

Loveland Fire Rescue Authority



July 2015

Apprentice Part Time Firefighter Information Packet

The Loveland Fire Rescue Authority will accept applications in order to create an eligibility list for the position of Apprentice Part-Time Firefighter. ***The application period will open on July 10, 2015 and close at 4:30 P.M. MDT on July 24, 2015. All application materials and documentation must be received by this deadline and the application must be fully completed. Applications are completed and electronically submitted online.*** Refer to the City of Loveland home page at <http://www.cityofloveland.org/index.aspx?page=138>, select the Departments tab, select the Fire Rescue page, and select Career Opportunities with LFRA for further details about the requirements and any instructions for the upcoming hiring process.

- Candidates that successfully pass the testing process shall be retained on an eligibility list that may last up to one (1) year. However, the fire chief has the discretion to discard the list at any time and restart the process.
- LFRA works a modified Berkley or three days on/four days off schedule. The Berkley shift schedule employs three shifts to provide 24/7 coverage. A set of shifts consists of three, 24-hour days (day on, day off, day on, day off, day on, four days off) working a total of ten shifts per month. A part time firefighter is required to split their monthly shifts with another part time firefighter assigned to the same company and shift. Accordingly, you may have to work holidays and weekends depending on how the shifts are split between you and your counterpart. Candidates who are unable to adjust their schedule (family, other work, life, etc.) to meet LFRA shift requirements need not apply.
- Part time firefighters are assigned to either A, B, or C Shift on Engine 2 or Engine 6.
- LFRA works from 0730-0730; however, all personnel must be in uniform with their gear on the apparatus by 0720. Part time firefighters are not permitted to trade shifts.
- Firefighters spend a large amount of time training, performing fire prevention activities, cleaning and maintaining equipment, apparatus and station living quarters.
- Firefighters may be directly exposed to dangerous situations and are expected to follow orders and perform assigned duties.
- Firefighters are expected to follow and abide by the rules, regulations, policies, and procedures of the Fire Authority and City of Loveland.
- Firefighters are expected to treat the public with compassion, courtesy, and respect as well as their colleagues and peers.
- Candidates must meet or exceed established standards through a comprehensive testing and pre-employment process.

- Candidates will be considered for an interview after:
 - 1) Successfully completing and passing the required Candidate Physical Ability Test (CPAT) and the written National Testing Network Fire Team test. The CPAT must be valid and current and the candidate must have a minimum 80% composite score on the Fire Team test. The Fire Team test must be valid within one year of the application date.
 - 2) All required materials must be electronically submitted through the City of Loveland job application website (**refer to Application Checklist**). This must be submitted **BEFORE** the application deadline to the City of Loveland Human Resources Department job application website (**refer to Hiring Process Steps**).
 - 3) All applications will be screened to ensure that the minimum requirements have been met including a current CPAT license and Fire Team test.
 - 4) If a conditional job offer is made then the candidate will be required to pass a background check, physical examination, and drug screening test prior to hire.
 - 5) Successful candidates that pass the items outlined above and are hired will then be required to go through a short LFRA indoctrination academy.
- Candidates who are not selected for employment are eligible for future consideration if the minimum LFRA requirements have been met.

Self-Evaluation

*Consider the following questions before you apply.
Do not include your answers with the application packet.*

- 1) Am I physically fit? This includes cardiovascular, flexibility, strength and endurance.
- 2) Do I enjoy working on a team? Have I been part of a successful team? Can I work in a team environment?
- 3) Can I work at heights above six feet and can I comfortably work from ladders?
- 4) Can I follow instructions in an effective, efficient, and quick manner?
- 5) Am I interested in responding to emergency medical incidents and would I be comfortable with this?
- 6) Am I flexible and adaptable?

- 7) Can I think clearly amid chaos, friction, uncertainty, and stress?
- 8) Do I recognize the inherent risk of the fire service?
- 9) Do I understand the time commitment and how the LFRA part time firefighter schedule works?
- 10) Can I cope with and still function appropriately when dealing with trauma, death, and unpleasant situations?

