



CITY OF CARBONDALE FIREFIGHTER APPLICATION PROCEDURES CARBONDALE FIRE DEPARTMENT



Written Exam: NO EXAM SCHEDULED AT THIS TIME

Physical Fitness Assessment

Oral Interview Exam:

Application Deadline:

QUALIFICATION OF APPLICANTS:

1. Must be U.S. citizen.
2. Twenty-one (21) years of age and not over 35 years of age.
3. Possess a high school diploma or GED certificate.
4. Live within a 9-mile radius of Carbondale within 6 months of hire date as prescribed by the Carbondale Revised Code, Title 1, Section 4-16.
5. Comply with the City nepotism ordinance and all other City ordinances.

Application Procedures and Requirements for taking the Written Examination:

To be eligible to take the written examination, the following must be received by the City Clerk's Office no later than **A DATE TO BE DETERMINED.** They are as follows:

- City of Carbondale Firefighter Employment Application
- A non-refundable \$15 application fee.

Applications may be obtained at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois, or printed from the City's website www.explorecarbondaile.com. **Completed** applications and the non-refundable application fee may be submitted to the City Clerk's office located in City Hall; mailed to the City Clerk's Office at P.O. Box 2047, Carbondale, IL 62901; or emailed to chayes@explorecarbondaile.com.

A Candidate Preparation Manual will be mailed approximately 2 weeks before the examination date.

WRITTEN EXAM INFORMATION: Candidates must present a valid photo I.D. in order to take the written exam. No prior training or experience in the position of Firefighter is required or expected. The exam contains 100 questions that measure skills and abilities in reasoning, mechanical, logical thinking, reading comprehension, math, map reading, writing abilities and situational judgment.

WRITTEN EXAM SCORES:

In order to participate in the Physical Fitness Assessment, candidates must pass the written exam with a score of 70 or higher. Exams will be graded on-site and scores will be posted outside of the City Clerk's office prior to the Physical Fitness Assessment. Candidates who do not meet the minimum exam score will not be eligible to participate in any other phase of the examination process.

PREFERENCE POINTS:

A maximum of five (5) preference points are available to applicants who were engaged in the U.S. military service for at least one year of active duty and who were honorably discharged or who are now or have been members on inactive or reserve duty. Preference points ***must be requested in writing*** and must include a copy of the DD-214. Requests must be received in the City Clerk's office no later than **A DATE TO BE DETERMINED.** Preference points will be included in the candidate's final score and reflected on the Final Eligibility List.

If You Pass the Written Exam, You Are Eligible to Take the Physical Fitness Assessment

Physical Fitness Assessment Requirements:

The Physical Fitness Assessment (PFA) will be conducted at **Carbondale Fire Station #2 located at 401 North Glenview Drive on A DATE TO BE DETERMINED.** for candidates who have passed the written exam. The PFA is designed to evaluate the basic physical condition of the candidate in endurance, strength, flexibility, agility and for fear of heights. All sections of the PFA must be passed successfully. Because the requirements are set to minimum standards, failure to pass any section would indicate the candidate is physically unfit for duty as an active member of the department. The assessment will then be terminated for that candidate. Candidates should wear appropriate physical fitness attire. In addition, sweatpants/pants will be required for the Confidence Course portion of the exam. The PFA will include the following: Ladder Climb, Sit-Ups, Push-Ups, Mannequin Drag, Pike Pole Grip and Pull, Confidence Course, and Agility Run.

1. **LADDER CLIMB - Purpose:** To measure the applicant's aerobic capacity and leg strength as necessary to climb while also testing the fear of heights. **Procedure:** The applicant, provided with a Class 3 safety harness connected to a manned rope belay system, shall mount an aerial apparatus and be placed at the starting point at the base of the aerial ladder. At the signal, "Go", the applicant will safely ascend the aerial ladder, maintaining at least three points of contact at all times. The applicant must grab the top rung of the ladder. At that time, the Examiner will ask the applicant a series of questions which the applicant must answer correctly. When advised to do so, the applicant will then safely descend the ladder maintaining at least three points of contact at all times. There will be no time limits placed upon this procedure, however pausing for a period any longer than ten seconds or being unable to complete the test shall result in failure of the procedure.

