



**CITY OF ALLENTOWN
ANNOUNCEMENT
FEBRUARY 25, 2013**

THE FIRE CIVIL SERVICE BOARD FOR THE CITY OF ALLENTOWN IS CURRENTLY RECRUITING APPLICANTS TO ESTABLISH A FIREFIGHTER ELIGIBILITY LIST

- Title:** **FIREFIGHTER**
Department of Fire
- Requirements:** Minimum Age of 18 to Apply
Valid Driver's License
U.S. Citizen
High School Diploma or Equivalent
- Starting Salary:** \$43,609.00 annually plus excellent benefits & vacation
- Applications Available:** On our website at www.allentownpa.gov or at:
City of Allentown
Human Resources Department
435 W. Hamilton Street, Room 233
Allentown, PA 18101-1699
- Required Documents to Apply:** Completed Civil Service Firefighter Application
\$60.00 Non-Refundable Application Fee made payable to City of Allentown
No Personal Checks or Cash Accepted – only Money Orders or Certified Bank Checks
Military DD214 (only if applicable)
Attachments such as copies of driver's license, diploma, degree, resume, or certificates are not being accepted at this time. Required attachments will be requested along with the detailed application upon successful completion of the written examination.
- Application Deadline:** **Tuesday, March 26, 2013 by 4:30 p.m.**
Applications must be **received** by Human Resources by 4:30 p.m. on this deadline.
Applications received after this deadline will not be considered regardless of postmark.
- Written Exam:** **Saturday, June 1, 2013**
In order to be considered for the eligibility list, attendance at the written examination is **required**. This is the only test date and the location and time will be determined. Written test information will be mailed to all eligible applicants at least two weeks prior to the examination date.
- Study Guide:** The study guide for the written examination will be available through the testing company's website. Information regarding the study guide will be provided with the letter regarding the written examination.

Under no circumstances shall this application packet constitute a contract, an offer of employment, or the solicitation of an offer of employment. **EOE**

Rules and Regulations governing the application and hiring process for Firefighter are available in the Human Resources Department and are also available on the City's website at

<http://www.allentownpa.gov/Government/DepartmentsBureaus/HumanResources/EmploymentOpenings/tabid/110/Default.aspx>.

Applicant Copy

CITY OF ALLENTOWN

Job Analysis

Firefighter

ACTIVITIES: Full time position as firefighter working ten and fourteen hour shifts. Firefighter needs to be able to do:

- Don, wear and doff full personal protective equipment (PPE) required for the fire ground. PPE includes helmet, hood, coat, pants and boots weighing a total of ten pounds. In addition firefighter must wear a 30 pound self contained breathing apparatus. All this should be donned in 60 seconds or less.
- Carry equipment ranging from light hand tools to the rescue extraction equipment. One extraction appliance weighs 70 pounds. Also, manual dexterity is needed to operate said tools.
- Demonstrate upper body strength and mobility. This is required to lift objects over the head and for pushing and pulling and the use of tools.
- Crawl on hands and knees or duck walk for extended periods. These are usual methods of movement used at structured fires.
- Raise, climb and work off both a ground ladder and aerial device.
- Swim and/or maintain composure in water.
- Lift and drag at least 175 pounds. This may be required in rescuing downed firefighters and civilians.
- Walk several flights of steps carrying equipment of various weights to the upper floors of a building.

The above activities (except for swim) must be completed with the full PPE as described in time in the first bulleted item. A firefighter must possess the following physical capabilities:

- Dynamic strength, reaction time, explosive strength, stamina, response orientation, trunk strength, spatial orientation, oral expression, sound localization, oral comprehension, flexibility of closure, extent flexibility, gross body equilibrium, far vision, auditory attention, control precision.

TASKS:

- Position and climbs ladders to gain access to upper levels of buildings to rescue individuals from burning structures.
- Creates openings in buildings for ventilation or entrance using axe, chisel, crowbar or saws.
- Selects hose nozzle, depending upon type of fire and directs stream of water or chemicals onto fire.
- Protects property from water and smoke using water proof salvage covers, smoke ejectors and deodorizers.
- Administers first aide and cardiopulmonary resuscitation to injured persons and those overcome by fire and smoke.
- Responds to fire alarms and other calls.
- Assesses fire and situation. Reports to superior and receives instructions using two way radio.
- Establishes fire lines to prevent unauthorized persons from entering area.
- Drives and operates firefighting vehicles and equipment.