Hiring Process Steps

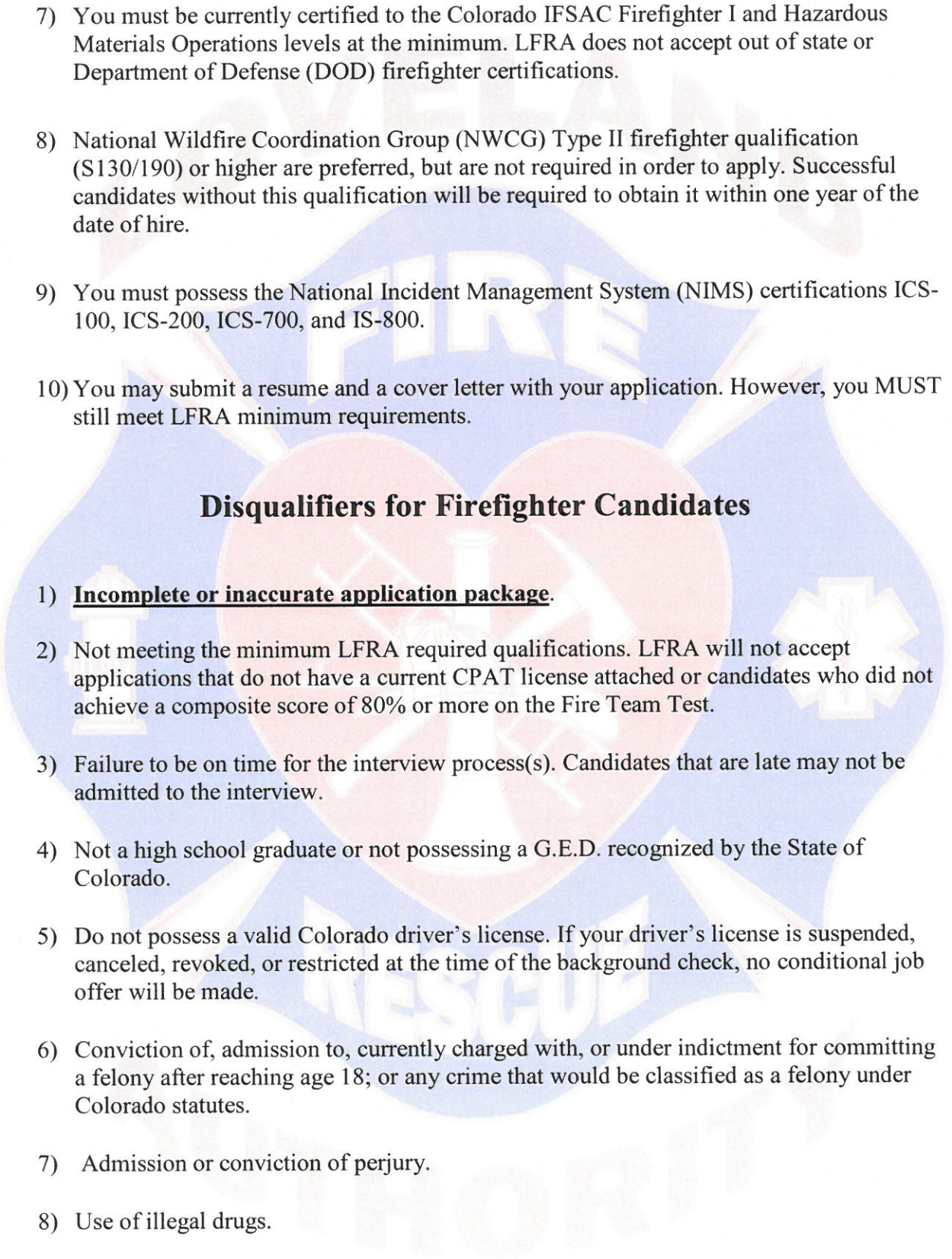
- 1) Step Numbers 2-4 **MUST** be completed **on or before** the application deadline to be considered for an invitation to the oral boards.
- 2) See the **Application Checklist** on page 8 of this packet for the list of documents that **MUST** be submitted with the application at the City of Loveland website: <http://www.cityofloveland.org/index.aspx?page=1376>. The application and documentation must be received on or before the deadline in order to be evaluated. ****Important:*** candidates **MUST** have **Colorado Firefighter Certifications** and a **Colorado EMT-B** State certification. Out of state and Department of Defense (DOD) firefighter certifications and EMT-B National Registry **WILL NOT** be accepted.
- 3) If a candidate does not hold a valid and current license for the CPAT then it is the individual's responsibility to register for the test. For more information on upcoming local CPAT testing dates contact Aims Community College in Greeley or Pikes Peak Community College in Colorado Springs. See the Loveland Fire Rescue Authority home page, Career Opportunities tab, or follow the link <http://www.cityofloveland.org/index.aspx?page=138> for contact information.
- 4) Candidates must register for the **Fire Team Test through the National Testing Network (NTN)** and select Loveland Fire Rescue Authority in order for the scores to be submitted to our agency. This must be completed on or before the application deadline. Individuals are required to have a minimum composite score of 80% and the test must be valid within one year of the date of application in order to be considered for an interview. Candidates are encouraged to purchase and take the practice exams on the NTN website, but are not required to do so by LFRA. The Loveland Fire Rescue Authority DOES NOT schedule or administer the Fire Team test. It is the responsibility of the individual to handle this matter through the NTN at: <https://nationaltestingnetwork.com/publicsafetyjobs/index.cfm>
- 5) When the application period has closed LFRA will review all applications to ensure that the individual has met our minimum requirements. Also, LFRA still has a small cadre of reserve firefighters and those individuals that meet the requirements will be interviewed as a matter

