



## SOUTHTINGTON FIRE DEPARTMENT EXAMINATION ANNOUNCEMENT CAREER FIREFIGHTER/EMT



The Southington Fire Department is seeking qualified and committed applicants for an entry level Firefighter/EMT hiring list. The Southington Fire Department is a municipally operated and funded combination department composed of one career company of firefighter/EMTs and four volunteer companies of firefighters based out of four stations.

The Southington Fire Department services 36.6 square miles, 200 miles of road, and 12 miles of highway. It serves a population of 43,010 and provides fire protection/suppression, rescue operations, environmental protection, hazardous material response, fire prevention, and supplemental EMS response.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Respond to emergencies including fire, medical, and other forms of disasters under hazardous conditions
- Lift, carry, and operate heavy tools and equipment, including hoses, ladders, power saws, pumps, and fans
- Perform search and rescue operations
- Perform maintenance of department apparatus, equipment, buildings, and grounds
- Perform general housekeeping duties
- Participate in on-going training and professional development activities
- Participate in a variety of community service and public relations functions
- Perform other related functions as assigned

### **MINIMUM REQUIREMENTS**

- At least 18 years of age
- United States Citizenship
- High School Diploma or equivalent
- Tobacco free
- Must have a current State of Connecticut driver's license
- Must have an acceptable 3 year driving record
- A current EMT Certification by the State of Connecticut.
- A Candidate Physical Ability Test card issued after 9/11/16 to be submitted by the written test date.
- No felony arrests or convictions
- No major moving violations (e.g. DUI, Reckless Endangerment).
- Must be able to accept an assignment to any shift, and work weekends, holidays and overtime as required

- Must meet the height and weight restrictions, and be a non-smoker at the time of hire, as set down in the IAFF 2033 Union contract (<http://www.southington.org/content/17216/17738/19218.aspx>)
- Must pass pre-employment physical/drug testing
- Must pass a criminal background check

## **SELECTION PROCESS**

- Submit Completed Application
- Written Examination (60%)
- Oral Examination (40%)
- Compiled eligibility list

## **Pre-Employment Tests**

- Background Investigation
- Medical Exam
- Drug Test

## **Appointments**

- Final appointment is contingent upon passing all pre-employment components
- A successful candidate shall serve a probationary period of 12 months and must successfully complete the 14 week Recruit Training Program at the Connecticut Fire Academy
- Any newly hired probationary firefighter who has completed the Recruit Training Program at the Connecticut Fire Academy will not be required to attend the recruit program

## **ADDITIONAL INFORMATION**

### **Preference Points**

*Service Points* – a maximum of five points are added to the final score for current Southington Volunteer Firefighters using the following criteria:

- One point per year for the first three years of qualified service.
- Five points after fourth year of qualified service.
- Qualifying years of service will be determined by the incentive plan guidelines for a full share (Half points will not be awarded)

*Veteran Points* – five points are added to the final score for veterans using the following criteria:

- Minimum of 90 days active military service with an honorable discharge, or discharge under honorable conditions
- DD214 Member-4 required

### **Application Process**

The Southington Fire Department will accept applications for a hiring list of entry level Firefighter/EMT from December 4, 2017, at 12:00, through January 12, 2018 at 12:00. All completed application packages must be submitted to Southington Fire Headquarters, 310 North Main St., Southington, CT 06489 during the

administrative office hours, Monday – Friday 08:00-15:30. Mailed applications must be postmarked on or before the closing date.

There is a **non-refundable** application fee of \$50.00. Payments must be in the form of cash or money order payable to MRI. No personal checks will be accepted. The test is limited to the first 75 qualified applicants. The exam is scheduled for February 17, 2018.

Applications may be obtained at Fire Headquarters, 310 North Main Street, Southington, CT or at <http://www.southington.org>.

Reasonable Accommodations in the testing process:

All requests for reasonable accommodations in the testing process along with medical documentation establishing the need for the accommodation must be submitted to the Southington Fire Department no later than the closing date of the application.