Minimum Standard – 75 feet at a 65 degree angle

2. **SIT-UPS - Purpose:** The purpose of this test is to determine abdominal and back muscular strength needed for lifting stretchers, pulling hoses, lifting ladders and holding hose lines. **Procedure:** Candidate lies flat on back with knee joints flexed at an approximately 75 degree angle, hands firmly clasped behind neck. The examiner holds the feet down. The candidate will curl up to a sitting position, culminated when elbows touch knees in alternating sequence. The candidate returns to position when both shoulder blades touch the floor after each curl.

Minimum Standard - 30 without stopping

3. **PUSH-UPS - Purpose:** Push-ups will stimulate the candidate's strength to push as may be required with the use of pike poles, etc. **Procedure:** Candidate lies flat on the floor, face down, with hands (palm side down) on the floor under the shoulders. The candidate then raises the body by extending the arms until they are perfectly straight, returning to the original position and continuing without stopping to rest. Females will perform push-ups pivoting from the knees.

Minimum Standard - 12 times

4. **MANNEQUIN DRAG - Purpose:** To measure the overall strength of the applicant. **Procedure:** The applicant will be presented with a training mannequin weighing approximately 145 pounds. The mannequin will be lying on the ground at the start point. From a position behind the mannequin, the applicant shall lift the mannequin's torso to the applicant's chest, with the arms placed around the mannequin's torso. The applicant shall drag the mannequin allowing the feet to remain on the ground to the finish point. Dropping of the mannequin or stopping shall not result in failure of the procedure.

Minimum Standard – 75 feet drag

Minimum Standard Time – 45 seconds

5. **PIKE POLE GRIP AND PULL – Purpose:** The purpose of this test is to measure the upper body and grip strength necessary for forcible entry, overhaul and hoisting. **Procedure:** Given a 6' pike pole attached to a rope and overhead pulley, the candidate will raise and lower a 35 pound weight without allowing the weight to contact the ground.

Minimum Standard – 15 repetitions

6. **CONFIDENCE COURSE – Purpose:** This test is designed to measure how well the joint and muscle sensors react in order to control movement and maintain balance, as well as testing the ability to walk or crawl inside an enclosed, darkened structure with narrow and uneven surfaces. **Procedure:** The applicant will be provided with the appropriate personal protective equipment, blacked out mask and Self Contained Breathing Apparatus. (*Note – The candidate will not be required to breathe from the respirator.) At the signal "Go", the candidate will follow an uncharged hose line through the obstacle course. The candidate must maintain contact with the hose as to not get lost or deviate from the pre-determined route. Once reaching the end of the hose, the candidate will find a nozzle, which he/she must successfully attach to the hose, and then open the bail of the nozzle to signal completion of the drill. This is not a timed event, however, should the candidate stop for more than 15 seconds or become disoriented and unable to complete the test, the result shall be failure of the procedure.

7. **AGILITY RUN - Purpose:** The purpose of this test is to show reaction and movement time as indicators of neuromuscular efficiency which are important in daily activities in firefighting. **Procedure:** Two small blocks of wood are placed in circular areas one foot in diameter marked on the floor at thirty-four (34') and forty-two (42') feet, respectively, from the starting point. At the signal "go," the candidate must go from behind the starting line and bring the blocks in one at a time and place them in a circular area marked behind the starting line. (The candidate must never have more than one block in the hand at any time.)

Minimum Standard - Must be completed within 35 seconds

CPAT and Ladder Climb Completion:

Proof of completion of the Candidate Physical Ability Test (CPAT) and Ladder Climb may be substituted for the Physical Fitness Assessment. Candidates who do not have the Ladder Climb endorsement but have completed the CPAT will only be required to complete the Ladder Climb at the Physical Fitness Assessment.

Completion of the CPAT and Ladder Climb must be **within 6 months** of the examination date. Any certification completed later than 6 months will not be accepted and will require completion of the Physical Fitness Assessment. A copy of the CPAT certification and Ladder Climb endorsement must be received in the City Clerk's office by **A DATE TO BE DETERMINED.**

Candidates who successfully complete the Physical Fitness Assessment, or provide proof of CPAT certification and Ladder Climb endorsement, will qualify to participate in the Oral Interview Exam.

Oral Interview Exam:

Candidates who pass both the written exam and physical fitness assessment will be scheduled for the Board of Fire and Police Commissioners (BFPC) Oral Interview Examination. The BFPC is comprised of five residents of Carbondale, none of whom are employed by the City of Carbondale. In addition to the BFPC, the Fire Chief and Human Resources Manager will also be in attendance.

