

# McAlester Fire Recruit

**PLEASE RETURN the following to the Human Resources office:**

- Job Application
- Copy of High School Diploma or Equivalency
- Copy of Driver's License
- Waiver and Release Form

**NOTE: Failure to attach the above requirements will result in application not being processed.**

# **MCALESTER FIRE DEPARTMENT**

## **APPLICANT SELECTION PROCESS**

- Step 1. City of McAlester Employment Application completed with all documents and information.
- Step 2. Preliminary Review by the City of McAlester Human Resources Office and Fire Administration.
- Step 3. Physical Agility Test – Applicant must pass all portions to continue.
- Step 4. Written Exam.
- Step 5. Oral Interview with Fire Administration.
- Step 6. Background Investigation.
- Step 7. Interview with Fire Chief.
- Step 8. Physical - Oklahoma Fire Fighters Pension System.

**An eligibility list will be established and will be good for one year from the date of testing.**

# **ATTENTION**

**All applicants for the Fire Recruit position will be required to successfully complete a Minimum Physical Performance Test/Agility.**

The required six (6) functions are outlined below:

Each applicant must complete and sign the "Waiver and Release" form and attach to your application.

## **The physical agility test shall consist of:**

1. Running 1 ½ miles within 13 minutes.
2. Perform 35 bent-knee sit-ups within 2 minutes.
3. Perform 25 standard push-ups.
4. The candidate, given a beam secured to a level floor and measuring 20 ft. (6 m) long by 3 to 4 in. (76 to 102 mm) wide, and given a length of fire hose weighing at least 20 lbs. (9 kg.) shall walk the length of the beam, carrying the length of hose, without falling off, or stepping off the beam.
5. The candidate, given a weight of 125 lbs. (57 kg.) shall lift the weight from the floor and carry the weight 100 ft. (305 m) without stopping.
6. The candidate, starting from an erect position with feet apart, the distance approximately shoulder width, shall move a 15 lb. (7 kg.) weight in the following manner: Bend over, grasp the weight with both hands while it is a point on the floor between the feet, and lift weight to waist level, then place the weight on the floor approximately 12 in. (305 mm) outside the left foot, and without letting go, raise the weight to waist level and touch it to the floor about 12 in. (305 mm) outside the right foot. The weight shall then be moved alternately in this fashion from left foot, to waist level, to right; right to waist level to left until it has been moved 7 times in each direction with the total horizontal distance of travel being at least 21 in. (610 mm) more than the space between the feet for each of the 14 moves. This shall be done in less than 35 seconds.

# CITY OF MCALESTER

## JOB DESCRIPTION

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<b>Job Title:</b>	Fire Recruit
<b>Classification Pay Scale:</b>	F9-1
<b>Job Type:</b>	Full-Time

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### Job Description

A McAlester Firefighter Recruit is a probationary employee who is in the process of obtaining the necessary skills through training and on-the-job training experience to become a **FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN**.

The position of **FIRE RECRUIT** will be under the general supervision of a Fire Captain. The **FIREFIGHTER RECRUIT** will be assigned to one of the four existing fire stations. **FIREFIGHTER RECRUIT** will perform individually and as a member of a firefighting team. The suppression activities including, but not limited to, firefighting, rescue, emergency medical service, ventilation, forcible entry, salvage and overhaul. The **FIREFIGHTER RECRUIT** will participate in all classroom or drill grounds activities of training, attend the **BASIC FIREFIGHTING ACADEMY**, enroll in and complete the **E.M.T. BASIC COURSE** and obtain the State and National licensing.

### **Job Duties:**

#### Essential Job Functions:

- Performs firefighting duties such as combating, extinguishing and preventing fires.
- Answering emergency calls with an engine, ladder, or miscellaneous vehicles.
- Lays and connects hoses, direct water onto burning structures, raises and climbs ladders.
- Uses other firefighting techniques such as ventilating burning buildings (chopping holes in floors or roofs)
- Administers first aid to injured persons.
- Performs salvage operations.
- Inspects assigned district to assure knowledge of access, fire hazards, etc.
- Trains for, and participates in the protection of life and property by firefighting and rescue activities.
- Participates in fire drills and attends training classes in firefighting, first aid and related subjects.
- Handles routine custodial maintenance of the fire department equipment (such as oxygen breathing equipment, resuscitation equipment, etc.) apparatus and quarters.

### **Job Requirements:**

- High School diploma or equivalent.
- Ability to learn and teach.
- Ability to work safely alone or as a team member.
- Ability to communicate both orally and in writing.
- Ability to communicate with the public.
- Ability to conform to uniform appearance codes, rules and policy.
- Ability to work irregular hours and return to work immediately upon notification.
- Ability to drive and hold a valid Oklahoma driver's license.
- Ability to work while wearing personal safety equipment.

