



## South Kitsap Fire and Rescue Announces an Employment Opportunity

Updated: September 1, 2017

Classification: Firefighter

In anticipation of hiring at least nine (9) firefighters in 2018, South Kitsap Fire Rescue is establishing an eligibility list for Firefighter. This position requires a CPAT and Public Safety Testing exam which must be completed prior to application deadline.

South Kitsap Fire and Rescue requires an employment application and all required documentation as indicated on the application. Applications must be received at South Kitsap Fire and Rescue's administration office by October 16<sup>th</sup>, 2017 at 4:00 P.M via in-person, fax or email.

South Kitsap Fire and Rescue participates in the Washington State Fire Fighters (WSFF) Joint Apprenticeship Training Committee (JATC); if an applicant has not completed JATC prior to applying, it is expected that the candidate will complete JATC within three years.

**Salary and Benefit Information:** This position is represented by I.A.F.F. Local #2876. The 2017 salary and benefits for 24-hour shift personnel include:

- Wages: Firefighter monthly wage range is \$4497 - \$6424 plus benefits.
- Health Care: WFCA PPO Plus plan, the district will pay 100% of the employee's premium costs and 95% premium costs for employee's eligible insured dependents.
- Kelly Days: 16 Kelly days per year
- Vacation: 12 hours per month (increases with years of service)
- Sick leave: 18 hours per month
- Deferred Comp available

**Application Questions:** Email: [dsalters@skfr.org](mailto:dsalters@skfr.org)

**District Information:** South Kitsap Fire and Rescue serves an estimated population of 75,018 citizens and is governed by a board of five (5) elected Fire Commissioners who focus on the needs of the community and progressively set the policy and direction for the district at large. The Fire District covers approximately 118 square miles in the Port Orchard and surrounding communities. The headquarters station, located in the Orchard Heights neighborhood, is the central office for the district's Administrative Division and management team. The Fire Chief and Deputy Chief oversee the two Assistant Chiefs, Battalion Chief of Training and office staff.

South Kitsap Fire and Rescue staffs 6 Engine Companies, 1 Ladder Company, 4 Medic Units and 2 Aid Units. The Operations Division includes the coordination of our paid staff of 72 and also utilizes over 50 volunteer firefighters. These personnel are stationed throughout the district at one of the six 24-hour staffed stations and six volunteer stations. As South Kitsap Fire and Rescue prepares for its future, our goal is to provide the most effective and efficient level of service possible within the limits of our available resources. The settings for these stations include waterfront, urban and suburban communities.

**Minimum Requirements to Apply:**

- Be 18 years of age or older, at time of application
- Be a US citizen or eligible for employment in the US
- Be able to communicate in English, both orally and in writing
- Possess a high school diploma or GED
- Possess a valid Washington State Driver's License or, the ability to legally drive and obtain a Washington license within 60 days of appointment
- Certified as a Washington State EMT-B, or Washington State Paramedic

**Desired Qualification and Experience:**

- IFSAC Firefighter I and II certification or equivalent.
- IFSAC Haz-Mat Operations certification or equivalent.
- IFSAC Apparatus/Operator certification and/or current CDL
- Washington Firefighter JATC program enrollment / completion
- Experience as a career firefighter and/or Volunteer FF / EMT
- Experience with a BLS first response and/or BLS transporting agency
- Associate and/or Bachelor's Degree from an accredited college or university in fire or EMS related field
- Significant professional and/or volunteer experience and skills

**Testing Process:**

Apply for written and CPAT testing with South Kitsap Fire and Rescue through Public Safety Testing process at [publicsafetytesting.com](http://publicsafetytesting.com)

- Successfully demonstrate physical fitness by providing a copy of your current Candidate Physical Ability Test Program (CPAT) certification.
- Submit a South Kitsap Fire and Rescue employment application and all required documentation. Application packets may be acquired at 1974 Fircrest Dr. SE, Port Orchard, WA 98366 or electronically at [www.skfr.org](http://www.skfr.org)
- Top candidates from the application/resume review process will be invited to an oral board.
- Top candidates will be invited to interview with the Fire Chief for final placement on the eligibility list.
- If you receive a conditional offer of employment, you will be required to successfully pass a medical / physical / drug screening assessment; a psychological / suitability assessment; and, a background check which includes a credit check.

The district reserves the right to adjust the testing process and schedule at any time.

