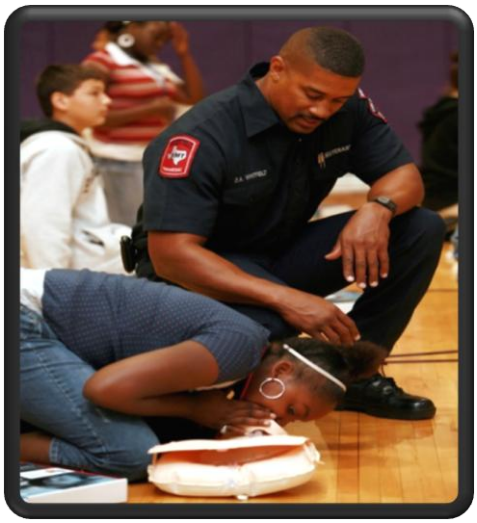
ARLINGTON FIRE DEPARTMENT

- PREPARED FOR DUTY
- RESPONDING WITH COMPASSION
- SERVING WITH HONOR
- COMMITTED TO PROFESSIONAL EXCELLENCE



RECRUITMENT

PACKET

The Arlington Fire Department team's mission is to meet and exceed our community's needs and expectations by providing high quality emergency response, life safety and community support services.

The Arlington Fire Department is recruiting men and women to become Firefighters.

We will be hiring for two different initial classifications. If you are **not** EMT-Intermediate or Paramedic certified by the Texas Department of State Health Services by 8/26/2013 you will begin your training as an Emergency Medical Technician-Intermediate Trainee. After successful completion of the EMT-I training you will begin your training with the City of Arlington as a Firefighter Trainee. If you have your EMT-Intermediate or Paramedic certified by the Texas Department of State Health Services by 8/26/2013 you will begin your training with the City of Arlington as a Firefighter Trainee. Regardless of which classification you are qualified for, you must submit the application by the deadline in order to be able to take the Written Examination. You must also submit, with the application, a non-refundable application fee in the amount of $50.

The job of a Firefighter is challenging and rewarding. Firefighting involves extremely hard, skilled physical work, and firefighters must be able to handle emergency, life-or-death situations. Firefighters must also be willing learners. Continuing education provided throughout a firefighter's career keeps them up-to-date on the newest technologies and latest fire suppression methods. Training in the fire service encompasses many subjects such as emergency medical protocols, building construction, hazardous materials, technical rescue, public education and community relations. Firefighters must have strong social skills and the ability to think and communicate clearly in stressful situations.

A firefighter's work schedule is one day on duty and two days off duty (24-hours on/48-hours off). Firefighters must be able to respond quickly, coordinating activities as an effective unit. Under supervision, firefighters will respond to all emergencies including: structure fires, emergency medical calls, vehicle accidents, and technical rescues. Firefighters must be able to work in adverse conditions and keep calm during stressful situations.