- Ability to work under abnormal environmental conditions.
- Ability to use mechanical and motor-powered tools.
- Ability to continue and complete tasks under severe traumatic situations.
- Ability to move, lift or drag heavy objects while in extremely hazardous situations.
- Ability to react immediately from a passive state to a mentally and physically demanding situation.
- Ability to recognize and react to hazardous situations without the guidance of others.
- Must be able to pass the Oklahoma Fire Pension and Retirement Systems medical standards, and have the ability to become state certified.

#### **Supplemental Information:**

##### Environmental Factors and Conditions/Physical Requirements:

- Operates as a member of a team and independently at incidents of uncertain duration.
- Spend extensive time outside exposed to the elements.
- Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 Degree F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body cooling mechanisms.
- Experience frequent transition from hot to cold and from humid to dry atmospheres.
- Work in wet, icy, or muddy areas.
- Performs a variety of tasks on slippery, hazardous surfaces such as on roof tops or from ladders.
- Work in areas where sustaining traumatic or thermal injuries is possible.

#### **Americans with Disabilities Act Compliance**

The City of McAlester is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.



**Oklahoma Firefighters Pension and Retirement System**

4545 N. Lincoln Blvd., Suite 265  
Oklahoma City, Oklahoma 73105-3407  
1-800-525-7461 · (405) 522-4600 · Fax (405) 522-4643  
www.okfirepen.state.ok.us



**WAIVER AND RELEASE**

I, \_\_\_\_\_, having filed an application to participate in examinations to be held for the position of an eligible Firefighter for the \_\_\_\_\_ Fire Department and participation in the Oklahoma Firefighters Pension and Retirement System. Having been advised that as part of these examinations, it will be necessary for me to demonstrate my strength, endurance, and physical ability in a series of tests, do hereby and in consideration of the City or Fire Protection District of \_\_\_\_\_, Oklahoma, having permitted me to participate in the Department of the City of \_\_\_\_\_, and the Oklahoma Firefighters Pension and Retirement System, do release these entities from any and all claims whatsoever which might occur or arise as a result of any injury or damage that I may sustain as a result of participating in such examinations. I make this release for myself, my heirs, executors, and administrators and do hereby release the participating employer, local pension board, and the Oklahoma Firefighters Pension and Retirement System as well as it's employees or agents from any or all liability for damages incurred as a result of these tests.

( Applicant writes in his/her own hand: "I certify that I have read the foregoing Waiver and Release and understand it's provisions.")

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

SS:# \_\_\_\_\_

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NOTE: Applicant must read, write the "statement" legibly, and sign, in order to participate in the PHYSICAL PERFORMANCE/ AGILITY TEST.

**PHYSICIAN RELEASE**

I, \_\_\_\_\_, do certify that I am a physician, duly licensed by the laws of the State of Oklahoma, and that as such, I have examined the applicant and reviewed the physical performance/agility test, and find applicant (to be/ not to be) physically able to perform said physical performance/agility test.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Physician

NOTE: Although the physician's release is optional, applicant is strongly advised to obtain said release.

**CITY OF MCALESTER**28 E. Washington Ave, McAlester, Oklahoma 74501  
(918) 423-9300

For Official use Only

date received: \_\_\_\_\_, 20\_\_\_\_ received by: \_\_\_\_\_

**FIRE RECRUIT EMPLOYMENT APPLICATION**

An Equal Opportunity Employer

The City of McAlester is an Equal Opportunity Employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation should notify a City of McAlester HR Staff member. A paper copy will remain in the HR office up to 10 days after the position is filled and up to one year in an electronic format.

**APPLICANT INFORMATION****SECTION 1**Name: \_\_\_\_\_ Other names used: \_\_\_\_\_  
Last First MiddleCurrent Address: \_\_\_\_\_  
Street Apt # City State ZipHome Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Preferred Contact Method: Home Cell Email

Email address: \_\_\_\_\_@\_\_\_\_\_.

**EMPLOYMENT POSITIONS****SECTION 2**

Position[s] Applying for: \_\_\_\_\_

Are you applying for: Regular full-time work?  Y or  N Regular part-time work?  Y or  NWhat days are you available for work? Sun Mon Tue Wed Thu Fri Sat**PERSONAL INFORMATION****SECTION 3**Have you worked for the City before?  Y or  N If yes, please explain (include date): \_\_\_\_\_Do you have any friends, relatives, or acquaintances working here?  Y or  N If yes, state name & relationship: \_\_\_\_\_**IF HIRED:**1. Do you have transportation to/from work?  Y or  N2. Are you over the age of 18?  Y or  N3. Can you present evidence of your U.S. citizenship/proof of your legal right to work in the United States?  Y or  N4. Are you willing to submit to and pass: a controlled substance test?  Y  N a physical capacity profile exam?  Y  NAre you able to perform the essential functions of the job, either with / without reasonable accommodation?  Y or  N If no, describe the functions

that cannot be performed: \_\_\_\_\_

The City complies with ADA and reasonable accommodation measures necessary for eligible applicants/employees to perform essential functions).