**FILING OPENS:** September 11, 2017

**FILING CLOSES:** October 16, 2017



# Application for Employment

1974 Fircrest Drive SE • Port Orchard, WA 98366-2639

(360) 871-2411 • FAX (360) 871-2426

**EQUAL OPPORTUNITY:** South Kitsap Fire and Rescue of Port Orchard, Washington is an equal opportunity employer. We hire, train and promote without discrimination due to race, color, religion, gender, national origin, ancestry, marital status, age, sexual orientation or handicap. South Kitsap Fire and Rescue affirmatively seeks to employ and advance qualified Vietnam veterans and disabled veterans. Hiring, promotions, lay-offs, discharge, rates of pay, training and other employment activities will be consistent with this Equal Opportunity Statement.

**INSTRUCTIONS:** Print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). If you need additional space to answer a question fully, you may use full sheets of paper that are the same size as this page. On each additional page, include your name, the position title for which you are applying, and the specific section of this application form that you are continuing to an additional page. You may also attach copies of résumés, documents or certificates, which support your application. All materials submitted become the property of South Kitsap Fire and Rescue and will not be returned. Nothing can be added to your application after the announcement period has closed. All statements made on the application are subject to verification. Failure to follow these instructions may be cause for rejection of the application. Illegible or incomplete applications may be rejected. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. My initials at the end of this sentence affirm that I have read and understand these instructions. \_\_\_\_\_

## Personal Information

Last Name	First	M.I.	Other names by which you have been known:	
Mailing Address		City	State	Zip Code
Residence Address, if different from above:		City	State	Zip Code
Email Address				
Social Security Number	Telephone Number ( )		Alternate number where you may be reached: ( )	
Are you 18 years of age or older?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a legal right to work in the United States? If offered employment you will be required to present evidence of your right to work.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you previously applied for employment with South Kitsap Fire and Rescue?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you previously been employed by South Kitsap Fire and Rescue? If yes, complete the following information:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title/Department		Dates: From	To	
List any relatives or members of your household who are employed by South Kitsap Fire and Rescue.				
Name		Job Title/Department		

**DRIVER'S LICENSE** if the position for which you are applying will require you to operate a vehicle: (1) you must possess a valid driver's license. (2) Any special endorsements must be current and valid. (3) If you are offered employment by South Kitsap Fire and Rescue, and if your driver's license is from another state you will be required as a condition of employment to obtain a valid Washington State Driver's License before you can begin work.

Driver's License Number	State	Expiration Date	Classification
Do you authorize South Kitsap Fire and Rescue to investigate your driving record? If yes, South Kitsap Fire and Rescue may, at its discretion, obtain an abstract of your driving record from the applicable Department of Drivers Licensing.			<input type="checkbox"/> Yes <input type="checkbox"/> No

## Employment Desired

Position or type of work for which you are applying:

How did you learn about the position for which you are applying?

Do you wish to work:  Full Time  Part Time  Temporary  Summer

If part time, specify days and hours per week.

What is your minimum salary requirement? \$ \_\_\_\_\_ per \_\_\_\_\_ Date available for work: \_\_\_\_\_

Do you have any commitments to another employer that might affect your employment with us? Specify commitments.  Yes  No

**Education** Educational qualifications are subject to verification. If an offer of employment is made, you may be asked to provide dates of attendance to facilitate verification.

Do you have a high school diploma or equivalent?  Yes  No

What post-secondary degree(s) do you hold?

Major / Minor degree, field or program of study?

Name and location of colleges or universities attended.

List special fire or related training (business, trade, vocational, armed forces schools, etc.).

## Employment History

Fire Service Experience (including volunteer)						Employer
From		To		Total Time		Address
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.	Telephone Number
						Your Job Title
Hours per week						Supervisor's Name & Title
Starting Salary \$ _____ per _____						Reason for Leaving Position
Last Salary \$ _____ per _____						
Specific Duties:						
Number of employees supervised (if applicable):						
May we contact your present employer regarding your record of employment?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Job (1) Present or Most Recent Job						Employer
From		To		Total Time		Address
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.	Telephone Number
						Your Job Title
Hours per week						Supervisor's Name & Title
Starting Salary \$ _____ per _____						Reason for Leaving Position
Last Salary \$ _____ per _____						

Specific Duties:

Number of employees supervised (if applicable).

<b>Job (2) Present or Most Recent Job</b>						Employer
From		To		Total Time		Address
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.	Telephone Number
						Your Job Title
Hours per week						Supervisor's Name & Title
Starting Salary \$						Reason for Leaving Position
per						
Last Salary \$						
per						

Specific Duties:

Number of employees supervised (if applicable).

<b>Job (3) Present or Most Recent Job</b>						Employer
From		To		Total Time		Address
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.	Telephone Number
						Your Job Title
Hours per week						Supervisor's Name & Title
Starting Salary \$						Reason for Leaving Position
per						
Last Salary \$						
per						

Specific Duties:

Number of employees supervised (if applicable).