of courtesy for serving LFRA and our citizens. However, this does not guarantee their employment with LFRA as an apprentice part time firefighter as they too must successfully complete the interview process.

- 6) Only the top 16 candidates will be invited to the interview process. The first panel will be made up of a firefighter, engineer, lieutenant, captain, and a representative of the City of Loveland Human Resources Department. Out of these 16 individuals, only the top scoring candidates will move forward to the final chief's panel if there is a vacancy at the time of testing.
- 7) The successful candidate(s) will receive a conditional job offer and must pass the below listed items in order to be hired:
 - a. Medical examination including drug screening.
 - b. Background investigation to ascertain criminal history, employment and personal reference checks, and motor vehicle reports.
 - c. Mandatory participation in a short LFRA indoctrination academy.

CANDIDATE PERTINENT INFORMATION

- 1) You must be eligible to work in the United States of America.
- 2) You must be able to read, write, speak, understand, and otherwise communicate in the English language.
- 3) You should be in excellent physical condition and you must maintain physical fitness throughout employment.
- 4) You must possess and maintain a valid Colorado driver's license to apply for this position.
- 5) You must have a high school diploma or equivalent G.E.D. certificate that is recognized by the State of Colorado.
- 6) You must be currently certified as an EMT-B in Colorado at the time of application and have a nationally recognized CPR/AED certification.
 - a. NOTE: All certifications must be up-to-date and will not expire for at least six months after the date of hire. LFRA does not accept National Registry EMT-B.

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- 7) You must be currently certified to the Colorado IFSAC Firefighter I and Hazardous Materials Operations levels at the minimum. LFRA does not accept out of state or Department of Defense (DOD) firefighter certifications.
 - 8) National Wildfire Coordination Group (NWCG) Type II firefighter qualification (S130/190) or higher are preferred, but are not required in order to apply. Successful candidates without this qualification will be required to obtain it within one year of the date of hire.
 - 9) You must possess the National Incident Management System (NIMS) certifications ICS-100, ICS-200, ICS-700, and IS-800.
 - 10) You may submit a resume and a cover letter with your application. However, you MUST still meet LFRA minimum requirements.