**THE SOUTINGTON FIRE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER, WOMEN AND MINORITIES ARE STRONGLY ENCOURAGED TO APPLY**



## SOUTHTON FIRE DEPARTMENT CAREER FIREFIGHTER/EMT JOB DESCRIPTION



### GENERAL DESCRIPTION OF DUTIES

The position of Firefighter for the Southington Fire Department is one of extraordinary difficulty and responsibility. Firefighters carry out the fire suppression functions of the department in protecting life, property and the environment and routinely work in hazardous and marginal conditions. Firefighters drive and operate pumps, engines, aerial apparatus, ambulances, and other firefighting equipment. Firefighters also assist in maintaining equipment, stations, and apparatus. Work is performed under the direction of fire company officers and incident commanders.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds promptly to fire alarms and other emergency calls when on duty
- Drives fire apparatus and operates pumps and other equipment associated with firefighting, rescue, salvage and overhaul
- Enters burning buildings to accomplish extinguishment and/or rescue
- Advances charged and uncharged hose lines and applies extinguishing agents to fires
- Protects property from necessary smoke and water damage by following salvage and overhaul operations
- Positions and climbs ladders to gain access to upper floors
- Climbs, crawls, and walks quickly as necessary to accomplish fire extinguishing rescue and personal safety, utilizing required department issued equipment
- Carries or moves heavy equipment and/or objects necessary to accomplish fire extinguishment or rescue
- Effectively communicates verbally by means of two-way radio as well as person-to-person and in writing through completion of various records, forms, and logs
- Provides EMT duties including but not limited to first aid to patients, perform CPR, and AED
- Daily checks of apparatus and equipment
- Participates in all phases of training necessary to acquire the knowledge and skills required of the position
- Performs related work as required by the Rules and Regulations and Standard Operating Procedures of the Southington Fire Department

## **MINIMUM QUALIFICATIONS**

- At least 18 years of age
- United States Citizenship
- High School Diploma or equivalent
- Tobacco free
- Must have a current State of Connecticut driver's license
- Must have an acceptable 3 year driving record
- A current EMT Certification by the State of Connecticut.
- A Candidate Physical Ability Test card issued after 9/11/16 to be submitted by the written test date.
- No felony arrests or convictions
- No major moving violations (e.g. DUI, Reckless Endangerment).
- Must be able to accept an assignment to any shift, and work weekends, holidays and overtime as required
- Must meet the height and weight restrictions, and be a non-smoker at the time of hire, as set down in the IAFF 2033 Union contract (<http://www.southington.org/content/17216/17738/19218.aspx>)
- Must pass pre-employment physical/drug testing
- Must pass a criminal background check

## **MINIMUM QUALIFICATIONS FOR CONTINUED EMPLOYMENT**

- Successful completion of the Connecticut Fire Academy 14 week Recruit Training Program upon first attempt
- Any newly hired probationary firefighter who has completed the Recruit Training Program at the Connecticut Fire Academy will not be required to attend the recruit program

## **KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of firefighting skills and methods
- Ability to establish and maintain effective working relationships with associates and the public
- Ability to react quickly and calmly in an emergency situation
- Ability to read, write and speak the English language
- Basic computer knowledge

## **ESSENTIAL PHYSICAL AND MENTAL REQUIREMENTS**

### **Physical Demands**

- Standing - Frequently
- Walking – Frequently
- Climbing – Frequently
- Bending – Frequently
- Crouching – Frequently
- Pushing/Pulling – Frequently
- Carry – Frequently

- Lifting/Lowering - Continuous
- Fine Hand/Eye Coordination – Continuous
- Color Discrimination – Continuous
- Hearing Ability – Continuous
- Other – Continuous

#### **Language and Concentration Requirements**

- Concentration to Detail – Continuous
- Attention Span of 1+ Hours on a Task – Continuous
- Ability to Remember Multiple Tasks – Continuous
- Oral Communication – Continuous
- Written Communication – Continuous

