desired qualifications and qualities for the position of firefighter. Resume shall be limited to 3 pages.
  4. Include **OPTIONAL** - Letter of reference – 1 page max
  5. Include documentation of valid CPAT within the previous year (between 9/1/2017 and 8/31/2018)
  6. Complete the “Release for Background Check” form
  7. Complete the “Interview Availability Form”
  8. Include “Form DD214” if you are a Veteran requesting Veteran's Preference credits
- **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., August 31, 2018*

## **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](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](http://www.shorelinefire.com)