
Title: Hiring Process for New Firefighter
Candidates

Date Issued: March 22, 2001
Date Last Revised: May 5, 2010
Revision Number: 1
Total Pages: 6

Purpose:

To establish a standard procedure and testing process for the hiring of new full-time and part-time firefighters within the Operations Division of the Fire & EMS Department.

Scope:

This policy is designed to outline the required procedures and testing process which leads to creating an eligibility list for both full-time and part-time firefighter candidates within the Operations Division of the Fire & EMS Department. The procedures outlined in this document are governed in part by federal and state law, the City of Martinsville Employee Manual, Chapter II – Employment Provisions and department standard administrative guidelines (SAG).

General:

These testing and hiring procedures are designed to meet the requirements of the Fire & EMS Department and assist in identifying qualified firefighter candidates. Candidates for the positions of full-time and part-time firefighter must meet the minimum requirements as listed in this SAG.

The eligibility lists created from this process will remain in effect for a period of twelve months from the date of final completion of the testing process.

I. Hiring Process: *(Quoted from City of Martinsville Employee Manual, Chapter II)*

- A. The City Human Resources Office develops and maintains effective recruitment procedures that attract candidates who are representative of the community and who possess the education, skills and abilities to meet the current and future needs of the City.
- B. When a position is to be filled from outside of the department, the department director will notify the Human Resources Office of the need to advertise the position and seek qualified applicants for employment.
- C. The job opportunity/announcement is publicized in a designated area of each City department and other locations that are available to the general public, and includes

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the minimum requirements, range of pay, normal working hours, and application deadline.

- D. After the closing date, qualified internal and external candidates will be considered. Applications of individuals who possess at least the minimum qualifications shall be referred to the department director for consideration. Once a hiring decision is made, applicants who were not selected for the position will be notified.

II. Minimum Qualifications:

- A. Only those applicants who possess the minimum qualifications for the positions of full-time and part-time firefighter will be considered for the process. Each application shall be reviewed and those individuals who meet the minimum qualifications will be invited to participate in the testing process.
- B. The minimum qualifications are as follows:
 - 1. Successfully completed the Virginia Department of Fire Programs, Firefighter II course and awarded certification.
 - 2. Successfully completed the Virginia Office of EMS, Emergency Medical Technician – Basic course and awarded certification.
 - 3. Graduation from an accredited high school, or equivalent.
 - 4. Be twenty-one (21) years of age at the time of testing.
 - 5. Applicants must possess a valid Virginia Driver's license.
 - 6. Satisfactorily complete an employment and background investigation.

III. Candidate Testing Process:

- A. Written Test:
 - 1. Each candidate must pass a written exam, with a passing score of 70%.
 - 2. The written exam will consist of two (2) sections with the following weights:
 - a. Firefighter (50%) – Test questions will be multiple choice and true/false, with questions coming from IFSTA Essentials of Fire Fighting, Fifth Edition.
 - b. EMT-Basic (50%) – Test questions will be multiple choice and true/false, with questions from BRADY Emergency Care, Tenth Edition.
- B. Physical Ability Test:
 - 1. Each candidate must successfully complete the entire physical ability test within the established time limits listed for each event.

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2. The physical ability test is based on skills and physical abilities that are considered essential to fire and emergency medical service responders. The basic elements of this test have been given in this department since 1975 with revisions made as deemed necessary to insure validity.

3. The physical ability test will consist of three (3) timed events, as follows:

a. Event 1 – Aerial Ladder Climb:

A seventy-five (75) foot aerial ladder will be set at a seventy (70) degree angle. Climbing in a continuous movement, the candidate will climb the length of the ladder, past the safety step and into the nozzle operator's position, fasten the safety belt clip onto the ladder and raise their hands outward. The candidate will then spot the evaluator, standing with the belay man, and read aloud a two (2) digit number that is written on a letter sized sheet of paper. Then unfasten the safety belt clip and climb back down the ladder. Time will start when the candidate places one foot on a rung of the ladder and will stop when both feet touch the turntable. There is a ten (10) minute time limit for this event.

The candidate will then remove their safety harness and will be escorted to the second event. Each candidate will have two (2) minutes to rest and prepare for the next event.

b. Event 2 – Fire Ground Evolution:

Tool Carry: The Candidate will remove, one at a time, a chain saw and a K12 saw from the apparatus and turn and walk twenty-five (25) feet out to a cone and back to the apparatus. The candidate will cross the provided balance beam on the trip to the cone and back to the apparatus. The candidate will then place the saws, one at a time, back on the apparatus. While on the balance beam, if any part of the candidate should touch the ground, the candidate must restart this station. Upon completion of this station the candidate will immediately walk to the next station.