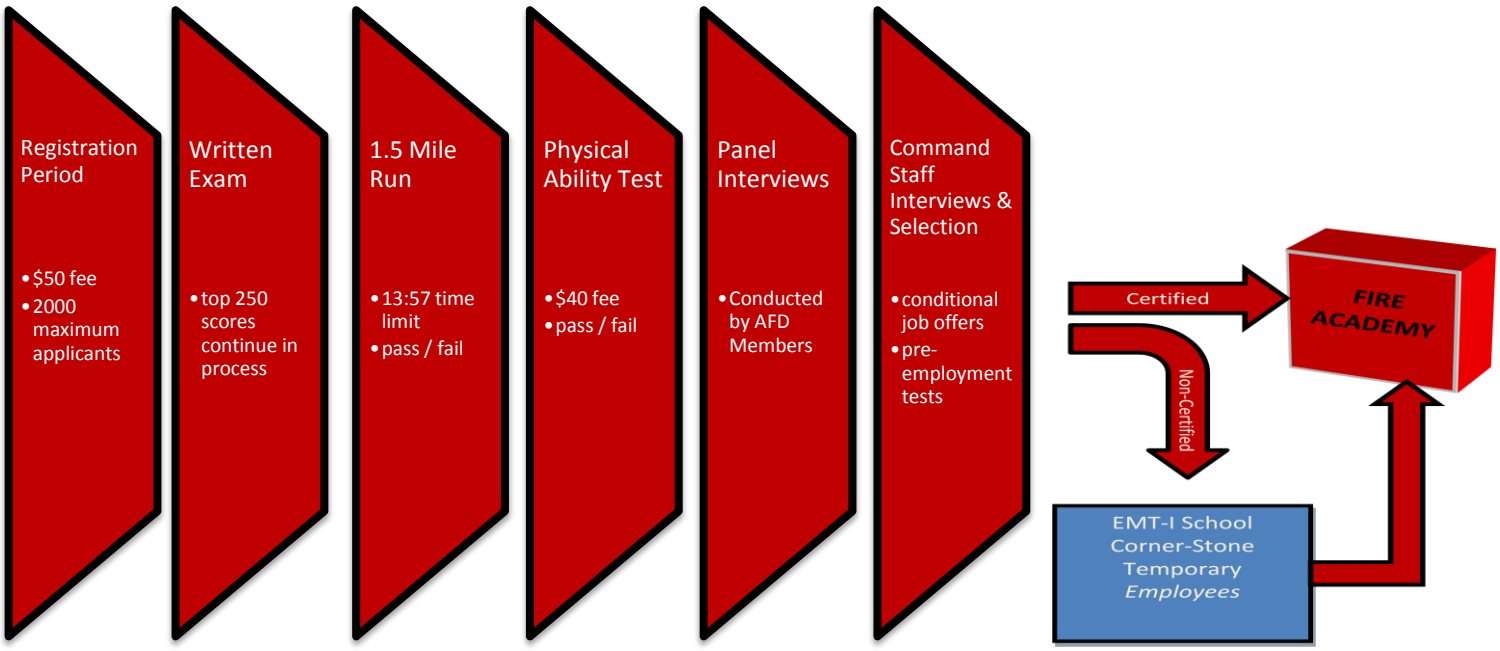
Firefighters perform work activities in a number of areas, including, but not limited to:

- Participating in daily physical fitness training
- Maintaining continuing education requirements
- Presenting fire and life safety education programs
- Performing fire station, apparatus, and equipment maintenance tasks

The Selection/Hiring Process for both the Firefighter Trainee and Emergency Medical Technician Trainee is the same. After the **registration period** is completed you will take a **written examination.** The top candidates from the written exam will then be required to perform in an **aerobic capacity run** and take the **physical ability test**. After these tests are successfully completed, and if you are chosen to continue along in the selection process, **formal interviews** will follow.

Timeline of Events

Registration Period:	March 25, 2013 – April 21, 2013
**Only the first 2,000 applicants will be accepted.*	
Written Examination:	April 29, 2013
Aerobic Capacity 1.5 Mile Run:	June 1, 2013
Physical Ability Test:	June 10-14, 2013
Panel Interviews:	June 25-27, 2013
Command Staff Interviews:	July 23-26, 2013
Pre-Employment Testing:	August 7-14, 2013
EMT-B/I School:	August 26, 2013 – December 20, 2013
Fire Academy:	January 6, 2014



The Arlington Fire Department reserves the right to change this schedule for operational reasons.

REGISTRATION PERIOD

- The registration period runs for approximately four weeks. You will register and pay the $50 fee online at www.arlingtontx.gov/fire. The form and instructions will not be posted until the first day of registration.
- Only the first 2,000 applicants will be considered.
- The registration fee is non-refundable; however, in the case that you submitted a test registration form (and paid the fee), but were not one of the first 2,000 applicants, your fee will be refunded.

WRITTEN EXAMINATION

- The multiple-choice exam will cover reading comprehension and expression, deductive reasoning, fundamental mathematics and information ordering, as well as stress tolerance, team orientation and motivation/attitude.
- If you do not show up for the exam, you will be disqualified from continuing in the hiring selection process.
- A passing grade does not guarantee continued consideration – the *250 top scoring* candidates will be ranked and in order to continue, will be required to participate in the next phase: the 1.5 Mile Run.