Oral Interviews will be held at the ***Carbondale Civic Center located at 200 South Illinois Avenue on A DATE TO BE DETERMINED.*** Candidates will be notified of their oral interview appointment times by phone. Due to the number of candidates to be interviewed and the schedule of the BFPC, assigned interview dates and times cannot be changed. Please note that this ***is not*** a job interview, but should be treated as one with appropriate attire. The oral interview exam is the final phase in the entire examination process.

Candidates will be notified by mail of exam results and Eligibility List ranking. Candidates who successfully complete the examination process will receive a background investigation questionnaire with a listing of required documents. Failure to submit the questionnaire and required documents could result in removal from the eligibility list. Fingerprinting is also required and may be completed at the Carbondale Police Department at 501 S. Washington or from most local police departments. Please note that there may be a fee.

Eligibility List

Candidates who pass the oral interview exam will be placed on the Firefighter Eligibility List. The Eligibility List is comprised of candidates who have passed the written exam, physical fitness assessment, and oral interview exam. Candidate's names are placed on the Eligibility List in ranking order based on their examination scores. Candidates will remain on the Eligibility List for a two year period.

Appointments for open positions are made from the Eligibility List. When a position comes open, candidates must have all of the required documents on file to be considered for an interview.

NO CANDIDATE WHO IS ON THE ELIGIBILITY LIST MAY BE RE-EXAMINED UNTIL SUCH TIME HIS/HER ELIGIBILITY IS ABOUT TO EXPIRE. CANDIDATES REMAIN ON THE ELIGIBILITY LIST FOR TWO YEARS.

REAPPLICATION - RETESTING - REEVALUATION

REAPPLICATION to an ongoing selection process (cycle) shall not be permitted; however, this does not preclude an unsuccessful applicant from reapplying to future selection testing cycles.

RETESTING during an ongoing selection process (cycle) shall not be permitted any applicant.

REEVALUATION during an ongoing selection process (cycle) shall not be permitted any applicant.

The Board of Fire and Police Commissioners shall have sole authority for and over the elements involving re-application, retesting and a reevaluation in the creation of the Eligibility List. Authority shall then be transferred to the City Manager for the remainder of the selection process.

Do You Have A Relative Who Works For The City of Carbondale?

Applicants with relatives who are currently employed with the City of Carbondale will not be eligible for hire within the same working department or division where a supervisor/subordinate relationship will result.

Ordinance 92-23 - Employment of Family Members

Relationships Disqualifying Employment: The following listed family members are disqualified from holding any appointive office or employment **within the same working department or division where a supervisor-subordinate relationship results:**

Father - Son	Stepbrother – Stepbrother	Great Grandfather - Great Granddaughter
Father - Daughter	Stepsister – Stepsister	Great Grandmother - Great Grandson
Mother – Son	Grandfather – Grandson	Great Grandmother - Great Granddaughter
Mother – Daughter	Uncle – Nephew	Grandfather - Granddaughter
Brother - Brother	Uncle – Niece	Grandmother - Grandson
Sister - Sister	Aunt – Nephew	Grandmother - Granddaughter
Brother - Sister	Aunt – Niece	Great Grandfather - Great Grandson

PROCESS AFTER THE CANDIDATE IS ON THE ELIGIBILITY LIST

INTERVIEW BY HUMAN RESOURCES MANAGER/FIRE CHIEF: The Human Resources Manager and Fire Chief will conduct an administrative oral interview with candidates on the Board of Fire and Police Commissioners' Eligibility List for appointment as a Firefighter. The purpose of the oral interview is to permit an appraisal of personal qualifications and suitability for the position. Questions utilized during the interview will be uniformly administered to each candidate; however, follow-up questions may vary among candidates. The Human Resources Manager and the Fire Chief will recommend candidates to the City Manager for hire. The City Manager is responsible for all hiring in the City of Carbondale.

PROCESS FOR CANDIDATES WHO MAY BE RECOMMENDED FOR APPOINTMENT:

1. **BACKGROUND INVESTIGATION:** A background investigation shall be conducted on candidates who may be recommended for appointment to the position of Firefighter. The purpose of the investigation is to verify information obtained in previous testing activities and on the Questionnaire. As part of the background check, a complete set of fingerprints shall be forwarded to the Illinois Department of State Police and to the Federal Bureau of Investigation for the purpose of conducting a criminal history check on all candidates.

2. **MEDICAL** (Includes Drug Testing):

A. An applicant certified to the eligibility list for the Fire Department and recommended for appointment shall, upon request, submit to a medical examination performed by licensed physicians designated by the Human Resources Manager. The examination shall be without expense to the applicant. The examining physician shall determine whether the applicant is physically capable of performing the duties of the position sought and any applicant who fails to take or cooperate with the examination or found to be physically incapable of performing the duties of the position sought shall be disqualified.