Disqualifiers for Firefighter Candidates

- 1) **Incomplete or inaccurate application package.**
- 2) Not meeting the minimum LFRA required qualifications. LFRA will not accept applications that do not have a current CPAT license attached or candidates who did not achieve a composite score of 80% or more on the Fire Team Test.
- 3) Failure to be on time for the interview process(s). Candidates that are late may not be admitted to the interview.
- 4) Not a high school graduate or not possessing a G.E.D. recognized by the State of Colorado.
- 5) Do not possess a valid Colorado driver's license. If your driver's license is suspended, canceled, revoked, or restricted at the time of the background check, no conditional job offer will be made.
- 6) Conviction of, admission to, currently charged with, or under indictment for committing a felony after reaching age 18; or any crime that would be classified as a felony under Colorado statutes.
- 7) Admission or conviction of perjury.
- 8) Use of illegal drugs.

- 9) Conviction of, admission to, currently charged with, or under indictment for committing DUI, DWI, DWAI, or reckless driving; and/or excessive convictions for speeding or other moving violations. LFRA and the City of Loveland reserve the right to determine what is “excessive” and will do so in the interest of the candidate, employee safety, and in consideration of the public that we serve.
- 10) Pending court case or conviction of a felony or domestic violence crime.
- 11) Dishonorable discharge or a conviction by a military court martial.

Note: an individual is considered to be convicted of an offense when an adjudication of guilt is entered against said person by the court, a plea of no contest, or a plea of guilty is entered including situations where:

- The sentence is subsequently probated and the person is discharged from probation.
- Deferred adjudication is granted.
- The person is pardoned for the offense; unless the pardon is expressly granted for subsequent proof of innocence.

The above list is not all-inclusive and does not constitute a complete and total listing of disqualifiers. Any of the acts described above, or acts not listed, will not result in automatic disqualifications, but will be carefully reviewed by the Fire Authority before offering a candidate a public position of servitude, leadership, and trust.

APPLICATION SCHEDULE

<u>Target Date</u>	<u>Task</u>
07/10/2015	Application period opens
07/24/2015	Application period closes at 4:30 P.M. MDT
08/12/2015	Top sixteen candidates will be interviewed
08/13/2015	Estimated date of conditional job offer
TBD	Actual start date and academy

PARTIAL APPLICATIONS WILL NOT BE ACCEPTED

NO APPLICATION WILL BE ACCEPTED AFTER

4:30 PM Mountain Daylight Time

July 24, 2015

****APPLICATION CHECKLIST****

- ✓ Cover letter & resume
- ✓ Completed application
- ✓ Copies of education certification and transcripts (GED, diploma, degree)
- ✓ Copy of military discharge if applicable
- ✓ Copy of **Colorado** EMT Basic or EMT Paramedic
- ✓ Copy of current CPR card
- ✓ Copy of **Colorado/IFSAC** Firefighter I or Firefighter II
- ✓ Copy of **Colorado/IFSAC** Hazmat Ops or Tech
- ✓ Copy of S-130/S-190 certificate or NWCG Red Card (preferred)

- ✓ Copy of NIMS ICS-100, 200, 700, and IS-800
- ✓ Copy of valid and current CPAT certification
- ✓ Copy of applicable additional fire and EMS certifications

*****Expired certifications of any kind will not be accepted*****

Helpful Websites

Loveland Specific/Organization

1. <http://www.cityofloveland.org/index.aspx>
2. <http://www.cityofloveland.org/index.aspx?page=135>
3. <http://www.cityofloveland.org/index.aspx?page=138>

Community Colleges

AIMS Community College

www.aims.edu/academics/fire_science/cpat/

Randy Souther

Director, Fire Science

randy.souther@aims.edu

Pikes Peak Community College

<http://ppcc.edu/app/catalog/current/fire-science-technology.htm>

Mike Ferguson

cpat@ppcc.edu

Candidate Physical Ability Test

1. <http://www.aims.edu/academics/fire-science/cpat/>
2. https://nationaltestingnetwork.com/publicsafetyjobs/cpat_info.cfm

National Testing Network

1. <https://nationaltestingnetwork.com/publicsafetyjobs/index.cfm>

If you have further questions, you may direct them to Battalion Chief Rick Davis at 970-962-2808 and leave a message. This line is not continuously monitored and it may be two to three days before the call is returned.