The City of Arlington is committed to compliance with the Americans with Disabilities Act. Reasonable accommodations for testing will be provided upon request. Advance notice is required. For further information, please call 817-459-6851.

AEROBIC CAPACITY RUN

- This is a timed 1.5 mile run. Time limit: 13 minutes and 57 seconds.
- This run is pass/fail. Candidates who cannot complete the distance within the allotted time frame will be disqualified from the hiring selection process. Those who pass and choose to continue will prepare for the next phase: the Physical Ability Test.

PHYSICAL ABILITY TEST

APPLICANTS WITH PHYSICAL OR MEDICAL CONDITIONS OF ANY NATURE SHOULD:

1. *CONTACT THEIR PHYSICIAN BEFORE TAKING THE PHYSICAL ABILITY TEST TO DETERMINE IF IT IS ADVISABLE TO TAKE THIS TEST.*
2. *WITHDRAW FROM THE PROCESS IF THEY HAVE ANY CONDITION OR LIMITATION THAT COULD ENDANGER THEM IF THEY PARTICIPATED IN THIS TEST.*

The City of Arlington, the Arlington Fire Department, its agents and employees do not assume any responsibility for an applicant's health or medical condition or the effect that this test could have. Further, The City of Arlington, the Arlington Fire Department, its agents and employees accept no responsibility or liability for any injury an applicant might receive during the test. This test should be considered strenuous physical activity and as such carries a risk of injury, not limited to strained muscles, scrapes, scratches and/or bruises.

- Timed events include: Rescue Maze, Aerial Ladder Climb, Charged Hose Drag, Equipment Carry, Ventilation Simulator, Body Carry and Ladder Raise. Review pages 9 – 12 of this packet for further explanation and time limits for each event.
- Location: Fire Service Training Center, Tarrant County College (Northwest Campus), 4801 Marine Creek Parkway, Ft. Worth, TX 76179.
- Eligible candidates will attend an orientation followed by the actual test.
- The cost is $40 payable to TCC directly.
- Upon successfully passing, candidates will receive a TCC Certificate good for six months honored at a number of different fire departments in the metroplex.
- Those who pass will be scheduled for the first interview stage: the Panel Interview.

INTERVIEW PROCESSES – Panel Interviews and Command Staff Interviews

- The first stage of interviewing will occur with a panel comprised of Arlington Fire Department members of varying ranks. If selected to continue, final interviews will be conducted with the Fire Chief and Assistant Fire Chiefs.
- Be yourself and be honest when communicating. Make eye contact and be sincere. Use recent work experiences to help answer relative questions. If you do not have a great deal of work history, draw upon personal life experiences that have impacted you. Be thinking about things that will help you stand out among the others.
- Research the City of Arlington and the Arlington Fire Department. Familiarize yourself with the job responsibilities of a firefighter as well as the philosophies and culture of fire departments and station life in general. Talk to firefighters, ask them questions. This will help you make a more informed decision about becoming an Arlington Firefighter.
- Practice public speaking and have mock interview sessions to increase skill development as well as confidence.

CONDITIONAL JOB OFFERS EXTENDED

- As the interview processes come to a close, Command Staff will select the most qualified individuals and conditional job offers will be made.
- Candidates will be required to successfully complete all pre-employment tests – a criminal history background check, a health/physical assessment (NFPA 1582 medical screening), a motor vehicle record review, and a drug and alcohol test.

ADDITIONAL IMPORTANT INFORMATION REGARDING THE CRIMINAL HISTORY CHECK

Comprehensive background investigations are conducted to establish evidence of good moral character, well-adjusted personality and a pattern of conduct and behaviors acceptable to the Arlington Fire Department. Specifically:

- You may not have any Felony or Class A Misdemeanor convictions.
- You may not have charges pending, have admitted guilt or been found guilty including Deferred Adjudication of committing a Felony or Class A Misdemeanor.
- You may not have any CLASS B Misdemeanors within the last ten years. This includes DWIs and DUIDs.
- You may not have any convictions for family violence offenses.
- You must have a good driving record – no more than three moving violations within a 24-month period.