#### **Environmental Hazards**

- Exposure to Blood and Body Fluids – Occasional
- Exposure to Toxins, Cytotoxins, Poisons – Occasional
- Exposure to Extreme Heat, Cold, Temp Fluctuations – Frequent
- Exposure to Hazardous Chemicals – Frequent
- Exposure to Radiation – Rarely

The Southington Fire Department strictly complies with all OSHA regulations that limit exposure to these environmental hazards. Every employee exposed to such hazards will be trained on the use of protective equipment and will be required to use any protective equipment recommended and provided.

# CAREER FIREFIGHTER/EMT APPLICATION

APPLICANT NAME: \_\_\_\_\_

The Southington Fire Department will accept applications for a hiring list of entry level Firefighter/EMT from December 4, 2017, at 12:00, through January 12, 2018 at 12:00. All completed application packages must be submitted to Southington Fire Headquarters, 310 North Main St., Southington, CT 06489 during the administrative office hours, Monday – Friday 08:00-15:30. Mailed applications must be postmarked on or before the closing date.

There is a **non-refundable** application fee of \$50.00. Payments must be in the form of cash or money order payable to MRI. No personal checks will be accepted. The test is limited to the first 75 qualified applicants. The exam is scheduled for February 17, 2018.

## Reasonable Accommodations in the testing process:

All requests for reasonable accommodations in the testing process along with medical documentation establishing the need for the accommodation must be submitted to the Southington Fire Department no later than the closing date of the application.

## INSTRUCTIONS TO APPLICANTS

- Thoroughly read the Examination Announcement
- Thoroughly read the Job Description
- Complete the Employment Application:
  - a. The candidate must personally prepare form
  - b. Read every question carefully
  - c. Answer every question, leaving no blank spaces by responding NA if it does not apply to you
  - d. All entries, except the signature, must be printed legibly
  - e. Entries must be made in either **blue or black ink**
  - f. If space available for answering any questions is insufficient, use a separate sheet.
- Submit the completed application along with the fee to the Southington Fire Department, 310 North Main St., Southington, CT 06489 by mail or in person during the administrative hours

A candidate shall be rejected who has intentionally made a false statement of material fact, or practices, or attempts to practice any deception or fraud in this application.

Submit the following with the application:

- Original letters from three (3) personal references (See Page #4)
- Photo copy of current EMT Certification, State of Connecticut
- An original affidavit from your personal physician (physical exam must have been performed within the last three months) certifying that you are physically able to perform the essential job functions for firefighter and EMT duties
- Photo copy of the front and back of a current CT driver's license
- A cash or money order for \$50.00, made payable to MRI
- **A copy of a recent Candidate Physical Ability Test card (issued after 9/11/16) to be submitted no later than the day of the written exam**

Submit the following if applicable:

- Photo copy of military discharge certificate and/or report of separation from the Armed Services DD214
- Signed medical documentation establishing the need for the special accommodations during the testing process





Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Dates of Participation: \_\_\_\_\_ TO \_\_\_\_\_

Description of Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Are there any other experiences, skills or qualifications, which you feel would especially fit you for work with the Fire Department?

Explain \_\_\_\_\_  
\_\_\_\_\_

Have you ever previously submitted an application for appointment to any Fire Department? \_\_\_\_\_ If yes, where \_\_\_\_\_

What prompted you to submit this application for appointment to the Fire Department?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Military Service Record

Have you served in the military? Yes \_\_\_\_\_ No \_\_\_\_\_ Branch of Service \_\_\_\_\_

Dates Served \_\_\_\_\_ to \_\_\_\_\_ Type of Duty \_\_\_\_\_

Special Training Received \_\_\_\_\_ Type of Discharge \_\_\_\_\_

Do you have any military obligations? Yes \_\_\_\_\_ No \_\_\_\_\_

IF APPLICABLE – A photo copy of applicants military discharge certificate and/or report of separation from the Armed Services DD214 is required

