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**FIREFIGHTER SELECTION PROCESS
2012**

COLUMBIA FIRE DEPARTMENT FIREFIGHTER SELECTION PROCESS 2012

Job Announcement

Position Description

Description of the Firefighter Selection Process

Schedule of Events

Firefighter Physical Ability Examination –
Applicant Study Guide

JOB ANNOUNCEMENT

City of Columbia, Missouri, Human Resources Department
P.O. Box 6015, Howard Building, 600 E. Broadway
Columbia, Missouri 65205

Voice: 573.874.7235 TTY: 711 (MO RELAY) Fax: 573.874.7736

Web Site: www.gocolumbiamo.com/HR

FIREFIGHTER I



	* <u>MINIMUM</u>	* <u>MAXIMUM</u>
ANNUAL:	33,446	48,743

Grade: 13 Code: 3101 Non-Exempt

** Based on 56 Hour Week*

Starting Salary: Commensurate with Training/Experience; Plus a fringe benefit package for Permanent Employees

Application Deadline: 5:00 P.M. on TUESDAY, APRIL 17, 2012

Positions Available: Establishing Eligibility Roster

Starting Date: Dependent Upon Openings

DEPARTMENT/DIVISION: Fire

Work is performed under the continuing supervision of a Fire Lieutenant or Captain. This is entry level fire suppression and emergency response work responding to citizen calls for emergency assistance due to fires and other crisis situations.

NOTE: After completion of 11 week basic recruit school, employees work on average ten 24 hour shifts per month.

Partial Listing of Minimum Qualifications:

Must be at least 21 years of age and have completed high school (or G.E.D.). Must successfully complete the City of Columbia basic fire training program. Must obtain EMT certification within 18 month probationary period and maintain throughout employment. Some knowledge of basic fire suppression and first responder practices and techniques preferred. Some knowledge of fire equipment operation and maintenance preferred. Possess and maintain a valid Missouri driver's license and an excellent driving record.

NOTE: Applicants MUST include a 200 word or more handwritten or typed statement which describes why they want to be in the Fire Service and what preparations they have made toward a career in firefighting/public safety. If currently a licensed EMT, include copy of certification.

Anticipated written test date: April 28, 2012 (Cost of test \$13)

Anticipated physical ability testing: May 19 and 20, 2012

Anticipated interviews: May 22 through June 8, 2012

PLEASE CONTACT HUMAN RESOURCES FOR COPY OF
COMPLETE POSITION DESCRIPTION

EQUAL OPPORTUNITY EMPLOYER: M/F/D/V

THE CITY OF COLUMBIA REQUIRES PRE-EMPLOYMENT DRUG TESTING

Please note, the City of Columbia participates in the federal E-Verify work authorization program.

2/02
ADA revised
3101
Non-Exempt

**POSITION DESCRIPTION
CITY OF COLUMBIA, MISSOURI**

CLASS TITLE: FIREFIGHTER I

Work is performed under the continuing supervision of a Fire Lieutenant or Captain. This is entry level fire suppression and emergency response work responding to citizen calls for emergency assistance due to fires and other crisis situations.

SUPERVISION EXERCISED:

None.

ESSENTIAL FUNCTIONS/TYPICAL EXAMPLES OF WORK PERFORMED

(This list is not comprehensive, but indicates duties and responsibilities which may be redefined pursuant to operational needs):

Responds to situations involving the destruction of property and potential loss of life such as fires, accidents, hazardous materials incidents, emergency medical and rescue incidents. Carries, raises, and climbs ladders, ramps, stairs, scaffolding, etc.; bends, stoops, twists to lay out and connect fire hoses; directs fire suppressants to extinguish fires. Twists, bends, lifts, etc., to extricate victims from hazardous and life threatening situations; provides emergency medical treatment as needed. Cleans and maintains apparatus, tools, equipment, and the station. Trains with fire tools and equipment to develop and maintain proficiency. Develops general competence in fire suppression and prevention techniques and becomes familiar with developments in combustibles, fire hazards, hazardous materials, and CPR. Learns the locations of City streets, addresses, hydrants and the like. Operates fire suppression equipment, radios, and emergency medical equipment; may on occasion drive fire apparatus. Performs related duties as needed or assigned, including the assumption of positions of higher responsibility.