- Maintains firefighting equipment and apparatus, vehicles, hydrants and fire station.
- Participates in fire drills and demonstrations of fire fighting techniques.
- Participates in courses in hydraulics, pump operation and fire fighting techniques.
- Inspects buildings for fire hazards and compliance with fire prevention ordinances.
- Assists with fire rescue efforts.
- Conducts fire prevention activities such as lectures, demonstrations and use of fire safety hose.

EDUCATION OR TRAINING REQUIRED:

- High school diploma, eighteen week academy training. Ongoing training throughout first three years and throughout career.

MACHINES, TOOLS, EQUIPMENT USED:

- Equipment and vehicles; manual, electric and hydraulic tools for firefighting and rescue operations; papers; writing implements.

All the above referenced material is subject to change as a result of new or changing standards, laws, rules and regulations.

**FIRE CIVIL SERVICE BOARD
CITY OF ALLENTOWN, PENNSYLVANIA
AN EQUAL OPPORTUNITY EMPLOYER
APPLICATION FOR FIREFIGHTER WRITTEN EXAMINATION**

Attach and submit a \$60.00 non-refundable Money Order or Certified Bank Check (no personal checks or cash accepted) made payable to the City of Allentown along with this written examination application.

Completed applications and fee must be returned either by mail or hand-delivered to the following address:
City of Allentown
Human Resources Department
435 W. Hamilton Street, Room 233
Allentown, PA 18101-1699

Any applicant found not to meet the general requirements during any phase of the entry level selection procedures will be immediately disqualified. The applicant will be notified in writing.

General Qualifications for Applicants

- 1. Are you at least 18 years of age or older? Yes No
- 2. Do you now possess a current valid driver's license? Yes No
- 3. Do you possess a high school diploma or certified equivalent? Yes No
- 4. Are you claiming veteran's preference? Yes No

a.) **If yes**, please attach a copy of a non-returnable copy of a DD214 to this application.

- 5. Are you a U.S. citizen? Yes No

Please note that the only attachment to the application that will be accepted at this time is a military DD214.

Attachments such as copies of driver's license, diploma, degree, resume, or certificates are not being accepted at this time. Required attachments will be requested along with the detailed application upon successful completion of the written exam.

1. NAME _____
First Middle Initial Last

2. ADDRESS _____
Street City State Zip Code

3. TELEPHONE NUMBER _____

4. MOBILE OR ALTERNATE TELEPHONE NUMBER _____

5. SOCIAL SECURITY NUMBER _____

6. E-MAIL ADDRESS _____



CITY OF ALLENTOWN

EQUAL EMPLOYMENT OPPORTUNITY DATA

The City of Allentown has a moral and legal commitment to provide equal employment opportunity and nondiscrimination in employment policies and practices on the basis of race, color, religion, sex, gender identity, sexual orientation, veterans status, political opinions or affiliations, lawful activity in any employee organization, national origin, age, disability, marital status, use of support animals because of physical disability of any individual or independent contractor, or because the user is a handler or trainer of support or guide animals. We are also required to make periodic reports based on these categories and are in violation of the law if we do not make such reports; therefore, we ask that you fill in the information requested below.

This information will not be used in any way to evaluate qualifications for employment or job performance. It will be used for statistical purposes only and will be kept in a confidential file separate from the attached application for employment. **Please note that completion of this form is not mandatory.**

Thank you for your help in this matter.

Please check where applicable (see other side for explanation of categories).

- | | |
|---|--|
| <input type="checkbox"/> White (Non-Hispanic or Latino) | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Black (Non-Hispanic or Latino) | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Handicapped or Disabled |

Sex: Male
 Female

Date of Birth: _____
Age: _____

Are you a Veteran? Yes No

Are you a Disabled Veteran? Yes No

If yes, what is your VA disability rating? _____%

There are no clear-cut scientific definitions of race that can be used for these categories. For these reporting purposes, a person may be included in the group to which she or he appears to belong, identifies with, or is regarded in the community as belonging to; however, no person should check more than one race/ethnic category. General definitions are as follows:

- a. The category "White" (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b. The category "Black" (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- c. The category "Hispanic": All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d. The category "Asian or Pacific Islander": All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, this area includes China, Japan, Korea, the Philippine Islands, and Samoa.
- e. The category "American Indian or Alaskan Native": All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

The definition to be used for "Handicapped or Disabled" is:

"A person with a handicap or disability is any person who has a physical or mental impairment which substantially limits one or more of the person's major life activities, who has a record of such impairment, or who is regarded as having such an impairment."