<b>Job (4) Present or Most Recent Job</b>						Employer
From		To		Total Time		Address
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.	Telephone Number
						Your Job Title
Hours per week						Supervisor's Name & Title
Starting Salary \$						Reason for Leaving Position
per						
Last Salary \$						
per						

Specific Duties:

Number of employees supervised (if applicable).

## Military Service

Dates of U.S. Military Service				Branch of Service	Rank at Separation
From		To			
Mo.	Yr.	Mo.	Yr.	If you are claiming preference as a veteran or disabled veteran, you must attach a copy of your DD-214 form and/or your V.A. disability letter and claim number.	Veteran's points claimed: <input type="checkbox"/> 5 <input type="checkbox"/> 10

List any specialized training received in the military.

Optional: List any medals, commendations, or awards received in the military.

## Special Skills – Office

Can you transcribe machine dictation?  Yes     No

Typing Speed: \_\_\_\_\_ words per minute

Business machines (other than computers) you can operate:

What computer experience (including computer software) do you have?

Level of skill:

Years of operating experience:

Other skills:

## Special Skills – Field

List light and/or heavy equipment you are qualified to operate.

Level of skill:

Years of operating experience:

Other skills:

## Miscellaneous Information

If offered a job, are you willing to undergo a pre-employment physical examination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If offered a job, are you willing to undergo a pre-employment drug screening test?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you perform the bona fide occupational qualifications of the job you have applied for (with or without accommodations)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Within the last seven years, have you been convicted of , or are you presently charged with, a crime (other than minor traffic violations). A "yes" reply does not automatically disqualify you.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Professional References

List three professional or business references who are not your relatives or employees of South Kitsap Fire and Rescue. State the nature of your business relationship (i.e., co-worker, supervisor, and associate).

Name	Address	Phone	Relationship	Years Known

## Personal References

List three personal references who are not your relatives or employees of South Kitsap Fire and Rescue. State the nature of your relationship (i.e., friend, landlord, etc.).

Name	Address	Phone	Relationship	Years Known

**Important:** Read each section below carefully and completely. If you do not understand any portion of the statements below, ask for clarification. Your signature indicates that you have read and understand each of the provisions listed and that you agree to abide by the conditions stated herein.

**Notice to persons with disabilities:** Testing arrangements to accommodate persons with disabilities will be made upon request of the applicant. If accommodation is requested, the applicant will be required to state what accommodation is needed.

**How to apply:** Applications for employment should be submitted on official application forms to South Kitsap Fire and Rescue at the address shown on page 1 of this application form. Submit one application for each position. It is your responsibility to keep your application up to date. An application may be rejected which is received unsigned, incomplete, or after the closing date specified on the job announcement.

**Examination procedure:** You will be notified within four weeks of the closing date of the job announcement regarding any testing procedures which may be involved in the hiring process. Any part of the announced examination may be eliminated if there is an insufficient number of applicants to justify giving the complete examination.

**Pre-employment medical examination:** Applicants selected for employment may be required to pass a medical examination given by a physician designated by South Kitsap Fire and Rescue.

**Pay plan:** New employees ordinarily start at the minimum rate in the salary range.

**Probationary period:** Employees serve a probationary period as determined by South Kitsap Fire and Rescue policy or by any applicable collective bargaining agreement. Termination of employment during the probationary period may be with or without cause and is not subject to any appeal process nor the grievance procedure of any applicable collective bargaining agreement.

**Drug policy:** It is the policy of South Kitsap Fire and Rescue to maintain a drug free workplace. Employees who are observed in possession of or using controlled substances (drugs) will be terminated and may have criminal actions filed against them. Employees in certain positions are subject to Federal laws requiring pre-employment, post-accident, and random drug testing.

**Agreement:** I certify that the information contained in this application is correct to the best of my knowledge and I understand that any falsification, misrepresentation, or omission on this application is grounds for refusal to hire; or if hired, is grounds for termination. I authorize any of the persons or organizations referenced in this application to give South Kitsap Fire and Rescue any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application. I authorize South Kitsap Fire and Rescue to request and receive such information.

I understand that my employment can be terminated at any time for any reason that is not violative of law, at the discretion of either South Kitsap Fire and Rescue or myself. I understand that no management official other than the chief executive officer has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment

I agree to comply with South Kitsap Fire and Rescue rules, regulations, and policies and acknowledge that these rules, regulations, and policies may be changed, interpreted, withdrawn, or supplemented at any time and without prior notice to me.

I understand that this application and any other documents which I may receive are not contracts of employment.

**Release:** I hereby release and hold harmless any person, corporation, company, or other entity from any and all possible damages, direct or consequential, immediate or remote, of all forms or types, that I may sustain or allege to sustain by virtue of that person, corporation, company, or other entity complying with my request to fully and completely comply with the investigation, inquiry, or interests of South Kitsap Fire and Rescue, to whom I have made an application of employment and is the bearer of this authorization.