KNOWLEDGE, SKILLS, AND ABILITIES - MINIMUM QUALIFICATIONS:

Must be at least 21 years of age and have completed high school (or G.E.D.). Must successfully complete the City of Columbia basic fire training program. Must obtain EMT certification within 18 month probationary period and maintain throughout employment. Some knowledge of basic fire suppression and first responder practices and techniques preferred. Some knowledge of fire equipment operation and maintenance preferred. Some knowledge of safety standards and precautions pertaining to the use and operation of fire equipment and to fire suppression and first responder activities preferred. Ability to operate motor vehicles and to use fire equipment. Ability to fight fires, rescue or extract trapped individuals while wearing protective clothing and equipment, working in varying weather, in cramped spaces, in the presence of heat, fire, smoke, toxic fumes and other hazardous environments requiring the following physical abilities: 1. Lifting, carrying, pushing and/or pulling ladders, hoses, emergency equipment, tools, etc., occasionally in excess of 100 pounds and frequently weighing 50 pounds or more. 2. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms.

2/02
ADA revised
3101
Non-Exempt

**POSITION DESCRIPTION
CITY OF COLUMBIA, MISSOURI**

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, running, climbing or during other physical activities. 3. Stooping: Bending the body downward and forward by bending the spine at the waist. Kneeling: Bending the legs at the knees to come to rest on the knee or knees. Crouching: Bending the body downward and forward by bending the legs and spine. Crawling: Moving about on the hands and knees or hands and feet. Reaching by extending the hands and arms in any direction. 4. Seizing, holding, grasping, turning, or otherwise working with the hand or hands and picking, pinching, or otherwise working with the fingers primarily, and perceiving such attributes of objects and materials as size, shape, temperature, or texture by means of receptors in the skin, particularly those of the finger tips. 5. Communicating by the spoken word, perceiving speech and the nature of sounds by the ear. 6. Perceiving size, shape, distance, motion, color both at a distance and close up, with three-dimensional vision. Ability to communicate effectively, both orally and in writing. Ability to deal courteously and authoritatively with the public. Ability to establish and maintain effective working relationships with other employees, other public safety agencies, and the general public. Excellent work history and attendance record. Possess and maintain a valid Missouri driver's license and an excellent driving record.

DESCRIPTION OF THE FIREFIGHTER SELECTION PROCESS

The following information is intended to provide an overview of the testing processes and of the Columbia Fire Department.

To become eligible for the firefighter selection process, candidates **MUST** provide the following to the City of Columbia Human Resources Department by the application deadline listed on the Job Announcement:

- . A completed City employment application;
- . A complete 200 word or more handwritten or typed statement which describes why you want to be in the fire service and what preparations you have made toward a career in firefighting/public safety.
- . If currently a licensed EMT, include a copy of certification.

The firefighter examination process consists of three major areas:

- . A written examination,
- . Physical ability testing, and
- . Oral interviews.

Results of the written exam will be available from the City of Columbia Human Resources Department the first working day after testing. Upon passing the written examination, you will be invited to participate in the physical ability testing. The Human Resources Department will notify you of the date and time of the physical ability testing.

The physical ability testing is conducted at the Columbia Fire Training Academy, 700 Big Bear Boulevard. Candidates are not to arrive more than ten (10) minutes prior to their scheduled time. However, failure to be on time could be grounds for elimination from the process. Parking is very limited at the Academy. Candidates should park their vehicles so as not to block any driveways of the Humane Society/Animal Shelter or area businesses.

Candidates who successfully complete the physical ability test process will be notified by the Human Resources Department. A date and time will be scheduled for the oral interview. Candidates are to be prompt. Again, failure to be on time could be grounds for elimination from the process.

An eligibility roster will be formulated from the aforementioned processes. Only those candidates who have successfully completed all phases of the testing process will be eligible for this roster.

All hiring for the Columbia Fire Department is from the established eligibility roster. Candidates on the eligibility roster may be invited to an interview with the Chief of the Columbia Fire Department.

All hiring is contingent upon successful completion of a physical examination, drug testing and background investigation.

Please take time to carefully review all of the information in this package. Should you have any unanswered questions, contact the City of Columbia Human Resources Department at 573/874-7235.

Thank you for your interest in a career with the Columbia Fire Department.

SCHEDULE OF EVENTS
2012 FIREFIGHTER SELECTION PROCESS

- I. WRITTEN EXAM: April 28, 2012
Cost is \$13.00 payable in cash, check or money order
University of Missouri-Columbia Campus
Arts & Science Auditorium (see map)
Only those who have complied with requirements and meet qualifications as listed on the job announcement will be invited to the written exam.

- II. PHYSICAL ABILITY TESTING: May 19 & May 20, 2012
City of Columbia Fire Training Academy
700 Big Bear Boulevard, Columbia, Missouri 65202
Only those who successfully pass the written exam will be given an appointment time for the physical ability testing.