B. As part of the medical examination, urine and/or blood samples shall be taken to screen each applicant for drug use. Preliminary tests shall be conducted at the designated medical facility using a portion of the urine or blood sample. In the event preliminary tests are negative, the sample shall be discarded if not needed for other medical purposes. In the event preliminary tests are positive,

additional tests shall be conducted. A report of the tests shall be delivered to the Human Resources Manager. The confirmed presence of any illegal drug shall be cause for the disqualification of an applicant from the eligibility list. It shall be grounds for disqualification of an applicant to refuse to give blood or urine samples or to cooperate with the examination process. (For purposes of this section, the phrase "illegal drug" shall include cannabis as defined in Chapter 56-1/2, Section 702 of the Illinois Revised Statutes and "controlled substances" as defined or hereafter amended, in Chapter 56-1/2, Section 1102(u) of the Illinois Revised Statutes.)

C. BASELINE - Purpose: The purpose of this test is to determine the suitability of the candidate to meet requirements of 29 CPR 1910.130 for users of S.C.B.A. **Procedure:** Candidate will have a pre-donning, baseline physical of blood pressure, temperature (core), and pulse. Candidates will then don S.C.B.A. and walk a course (as marked) for 5 minutes. Candidate will then be given a post-doffing baseline physical to determine rise in blood pressure, core temperature and pulse rate. Candidate may not deviate from the IDOL Standard.

TRAINING: After a candidate has been appointed as a Probationary Firefighter, he/she will be provided with 240 hours of basic training if applicable.

JOB SUMMARY

This is a regular, full-time position with the City of Carbondale's Fire Department. Firefighters are responsible for protecting life and property from loss of fire and emergencies during natural and unnatural disasters. They are also responsible for the care and maintenance of firefighting apparatuses, equipment and the fire stations. Firefighters report directly to the Fire Chief or his/her designee.

ESSENTIAL DUTIES

1. Protect life and property from fire by fire prevention, fire suppression, fire inspection, investigation and abatement of hazardous materials by using appropriate methods and techniques learned through training provided by the department. **Firefighting involves** working effectively and safely in (a) adverse and extreme weather conditions; (b) extreme lighting conditions, daylight and night light, with or without artificial light, indoors and outdoors; (c) confined spaces and encapsulated firefighting gear; (d) rough and uneven terrain; (e) areas of fire, smoke and toxic fume environments; and (f) situations involving an element of personal danger. **Firefighting involves** (a) climbing flights of stairs and ladders of varying lengths and slopes; (b) performing job related tasks at heights in excess of 100 feet, both inside and outside of buildings, using stairs, ladders, or aerial apparatus; (c) running to people requiring emergency assistance and performing life-saving procedures, such as CPR, first aid, etc., as required; and (d) carrying victims of varying weights away from imminent danger.
2. Operate and use various equipment necessary to perform job-related tasks and maintain equipment in good physical condition, as learned through training provided by the department.
3. Comprehend and communicate effectively.

Other Duties: Perform related firefighting and fire safety work, as required, to carry out the mission of the Fire Department of the City of Carbondale.

Minimum Acceptable Qualifications: Possess a high school diploma or equivalent, a valid driver's license and be eligible to apply for an Illinois driver's license, and pass the required medical examinations. Obtain and maintain an Illinois "Class B" driver's license within 30 days from the date of employment.

ALL PROBATIONARY FIREFIGHTERS ARE HIRED FROM THE ELIGIBILITY LIST DEVELOPED BY THE BOARD OF FIRE AND POLICE COMMISSIONERS

Candidates must comply with the City nepotism ordinance and all other City ordinances. Eligible candidates are required to satisfactorily complete a background investigation. Residence of eligible candidates shall be as prescribed by Carbondale Revised Code, Section 1-4-16. The residency boundary is based on an approximate 9 mile radius from central Carbondale and is actually defined by Township Sections. New hires have 6 months to establish residency within the boundary and maintain it as a condition of employment.

Salaries and Benefits are determined through the Collective Bargaining Process. For specific information, contact the City Clerk's Office, (618) 457-3281 or e-mail chayes@explorecarbondale.com



CARBONDALE
All Ways Open

THE CITY OF CARBONDALE IS AN EQUAL OPPORTUNITY EMPLOYER