AFD RECRUIT FITNESS

The Arlington Fire Department's Basic Training School is a rigorous program designed to teach and reinforce skills needed to perform at the level necessary for the Firefighting Profession.

Part of this program is our physical training (PT) regiment.

When accepted into Basic Training School (BTS), you will be expected to participate fully in the PT program.

Maintaining physical fitness is a PRIORITY and is the individual's personal responsibility.

The PT program includes:

- Stretching and Calisthenics: Daily, 5 - 7 exercises with stretching.
- Aerobics: Running between 2 and 4 miles several days per week, with the requirement to complete at least one 6 mile run prior to graduation.
- Strength Conditioning: Strenuous aerobic weight training several days each week.
- Endurance: Completing the firefighter combat challenge weekly.

Failure to successfully participate in our PT program could result in being dismissed from employment.

In preparing for BTS, it is suggested that you initiate a PT program that includes the above mentioned (or similar) physical activities. It is also suggested that you include a nutritional routine that will ensure optimum energy levels during your training.

Remember, AFD's PT program begins the first week of BTS and continues throughout the entire 16 weeks.

DO NOT wait to begin working out until the day you arrive. You may risk injury and/or possible failure due to inability to meet physical job requirements.

A minimum thirty (30) day fitness routine, and the ability to run 2 miles at a 10 minute pace without stopping, is suggested prior to commencement of BTS.

Emergency Medical Technician-Intermediate Trainee

JOB SUMMARY:

Under supervision, attend and successfully complete a certified Emergency Medical Training course as provided by the City of Arlington Fire Department. This course, designed to cover the entire spectrum of advanced emergency medical services, will prepare the individual to take the state certification exam, required for continued employment. Course to include classroom instruction, field internships, skills testing, clinical rotations and ambulance ride-outs.

ESSENTIAL JOB FUNCTIONS:

- Attendance is required by all students at all classes. No extenuating circumstances will be accepted. More than three (3) absences, for any reason, may result in dismissal. Two (2) tardies will count as one (1) absence. Class hours missed must be made up and can be coordinated between the student and instructor at the discretion of the instructor.
- Demonstrate the aptitude for and ability to provide safe and effective emergency medical care during the course of training.
- Course subjects will include, but are not limited to: patient assessments, physical examinations, ability to identify and perform appropriate patient care skills, medical terminology, signs and symptoms of trauma and disease, treatment for identified medical conditions, bleeding control, shock management, airway and breathing, and introduction to advanced practices such as intravenous therapy and ventilatory management.
- A passing average must be maintained throughout the course. Failing to achieve acceptable performance levels may result in dismissal.
- Successful course completion to be measured by a variety of techniques, including but not limited to skills testing, examinations, reports, and evaluations.

MINIMUM REQUIREMENTS:

- High School diploma or equivalent
- Nineteen years of age (by April 28, 2014)

ADDITIONAL REQUIREMENTS:

- Ability to effectively read and write.
- Ability to communicate effectively orally and in writing.
- Skill in understanding and following oral and written directions.
- Pass pre-employment tests to include a criminal history background check, a health/physical assessment (NFPA 1582 medical screening), a motor vehicle record review, and a drug and alcohol test.

HOURLY WAGE:

While attending EMT-I school, the hourly wage earned is $7.25 and is paid through CornerStone Staffing.

★ **IMPORTANT NOTE:** Emergency Medical Technician-Intermediate Trainee must PASS the state certification exam in order to be eligible for the Firefighter Trainee classification.

Firefighter Trainee

JOB SUMMARY:

Under immediate supervision, learn to control and extinguish fires, respond to hazardous materials incidents, protect life and property, and administer emergency medical services.

ESSENTIAL JOB FUNCTIONS:

- Perform tasks associated with fire suppression, rescue and emergency medical services.
- Maintain proficiency in and administer first aid and medical treatment during emergency medical calls.
- Participate in training classes and drills, and study technical material on equipment operation, fire suppression, rescue, and fire prevention to improve or maintain an effective level of performance.
- Participate in training classes regarding City ordinances and codes.
- Maintain department/state continuing education requirements.