- III. ORAL INTERVIEWS: May 22 – June 8, 2012 (If needed)
Columbia Fire Department Headquarters
201 Orr Street, Columbia, Missouri 65201
Only those who successfully pass the physical ability testing will be assigned an appointment time for the oral interview.

- IV. ESTABLISHMENT OF FINAL ROSTER

- V. INTERVIEWS WITH FIRE CHIEF
At the Fire Chief's option, as openings occur, prior to hiring.

Columbia, Missouri Fire Department

Firefighter Physical Ability Examination Applicant Study Guide



INTRODUCTION

This study guide is designed to describe the physical tasks you will be required to perform for the Columbia, Missouri Firefighter Physical Ability Examination. However, this is merely a guide and may not exactly describe the testing process. You will increase your chances of obtaining a passing score if you spend some time preparing for the test. This includes thoroughly reviewing this study guide, following the specific directions regarding attire, paying proper attention to your physical well-being before the test and taking care to avoid becoming overly anxious about the test.

OVERVIEW OF THE TESTING PROCESS

A job analysis of firefighters in the Columbia Fire Department revealed that they perform certain essential or important physical functions, which are vital to their job duties. Many essential functions identified from this job analysis are included in the physical ability examination described below. Firefighting personnel from Columbia also confirmed that the functions included in the physical ability test were job-related and essential for successful performance as a Columbia firefighter.

Among other physical tasks, firefighters in Columbia must be able to climb ladders, drag hoses, drag victims to safety, carry equipment and force entry into buildings. The Columbia Firefighter Physical Ability Examination measures job-related physical skills such as these which are necessary for successful performance as a Columbia firefighter. Only those skills which do not require training to become proficient are assessed.

This examination is equally valid for assessing the physical skills of applicants with firefighting experience and those without. For example, one portion of the test requires the applicant to drag a supply hose for about 75 feet. It is not necessary to have prior experience as a firefighter to possess the physical ability to drag a hose.

TEST PREPARATION

The following suggestions should help you prepare yourself physically for the test:

- Avoid junk food and maintain a well-balanced diet for several days before the test.
- Avoid tranquilizers and stimulants such as caffeinated beverages; especially on the day of the test.
- Get a good night's sleep before the test.
- Do not drink a lot of liquids or eat a large meal before the test.
- Avoid alcohol several days prior to and especially on the day of the test.

On the day of testing, all applicants are required to wear:

- Long pants (you will be wearing freighter protective gear over your clothing)
- Shoes or boots providing support to the foot and ankle
- Other gear will be provided by the department

PLEASE NOTE: YOU WILL NOT BE ALLOWED TO PARTICIPATE IN THE EXAMINATION IF YOU ARE NOT WEARING LONG PANTS (e.g., jeans, sweats). YOU WILL NOT BE ALLOWED TO USE ANY PERSONAL FIREFIGHTING GEAR.

DESCRIPTION OF THE TEST

An orientation will be given by a test administrator to all applicants prior to the actual examination. Applicants must fully understand what is expected of them before being allowed to take the test. All events must be performed safely and as designated.

The test is composed of the following events.

Untimed Events

During the untimed events, applicants will wear firefighter protective gear, including coat, pants, gloves and helmet. During the blind crawl exercise, applicants will also wear a darkened facemask.

- 1, Aerial Climb The fire department's aerial apparatus will be extended 85 feet in the air at an angle of 70 degrees. A safety line will be strung through the top rung of the ladder. Applicants will be tethered to the safety line and will, upon instruction, ascend and descend the ladder without stopping. Applicants shall be considered to have reached the top of the ladder when they ring the bell. Applicants will be given a reasonable amount of time to complete the aerial climb event.

- 2, Blind Crawl Applicants will be led to a doorway where they will be handed a section of hose. With a darkened facemask covering the eyes, applicants must follow the hose to the other side of a dark room on their hands and knees. **Letting go of the hose will result in disqualification.** Maintaining a grip on the hose is important when fighting fires so one does not get lost in a smoky building. The Columbia Fire Department requires applicants to maintain a grip on the hose at all times. Applicants will be advised that they may encounter obstacles along the way and that if this happens, they are to maneuver around, over or under all obstacles. When applicants reach the other side of the darkened room, they will be instructed to remove the darkened mask.

Timed Events

Applicants will only be permitted to participate in the timed sequence of events if they have successfully completed the untimed events. Applicants will wear the same equipment mentioned above (excluding the darkened facemask); however applicants will also wear an air tank (SCBA apparatus).

During the sequence of timed events, it is extremely important to pace yourself. Over-exerting yourself early in the test may reduce the amount of energy you have left for exercises at the end of the test, such as the victim rescue. **Applicants are not permitted to run during or between test components.** Applicants will be warned once if they are noticed running; subsequent occurrences shall result in disqualification. For components performed in the stair tower, applicants may ascend or descend more than one stair at a time, but it is not advised. Efforts to better one's time by moving more quickly may have unintended consequences, should one fall down.

