



## CITY OF ALLENTOWN ANNOUNCEMENT

THE CITY OF ALLENTOWN IS RECRUITING APPLICANTS  
TO ESTABLISH A FIREFIGHTER ELIGIBILITY LIST

**TITLE:**

**FIREFIGHTER**

Department of Fire

**REQUIREMENTS:**

- Be a citizen of the United States
- Be at least 18 years old when he/she files an application
- Possess a high school diploma or a graduate equivalency diploma
- Possess a valid motor vehicle operator's license prior to appointment
- No residency requirement to apply or be hired

**SALARY:**

\$46,265.00 per year with excellent benefits and vacation

**HOW TO APPLY:**

On our website at [www.allentownpa.gov](http://www.allentownpa.gov) or in-person at:  
City of Allentown – City Hall  
Human Resources Department  
435 W. Hamilton Street, Room 233  
Allentown, PA 18101-1699

**Required Documents for Submission:**

- Completed Civil Service Firefighter Application
- ***Non-refundable application fee of \$60.00 must be returned with the application. Only certified bank checks or money orders will be accepted, NO personal checks or cash.***
- Military DD214, if applicable
- Note: No other documents will be accepted at this time. This includes driver's license, diploma, degree, resume, or certificates. Additional documentation will be requested along with the detailed applications upon successful completion of the written examination.

**DUE DATE:**

Applications must be received by Human Resources no later than Thursday, September 3, 2015, at 4:30 p.m. **Applications received after the deadline will not be considered, no matter when post marked.**

**WRITTEN EXAM:**

**Saturday, November 7, 2015** – 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 physical fitness test.

The Civil Service Board Rules regarding hiring procedures are available in the Human Resources Office or on the City's website ([www.allentownpa.gov](http://www.allentownpa.gov)).

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

# 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.*







## 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 Date of Birth: \_\_\_\_\_

Female 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."