

Dear Firefighter Applicants:

St. Joseph Firefighters are charged with responsibility to preserve and protect the lives and property of the citizens of St. Joseph, Missouri. Their duties include fire suppression, emergency medical first response, technical rescue (confined space, water, ice, trench), fire prevention/education and the training required to safely and effectively carry out these activities.

While extinguishing fires is an important role for firefighters, we must also be able to quickly and effectively assess and treat illnesses and injuries that may threaten someone's life. Firefighters are required to preplan and inspect buildings for life, safety and fire hazards. They must also have a good report with children, frequently participating in fire/life-safety presentations. Other duties performed by the firefighter are not nearly as glorious but equally essential, such as daily maintenance of the fire station, apparatus and equipment.

Firefighting is physically strenuous and requires you to maintain a better than average fitness level. Aerobic and strength training are essential for safe and effective operations at an emergency scene. Firefighters must be mentally sharp, emotionally tough and able to function effectively within a team. No part of a firefighter's job is accomplished on an individual basis. Firefighters are frequently expected to work long hours, day or night, and in extreme climatic conditions.

A firefighter must be compassionate with the people he/she protects. For without this caring attitude, a firefighter will not be able to provide the level of commitment required to function at emergency incidents. A firefighter must also maintain a positive demeanor throughout constant exposure to co-workers while working and living together for 24-hours.

Firefighters must approach every citizen and problem in a professional and courteous manner. It is necessary for a firefighter to possess and maintain exceptional human relations skills. They must be helpful and friendly to those who we have been called to serve. Our existence depends upon satisfying the needs of our citizens.

MINIMUM QUALIFICATIONS TO APPLY FOR FIREFIGHTER

- ◇ At least 18 years of age.
- ◇ Citizen of the United States.
- ◇ High School graduation or GED certificate.
- ◇ No felony convictions.
- ◇ Good moral character.
- ◇ **Successful completion of Firefighter I and Firefighter II.**
- ◇ **Successful completion of Hazardous Materials Awareness & Hazardous Materials Operations.**
- ◇ **EMT license from the State of Missouri or National Registry. A Paramedic license is also accepted.**
- ◇ **Successful completion of CPAT (certification must have been completed no more than one year prior to testing date.)**

Without the required certifications/licenses, you are not eligible to apply for the position of firefighter.

STEPS IN BECOMING A FIREFIGHTER

1. Complete a standard *Application Form*; attach copy of resume (optional) and copies of all certifications/license (required).
2. Pass a *Written Test* administered by the City.
3. Pass a comprehensive *Medical Examination* by a licensed physician* (including drug screen).
4. Pass a nationwide *Police Records Check*.

5. Pass a comprehensive *Background Investigation* including verification of information on employment application/resume.
6. Complete an *Oral Interview* before a selected board of Fire Department personnel.
7. Applicants will be ranked and reviewed according to outcome of written examination and oral interview. The order of hire may be altered.

*Medical examination will be scheduled once a job offer is made; appointment will depend on successful completion of the medical examination.

THE PAY

Starting wages are presently \$31,233.29/year.

THE HOURS

Firefighters work a 24-hour shift that begins at 7:00 a.m. one morning and ends at 7:00 a.m. the following morning, with 48 hours off between work days. A firefighter will work an average of 56 hours per week.

WRITTEN EXAMINATION

The written examination will be administered on **TBA.** at **TBA.** *Letter of intent, application and copies of required certifications/license must be returned by TBA to participate in the testing.*

You must obtain a 70% on the written test in order to pass. Those who do not obtain a score of at least 70% will have to wait until the next annual testing (or at least six months) to re-test.

ALL APPLICANTS PARTICIPATING IN THE TESTING PROCESS ARE CAUTIONED NOT TO PARK IN THE COMMERCE BANK LOT (SOUTH OF THE CIVIC ARENA). CARS MAY BE TOWED.

You must successfully complete every step of this selection process in order to be eligible for appointment as a Firefighter with the City of St. Joseph. Keep in mind that eligibility does not guarantee being hired nor does it guarantee standing on any employment list. An eligibility list will be created to list applicants for further consideration to fill vacancies as requested by the Fire Department and we retain the right to limit the number of names appearing on the eligibility list. Your application may be good for up to 24 months from the date of the exam. If you are not hired within 24 months from the testing and are still interested in the firefighter position, you will need to start the test process over again.

Testing and establishment of a new eligibility list may occur as often as needed to maintain a qualified list of candidates.

If you are appointed to the rank of firefighter, you must satisfactorily complete a one-year probationary period.

If you have any questions, please contact the **HUMAN RESOURCES DEPARTMENT** at 816/271-4670, NOT the Fire Department.