3. Hose Drag Once applicants have successfully completed the Blind Crawl, they will be required to put on an air pack and proceed to the timed sequence of events. Timing starts with this event; applicants are required to pull a 4 inch supply hose with a coupling attached a distance of 75 feet and set it on the ground. The end of the hose may be placed over a shoulder or grasped with both hands. The hose will be pre-arranged on the ground in a similar pattern for each applicant.
4. Equipment Carry Upon putting the supply hose down, candidates are to pick up and carry two medical kits (weighing approximately 30 lbs. each) a distance of 50 feet and set them down at a marker.
5. Charged Hose Advance After putting the medical kits down, applicants are to pick up and advance a 1-3/4 inch charged line for a distance of 75 feet and set the nozzle on the ground (the hose will be pre-arranged on the ground). The end of the hose may be placed over a shoulder or grasped with both hands.
6. Forced Entry Simulation Upon placing the nozzle of the charged line down in the designated area, candidates are to walk a short distance, pick up a 6 pound sledge hammer and strike a marked area 10 times using full overhead blows.

7. High-rise Pack/ Stair Climb After completing the forced entry simulation, applicants are to walk a short distance, pick up a Columbia Fire Department high-rise pack weighing approximately 57 lbs., carry it up to the top of the Department's interior training stair tower and place the pack in the designated area.
8. Hoist Equipment Upon dropping off the high-rise pack, candidates are to go down one level of the stair tower and hoist a 50 foot section of 2-1/2" hose, keeping feet within the designated area, until the coupling reaches the height marked on the exterior of the tower.
9. Victim Rescue When they finish hoisting the hose, candidates are to walk down and exit the stair tower and proceed to the Victim Rescue exercise. The applicant is to grab a dummy weighing approximately 160 pounds under the arms and drag (not carry) the dummy backwards a total distance of 75 feet. Timing stops when the dummy's feet completely cross the marked finish line.

Applicants able to complete the entire sequence of exercises successfully within a specified time (5:58) pass the timed portion of the test. In accordance with the Civil Rights Act of 1991, a single cut-off score is used on the timed test for applicants of both genders and for all ethnicities.

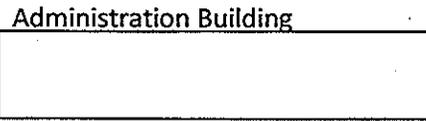
Additional Information

1. The examination will be administered only as weather permits.
2. Before testing begins, conserve energy by sitting and waiting for your turn according to the specific directions given to you by the exam administrator. The examination is physically demanding and you will need your energy. You may want to stretch your muscles, but do not overexert yourself.
3. Before beginning the test, each applicant is to try on the Self Contained Breathing Apparatus (SCBA) and adjust the straps as necessary to ensure that it is comfortable. A test monitor will be present to assist with any equipment adjustments.
4. Firefighter's protective coat, pants, gloves and helmet, which are provided, shall be worn throughout the course of the examination. Applicants are encouraged to wear sport shoes, or good supporting shoes/hoots.
5. The test begins with two untimed exercises. These are the Aerial Climb and the Blind Crawl. Applicants unable to successfully complete either of these exercises will not be allowed to continue with the testing process.

Applicants able to complete the entire sequence of exercises successfully within a specified amount of time pass the test. See the following page for a map detailing the sequence of exercises.

THE CITY RESERVES THE RIGHT TO DISQUALIFY ANY APPLICANT DETERMINED TO BE IN NON-COMPLIANCE WITH THE RULES AND REGULATIONS REGARDING THE TESTING PROCESS.

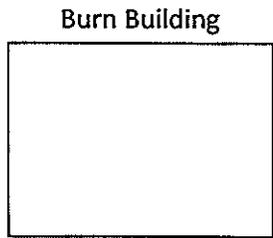
COLUMBIA, MISSOURI FIRE DEPARTMENT FIREFIGHTER PHYSICAL ABILITY EXAMINATION COURSE LAYOUT



1. Ladder Climb (Untimed)

75'

5. Charged Hose Advance



2. Blind Crawl (Untimed)

75'

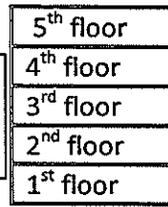
9. Victim Rescue



6. Forced Entry Simulation



Garage



8. Hoist Equipment

Stair Tower

7. High-rise Pack/Stair Climb

50'

4. Equipment Carry



3. Hose Drag

75'