OTHER JOB FUNCTIONS:

- Maintain physical training.
- Inspect, clean, and maintain apparatus, equipment, quarters, grounds, and hydrants.
- Perform other duties as directed by supervisor.

MINIMUM REQUIREMENTS:

- High School diploma or equivalent
- Nineteen years of age (by April 28, 2014)
- EMT-Intermediate or Paramedic certified by the Texas Department of State Health Services
- Valid Class C Driver's License

ADDITIONAL REQUIREMENTS:

- Communicate effectively orally and in writing.
- Perform advanced life support emergency medical functions.
- Work under unpredictable hazardous conditions such as suppressing a fire or responding to an emergency medical call.
- Work in an outdoor environment subject to extremes of temperature, inclement weather, and intermittent exposure to dust, fumes, and loud noise.
- Work above ground on roofs and ladders in excess of 100' in height, below grade in trenches and basements, and in confined spaces such as attics, crawl spaces, in or under vehicles, etc.
- Lift 150 pounds weight and drag for 75 feet to simulate a rescue.
- Maintain a 24-hour on, 48-hour off work schedule.
- Maintain physical activity over prolonged periods, such as standing attacking a fire and kneeling and stooping in awkward positions.
- Maintain composure in highly stressful situations.
- Pass criminal history background check, motor vehicle review, drug and alcohol test, and a pre-placement physical assessment.
- Bilingual skills desired, but not required.

BENEFITS:

- Additional pay for Paramedic Certification, Hazmat Team, Dive Team, Technical Rescue Team and Foreign Language
- College Tuition Reimbursement
- Educational Pay Incentives
- Eleven Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Longevity Pay
- Wellness Program
- Employee Assistance Program
- Group Health, Dental and Vision Plans
- Flexible Spending Account
- Health Savings Account
- Paid Basic Term Life Insurance (2x annual salary)
- Supplemental Life Insurance, Accidental Death and Dismemberment Insurance and Long-term Disability Insurance
- Texas Municipal Retirement System (2:1 employer match)
- 401k Retirement Plan (50% employer match)
- 457 Retirement Plan

MONTHLY SALARY:

- Entry Level Pay (during Fire Academy)..... $2,860
- Sixteen Weeks (after Fire Academy). $3,843
- Six-Months..... $4,035
- 1 Year..... $4,236
- 1.5 Year..... ..... $4,449
- 2.5 Years..... $4,671
- 3.5 Years..... $4,905
- 4.5 Years..... $5,152
- 15 Years..... ..... $5,280
- 20 Years..... ..... $5,412

Physical Ability Test Instructions and Details

Applicants are required to wear structural firefighting Personal Protective Equipment (PPE) and Self Contained Breathing Apparatus (SCBA) throughout the physical ability testing. Structural firefighting PPE will consist of a bunker coat with the thermal and vapor liner, helmet, gloves and must have met NFPA Standards. The SCBA will consist of the backpack with frame, shoulder and waist straps, and air cylinder. A blacked out SCBA Face Piece will be worn only during Event 1: Rescue Maze. The remainder of the events will be performed without a face piece. The SCBA and Face Piece will be provided by Tarrant County College Fire Training Center (TCC). Knee pads will also be provided by TCC if requested by the applicant. TCC strongly encourages applicant's option of providing their own PPE. TCC can provide a loaner set of PPE if requested by the applicant.

<u>Event 1: Rescue Maze</u>
(maximum time allowed 2 minutes)

- Each applicant will be required to wear structural firefighting PPE. Structural firefighting PPE will consist of a bunker coat, helmet, and gloves.
- Each applicant will be required to wear an SCBA with a blacked out face piece.
- Each applicant will enter the rescue maze and follow 100 feet of $1^{3/4}$ inch hose through the rescue maze until they exit the other end.
- Each applicant must not lose contact with the hose. Contact for this event is defined as: "At least one hand on the hose at all times."
- Failure point: *(hitting any failure point means overall test failure and disqualification from continuing along in the hiring selection process)*
  - ✓ Exceed maximum time allowed (2 minutes).
  - ✓ Lose contact with hose (release).