Have you ever been charged or convicted of a criminal offense (felony or misdemeanor)?  Y or  N If yes, please describe the crime(s), date, and County/State of offense and disposition of the case. \_\_\_\_\_

No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date, nature, significant details that affect the description of the event, surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.

**EDUCATION, TRAINING AND EXPERIENCE - Mandatory HS/GED Minimum Requirement -****SECTION 4**

High School Name: \_\_\_\_\_ City/State: \_\_\_\_\_ Graduate? [ ] Y [ ] N Degree/Diploma: \_\_\_\_\_

Highest Level College/University: \_\_\_\_\_ City/State: \_\_\_\_\_ Graduate? [ ] Y [ ] N Degree/Diploma: \_\_\_\_\_

Career Tech: \_\_\_\_\_ City/State: \_\_\_\_\_ Certification: \_\_\_\_\_

Military Service  Y  N Military Branch: \_\_\_\_\_ Highest Rank: \_\_\_\_\_ Total Years Served: \_\_\_\_\_

Job Title/s: \_\_\_\_\_ Job Skills: \_\_\_\_\_

**RELEVANT JOB EXPERIENCE FOR PAST TEN YEARS****SECTION 5**

Describe all RELEVANT work experience, indicate how it relates to the position you are applying for. Include MONTH and YEAR of your beginning and ending dates of employment or experience. Failure to provide complete information may result in disqualification of your application.

**WE MAY CONTACT THE EMPLOYERS LISTED UNLESS YOU INDICATE THOSE YOU DO NOT WANT US TO CONTACT.**

Do Not Contact Employer #(s): \_\_\_\_\_ Reason(s): \_\_\_\_\_

**[1] Employer Name:** \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City/State: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employed From: \_\_\_\_\_ to \_\_\_\_\_ Job Title: \_\_\_\_\_

SALARY: Start \$ \_\_\_\_\_ per \_\_\_\_\_ End \$ \_\_\_\_\_ per \_\_\_\_\_ Hours per week: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Primary Duties: \_\_\_\_\_

**[2] Employer Name:** \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City/State: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employed From: \_\_\_\_\_ to \_\_\_\_\_ Job Title: \_\_\_\_\_

SALARY: Start \$ \_\_\_\_\_ per \_\_\_\_\_ End \$ \_\_\_\_\_ per \_\_\_\_\_ Hours per week: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Primary Duties: \_\_\_\_\_

**[3] Employer Name:** \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City/State: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employed From: \_\_\_\_\_ to \_\_\_\_\_ Job Title: \_\_\_\_\_

SALARY: Start \$ \_\_\_\_\_ per \_\_\_\_\_ End \$ \_\_\_\_\_ per \_\_\_\_\_ Hours per week: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Primary Duties: \_\_\_\_\_

**REFERENCES****SECTION 6**

List three professional references that have knowledge of your work performance within the last five years.

1. Name: \_\_\_\_\_ Ph: [\_\_\_\_\_] \_\_\_\_\_ - \_\_\_\_\_ Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_

Email address: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

2. Name: \_\_\_\_\_ Ph: [\_\_\_\_\_] \_\_\_\_\_ - \_\_\_\_\_ Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_

Email address: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

3. Name: \_\_\_\_\_ Ph: [\_\_\_\_\_] \_\_\_\_\_ - \_\_\_\_\_ Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_

Email address: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

I certify that the information set forth in my employment application is true and complete to the best of my knowledge. I understand that any incorrect, incomplete, exaggerated or false information furnished by me will subject me to disqualification or to discharge from employment at any time. I understand that it is my responsibility to include with my application copies of verification of any education, license, or certification requirements for the position for which I have applied.

**Please Read and Initial Each Paragraph, then Sign Below**

\_\_\_\_\_ I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the City of McAlester.

\_\_\_\_\_ I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the City of McAlester.

\_\_\_\_\_ I permit the City of McAlester to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the City of McAlester, all past employers, and educational institutions, and their employees, representatives, and agents from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any information by any person or party, whether such information is favorable or unfavorable to me.

**TO BE COMPLETED IN HR OFFICE AFTER INITIAL INTERVIEW**

**OFFER OF EMPLOYMENT CONDITIONS - SUCCESSFUL COMPLETION OF:**

1. **Background Check**
2. **Physical Capacity Profile Exam,**
3. **Drug/Alcohol Screening.** Any illegal substance, controlled or otherwise, which shows in my drug/alcohol screen results will result in my immediate disqualification from employment with the City.

**BACKGROUND CHECK**

I hereby authorize the City of McAlester to make any investigation of my background as is deemed necessary to verify my qualifications for employment. This information shall be used for NO other purpose than to make the process for conducting a background search more accurate. It shall no be sold, or in any way transferred to a third party except for the express purpose of conducting the background check.

My Social Security number is \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

My Driver's License number is \_\_\_\_\_

(please include alpha letter)

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**- UNSIGNED AND/OR INCOMPLETE APPLICATION WILL RESULT IN APPLICATION NOT BEING PROCESSED -**