Can you speak, read or write any foreign languages? \_\_\_\_\_

If so, specify if you are fluent in speaking and/or reading said language \_\_\_\_\_

**RECORD OF EDUCATION**

SCHOOL	NAME AND ADDRESS	COURSE OF STUDY	HIGHEST GRADE COMPLETED	DID YOU GRADUATE	LIST DIPLOMA DEGREE
High				yes/no	
College				yes/no	
Other (Specify)				yes/no	

**REFERENCES:**

Please provide three (3) persons, other than relatives, who are familiar with your character, job qualification and work performance to provide information about you (be sure to include complete address and phone number of references) in writing.

**PERSONAL REFERENCES – (No Relatives)**

	NAME AND OCCUPATION	ADDRESS	PHONE NO.
1.	_____	_____	( ) _____
2.	_____	_____	( ) _____
3.	_____	_____	( ) _____

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

Start Date	End Date	Final Position Title	Final Salary	May We Contact yes/no
Employer		Last Supervisor's Name	Reason For Leaving	
Street Address, City, State, Zip Code			Phone ( )	
Position Description:				

Start Date	End Date	Final Position Title	Final Salary	May We Contact yes/no
Employer		Last Supervisor's Name	Reason For Leaving	
Street Address, City, State, Zip Code			Phone ( )	

Position Description:

Start Date	End Date	Final Position Title	Final Salary	May We Contact yes/no
Employer		Last Supervisor's Name	Reason For Leaving	
Street Address, City, State, Zip Code			Phone ( )	
Position Description:				

Start Date	End Date	Final Position Title	Final Salary	May We Contact yes/no
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Position Description:				

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Street Address, City, State, Zip Code			Phone ( )	
Position Description:				



**AUTHORIZATION FOR RELEASE OF INFORMATION**  
**SOUTHINGTON BACKGROUND CHECK**

I, \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records or any part thereof, concerning myself, by and to the Southington Fire Department, or Southington Police Department, whether said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, employment and pre-employment records, including background reports, complaints or grievances filed by or against me, records of complaints, arrest, trial and/or conviction of alleged or actual violations of the law, including criminal and/or traffic records; records of complaints of a civil nature made by or against me, wheresoever located, and to include the records and recollections of attorneys-at-law or of other counsel, whether representing me or another person in any case in which I presently have or have had an interest.

It is the intent of this authorization to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the Southington Fire Department to consider in determining my suitability for employment with the Town. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically enumerated above are not intended to deny access to any records not specifically mentioned herein.

I understand that any information obtained by the personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Southington Fire Department.

A photocopy of this release will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

DOB: \_\_\_\_\_

SS #: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF CONNECTICUT  
TOWN OF SOUTHTON  
COUNTY OF HARTFORD

I, \_\_\_\_\_, being duly sworn, depose and say that I am the person named in this application. I personally read and printed by hand answers to each and every question therein and I do solemnly swear that the preceding information is accurate and truthful to the best of my knowledge and belief. If investigation should disclose any willful misrepresentation or falsification, I am aware that my application will be rejected and/or such misrepresentations will be considered cause for my dismissal in the event such misrepresentations are not discovered prior to my being hired.

Furthermore, I hereby authorize the Fire Chief or his agents to investigate and verify any information I have provided in this application.

**After an offer of employment**, I understand and agree to submit to a physical examination, which includes drug and alcohol testing, to determine if I am physically able to perform the essential job functions of the position for which I have applied and to submit to the Fire Chief the following:

- (1) One photo copy of my birth certificate.
- (2) One photo copy of my high school diploma or equivalency certificate.
- (3) One photo copy of my current Connecticut operator driver's license.
- (4) One photo copy of my Social Security card.
- (5) A signed Memorandum of Agreement (Form E1)

\_\_\_\_\_  
(Signature)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Notary Public of Commissioner of Deeds)