<u>Event 2: Aerial Ladder Climb</u>
(maximum time allowed 3 minutes)

- Aerial ladder will be at a 70-degree angle and extended to 75 feet.
- Applicant will climb the ladder using a "truck" belt and safety line.
- Applicant must touch every rung while climbing up and climbing down the aerial ladder device.
- Each applicant will be instructed to remain at the top climbing rung of the aerial for 10 seconds prior to descent.
- A whistle will signify the completion of the 10 seconds. After the whistle is sounded the applicant can then start descending the aerial ladder.
- Applicant must remove ladder belt after dismounting the aerial apparatus onto the ground.

- After the applicant removes the ladder belt the next event, Event 3: Fireground Evolution, will start in 30 seconds.
- Failure point: *(hitting any failure point means overall test failure and disqualification from continuing along in the hiring selection process)*
  - ✓ Exceed maximum time allowed (3 minutes).
  - ✓ Skipping ladder rungs.

<u>Event 3: Fireground Evolution</u>
(maximum time allowed 4 minutes)

This event consists of five separate stages; A, B, C, D, and E.

A) Charged Hose Drag
B) Equipment Carry
C) Ventilation Simulator
D) Body Carry
E) Ladder Raise

Each stage is described below.

Applicant must wait the full 30 seconds prior to starting Event 3: Fireground Evolution.

1st Early Start is a Warning

2nd Early Start is a Failure, thus disqualifying applicant from continuing along in the hiring selection process.

<u>A) Charged Hose Drag</u>

- 200 feet of $1^{3/4}$ inch hose will be used for this event. This hose is to be charged and maintained at approximately 100 psi.
- Nozzle shall be secured in the closed position for the test.
- Each applicant will drag the hose a distance of 100 feet then return to the starting point for a total of 200 feet. Cones shall be set up that clearly define the distance.
- Each applicant will return the nozzle to the starting point.
- The applicant can "aim" the nozzle straight down or forward but not backwards. The applicant must maintain control of the nozzle throughout the entirety of this event. This is for their safety as well as minimizing damage to the equipment.
- Warning point:
  - ✓ Improper aiming of the nozzle.
- Failure point: *(hitting any failure point means overall test failure and disqualification from continuing along in the hiring selection process)*
  - ✓ Exceed total time given for entire event.

- ✓ Lose control of the nozzle.
- ✓ Improper aiming of the nozzle.

B) Equipment Carry

- The equipment used for this portion of the event will be a ventilation fan. The fan will be located on the ground inside a 3 feet x 3 feet area marked with paint or tape.
- A cone will be placed and marked 75 feet past the 3 feet x 3 feet area. Each applicant must lift and carry the fan around the cone and return it back to the 3 feet x 3 feet area.
- Each applicant must not allow the fan to touch the ground until it is returned to the 3 feet x 3 feet area.
- Failure point: *(hitting any failure point means overall test failure and disqualification from continuing along in the hiring selection process)*
  - ✓ Exceed total time given for entire event.
  - ✓ Fan touches ground prior to reaching return area.
  - ✓ Applicant touches a cone.

C) Ventilation Simulator

- An eight (8) pound lead shot hammer will be used for this event.
- The applicant must drive the sled 5 feet with the sledge hammer.
- The applicant must maintain control of the sledge hammer throughout this event.
- No pushing or pulling of the sled by the hammer. The applicant will receive one (1) warning for each violation.
- Failure point: *(hitting any failure point means overall test failure and disqualification from continuing along in the hiring selection process)*
  - ✓ Exceed total time given for entire event.
  - ✓ Lose control of the hammer.
  - ✓ No pushing or pulling the sled with hammer. 1st violation will result in a warning; the second warning will result in failure.

