CITY OF ALLENTOWN
ANNOUNCEMENT
FEBRUARY 14, 2011

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
Job Description Attached

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 Hamilton Street, Room 233
Allentown, PA 18101-1699

Required Documents:

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 (if applicable)

Application Deadline:

Tuesday, March 15, 2011 at 4:30 PM
Applications must be **received** by Human Resources by 4:30 p.m. on this deadline. **Applications received after this deadline will not be considered, no matter when postmarked.**

Written Exam:

Saturday, April 9, 2011
In order to be considered for the eligibility list, attendance at the written examination is required. Location and time to be determined. Correspondence will be mailed to the applicant's address with details of the examination two weeks prior to the test.

Study Guide:

The study guide will be available through the testing company's website. Information regarding the study guide will be provided upon receipt of completed application.

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 can be found on the City's website at www.allentownpa.gov.

APPENDIX A

DUE DATE:
TUESDAY, MARCH 15, 2011 at 4:30 p.m.

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 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 copy of a non-returnable copy of a DD214 to this application.
5. Are you a U.S. Citizen? Yes ❑ No ❑

Please note that upon further testing after the written examination, you will need to provide Human Resources with the appropriate supporting documentation of the aforementioned items.

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 _____

AUTHORIZATION AND CONSENT FOR RELEASE OF PERSONAL INFORMATION

As part of a normal procedure for processing applications, The Allentown Fire Department conducts background checks on potential employees. In order to continue the application process, a signed authorization and consent for release of personal information form is required.

I, _____, hereby authorize The Allentown Fire Department, and/or its agents to fully investigate my background, which I understand may include information regarding my references, character, past employment, education, credit history, driving record, criminal or fire records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the time of my service with The Allentown Fire Department.

I hereby authorize and request any prior or present employer, law enforcement agency, credit investigation agency, financial institution, banks, lending company, credit card company, educational institution or other individuals or entities having personal data about me to furnish The Allentown Fire Department or any of The Allentown Fire Department's agents, with any and all records, files and other information (including fire records and juvenile records) in their possession with respect to me, in connection with my application for employment with The Allentown Fire Department.

Further, I hereby release from any and all liability and hold harmless all persons, institutions, or corporations supplying this information to The Allentown Fire Department, and release from any and all liability and hold harmless The Allentown Fire Department and its agents, from receiving and using such information. Upon written request from me, the City, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I understand and acknowledge that this Authorization is not an express or implied contract of employment nor shall it be interpreted as such.

The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge. I also knowledge that a facsimile (FAX) or photographic copy of this Release Agreement is an effective as the original:

This Release Authorization is valid for one (1) year from the date set forth below.

Applicant Signature: _____ Today's Date: _____

Printed Name: _____
First Middle Last

Street Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____-_____-_____ Date of Birth: _____

Maiden Name: _____ Other last names used: _____

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.

Thank you for your help in this matter.

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

- ❑ White (Non-Hispanic)
- ❑ Black (Non-Hispanic)
- ❑ Hispanic
- ❑ Asian or Pacific Islander
- ❑ American Indian or Alaskan Native
- ❑ 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."

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.