Chopping Simulator: The candidate will step onto the chopping simulator, and using the hammer provided, strike the weight as many times as necessary to move the weight the distance of the sled. Once the evaluator informs the candidate to stop, the candidate must place his hammer back into the tool drop. A penalty of one (1) minute will be assessed if the tool is dropped or not placed back into the tool drop. Upon completion of this task the candidate will immediately walk to the next station.

Hydrant Evolution: In no particular order, the candidate will remove two (2) 2 ½ inch hydrant caps, the steamer cap then reconnect one (1) of the 2 ½ inch caps and the steamer cap, then properly connect the hose provided to the hydrant,

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connect the two sections of hose together and connect the nozzle at appropriate end. Following completion of the hose connection, the hydrant will be opened completely, counting aloud each revolution, and the charged line will be moved to a point past the hydrant. If at any time a hose should come uncoupled or a hydrant cap fall off, the candidate must shut down the hydrant and fix any problem before continuing. Upon completion of this task the candidate will immediately walk to the next station.

Mannequin Drag: The candidate must move a rescue mannequin from its location through the burn building and out the designated door. All of the mannequin must be past the threshold of the door before the candidate can continue to the next event. Upon completion of this task the candidate will immediately walk to the next station.

Forcible Entry Simulator: The candidate will pick up the appropriate tool from the tool drop and gain entry through a designated door using appropriate forcible entry techniques. The tool will then be placed in the tool drop. A penalty of one (1) minute will be assessed if the tool is dropped or not placed back into the tool drop. Upon completion of this task the candidate will immediately walk to the next station.

Fan Hoist & Hang: The candidate will pick up a designated fan and hoist it to a bar located seventy-two (72) inches above the floor within a doorway. The candidate will then remove both hands from the fan and upon the evaluators signal remove the fan and place in back in its original location. A penalty of one (1) minute will be assessed if the fan is dropped or not placed back in its original location. Upon completion of this task the candidate will immediately walk to the next station.

High-Rise Evolution: The candidate will pick up and carry one (1) folded section of 2 ½ inch hose and walk to the third floor touching every step. The hand rail should be used at all times.

High-Rise Hose Hoist: Upon arrival at the third floor, the candidate will set the folded section of 2 ½ inch hose down in a designated area. The candidate will then hoist a rolled section of 2 ½ inch hose using the hand over hand method and place it in the appropriate location.

The candidate will then pick up the original folded section of 2 ½ inch hose and walk to the fifth floor touching every step. The candidate will place both feet in a designated area and then will walk back down to the third floor touching every step.

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High-Rise Lowering: Upon arrival at the third floor, the candidate will set the folded section of 2 ½ inch hose down in the designated area. The candidate will then pick up the hose roll that was hoisted earlier and lower it back to the ground using the hand over hand method. At no time will the candidate allow the rope to freely slide through his hands. If the hose roll should fall uncontrolled more than ten (10) feet towards the ground, a penalty of five (5) minutes will assessed.

The candidate will then pick up the folded section of 2 ½ inch hose and continue walking down the steps, making sure to touch every step. Once both of the candidates' feet are off the steps the time will stop. There is a twenty (20) minute time limit for this event.

The candidate will then be escorted to the third event. Each candidate will have two (2) minutes to rest and prepare for the final event.

c. Event 3 – Confined Space Evolution:

The candidate will enter into the confined space maze at a given location. The candidate will then crawl through the trailer going over, under or around any obstacles that they may encounter. The candidate will exit the maze at a given location. Time will start when the entire candidate has entered the maze and time will stop when the entire candidate has exited the maze. There is a ten (10) minute time limit for this event.

This will conclude the testing process.

IV. Candidate Selection:

- A. After the candidate testing process has been completed, candidates will be ranked according to their scores on the written and physical ability test.
- B. The Fire Chief, or his designee, along with a panel of department Officers will review the test results and interview the top ranked candidates.
- C. A candidate that is selected for employment will be presented with a conditional offer of employment. The conditional offer of employment allows the candidate to continue the hiring process. Neither the conditional offer of employment nor the completion of the remaining hiring procedures implies or ensures that a formal offer of employment will follow.
- D. Upon selection by the Fire Chief, or his designee, selected candidates must successfully complete a comprehensive medical examination and drug screening, at the City's expense.

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- E. All new employees within the Operations Division of the Fire & EMS Department will serve a probationary period of twelve (12) months. After successful completion of the probationary period the employee's status will be changed from probationary to active employee.
- F. Copies of current job descriptions will be maintained by the City and be available at the administrative offices of both the Fire & EMS Department and Human Resources Departments.