D) Body Carry

- The dummy used for this event will weigh approximately 150 pounds.
- When carrying the dummy, it may be either dragged or carried in any fashion as long as the head does not strike the ground.

- Applicant must clear all cones.
- The dummy must be advanced 25 feet around the cone on a bucket of sand and returned to the starting point for a total of 50 feet.
- The entire dummy must pass the finish line that will be clearly marked by a line and/or cones.
- Failure point: *(hitting any failure point means overall test failure and disqualification from continuing along in the hiring selection process)*
  - ✓ Exceed total time given for entire event.
  - ✓ Dummy's head touches the ground.
  - ✓ Applicant touches cone and/or bucket of sand.

E) Ladder Raise

- Standing in a designated 2 foot x 2 foot square 6 inches from the ladder, the applicant will fully raise (extend) and lower the top (fly) section of a permanently fixed 24 foot ladder twice by using the hand-over-hand method.
- The applicant must not allow his/her feet to step outside of the lines of the box.
- The applicant must not allow the rope to slide through his/her hands to lower the fly section or step out of the designated square. The applicant will receive one (1) warning for each violation.
- Warning point:
  - ✓ First violation will result in a warning of any of the following:
    - Steps outside of the lines of the box.
    - Allows rope to slide through hands.
    - Does not use hand over hand method.
- Failure point: *(hitting any failure point means overall test failure and disqualification from continuing along in the hiring selection process)*
  - ✓ Exceed total time given for entire event.
  - ✓ Second violation of any of the following will result in failure:
    - Steps outside of the lines of the box.
    - Allows rope to slide through hands.
    - Does not use hand over hand method.

NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments

To be eligible for employment as a firefighter, you must meet the medical requirements of the current edition of NFPA 1582, the Standard on Comprehensive Occupational Medical Program for Fire Departments.

The following table, containing information extracted from Chapter 6: Medical evaluation of Candidates, addresses some of the applicable conditions that might interfere with one's ability to safely perform essential job tasks. Please review and ensure that these conditions do not apply to you.

A read-only version of the entire document, NFPA 1582, can be viewed here:
http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=1582&cookie%5Ftest=1

General	(1) Any condition preventing use of firefighter protective clothing and SCBA (2) Active tuberculosis or other air-transmissible infectious disease (3) Any disease or injury that cause, or may cause syncope or altered level of consciousness
Eyes & Vision	(1) far visual acuity less than 20/40, corrected with contact lenses or glasses or far visual acuity less than 20/100 uncorrected (2) color perception – monochromatic vision resulting in inability to use imaging devices such as thermal imaging cameras (3) any eye condition that results in the candidate not being able to safely perform on e or more of the essential job tasks
Ears & Hearing	(1) chronic vertigo or impaired balance (2) hearing loss in the unaided better ear greater than 40 dB at 500 Hz, 1000 Hz, 2000 Hz and 3000 Hz (3) any ear condition or hearing impairment that results in the candidate not being able to safely perform one or more of the essential job tasks
Heart	(1) coronary artery disease, including history of myocardial infarction, angina pectoris, coronary artery bypass surgery, coronary angioplasty, and similar procedures (2) cardiomyopathy or congestive heart failure, including signs or symptoms of compromised left or right ventricular function, including dyspnea, S3 gallop, peripheral edema, enlarged ventricle, abnormal ejection fraction, and/or inability to increase cardiac output with exercise (3) any cardiac condition that results in the candidate not being able to safely perform on e or more of the essential job tasks
Spine & Axial Skeleton	(1) scoliosis of thoracic or lumbar spine with angle greater than or equal to 40 degrees (2) history of spinal surgery involving fusion of two or more vertebrae, or rods that are still in place (3) any spinal or skeletal condition that results in the candidate not being able to safely perform on e or more of the essential job tasks
Neurological Disorders	(1) all epileptic conditions including simple partial, complex partial, generalized, and psychomotor seizure disorders – a candidate with epileptic conditions shall have had complete control during the previous 5 years (2) hemiparalysis or paralysis of a limb (3) any neurological condition that results in the candidate not being able to safely perform on e or more of the essential job tasks