Signature:	Date:
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South Kitsap Fire & Rescue  
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Port Orchard, WA 98366-2639  
(360) 871-2411 • FAX (360) 871-2426

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## Job Description

**Job Title:** Firefighter

**Department:** Career

**Reports To:** Lieutenant

**Effective Date:** June 15, 1992

### **Major Function and Purpose**

The primary function of the firefighter is to protect the lives and property of the citizens within South Kitsap Fire & Rescue. He/she ensures the preparedness of the station and its staff for emergency response operations by participating in routine training exercises and by maintaining the station and all equipment in a serviceable condition. This is a full-time position.

### **General Function**

Under the general supervision of the lieutenant, the firefighter responds to all emergency and non-emergency calls for assistance, extinguishes fires and provides emergency medical care or other assistance to victims at the scene. In addition, this employee performs routine maintenance to station facilities and inspects all apparatus and equipment, ensuring their readiness for emergency service.

### **Supervision Responsibilities**

The firefighter has occasional supervisory responsibility for the resident firefighters and volunteers in the absence of the station lieutenant.

### **Job Duties and Responsibilities**

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. Specific duties and responsibilities include, but are not limited to:

- Responding to fires and emergency medical scenes, suppressing and extinguishing fires, driving apparatus to scene, following procedures to prevent the fire from restarting, providing first aid and emergency medical care to victims at scene, removing victims from hazardous areas.
- Controlling or restricting public access to hazardous areas.
- Responding to non-emergency or lower priority calls for assistance (i.e., pumping flooded basements).
- Use of any or all department equipment as appropriate, assigned, or otherwise required to extinguish fires in structures, grass, wooded terrain, automobiles, etc., including connection and use of fire hoses, aerial ladders, bars, hooks, safety belts, chainsaws, winches, air chisels, basic life support equipment, and other equipment as assigned.
- Inspecting apparatus and fire suppression equipment daily to ensure readiness for service, conducting tests on pumping equipment, washing vehicles as needed, inspecting and repairing hoses and couplings.
- Performing routine cleaning and maintenance to the station and facilities, performing grounds keeping duties and lawn maintenance, keeping inventory of station supplies and ordering or purchasing more as needed.
- Inspecting buildings within South Kitsap Fire & Rescue, drawing pre-fire plans that illustrate basic structural layout, identify any potential hazards and show the location of sprinkler systems and hydrants to be used in the event of an emergency.
- Conducting and participating in training exercises.
- Providing blood pressure tests at the station as a public service for citizens upon request.

### **Knowledge, Skills and Abilities**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

The firefighter must possess the ability to work well with others as a team and should be able to learn quickly and follow directions. He/she must have a good working knowledge of mechanical systems. The ability to work effectively under extreme pressure is necessary. In addition, the firefighter should be proficient in the following:

- Familiarity with the geographic service area and the surrounding county
- Ability to communicate orally and in writing in a clear and concise manner

- Ability to memorize and recall details (i.e., names, faces, incidents, identification of objects)
- Ability to drive and operate firefighting and emergency medical vehicles and equipment under adverse conditions
- Ability to cope with situations firmly, courteously, tactfully, and with respect for each citizen's rights
- Ability to establish and maintain effective working relationships with other employees and volunteers
- Ability to maintain composure and self-control under adverse and stressful conditions (i.e., public harassment, ridicule, critical injuries, death)

### **Working Conditions**

Work is performed both indoors and outside. The employee will have routine exposure to hazards such as fire, extreme heat and smoke. In addition, the employee is required to work in and around unstable structures and may encounter live electrical lines, toxic gases or fumes, and chemical vapors. The employee may also have exposure to blood and/or communicable disease. In the normal course of duties it is often necessary to enter hazardous areas (i.e., fire or automobile accident scenes) which may require the employee to wear protective clothing or equipment.

### **Contacts and Relationships**

The employee has routine daily contact with the public.

### **Physical Requirements**

The employee will routinely encounter emergency situations that may require rapid evacuation of an area in order to avoid personal injury or to provide assistance to another individual, and must therefore have the physical ability to walk and run. He/she must have the dexterity to manipulate standard firefighting tools and equipment, and must be able to lift in excess of 100 pounds. The employee must have the ability to conduct coherent voice communication in person as well as via portable radio and telephone. In addition, the employee will be required to climb ladders and stairs, and work in confined areas.

### **Recruiting Requirements**

- High school diploma (or GED)
- Ability to successfully complete South Kitsap Fire & Rescue's written entrance examination and agility test

- Pass a physical examination
- Possess a valid EMT certification
- Submit to a background check
- Minimum age of 18 years

### **Experience and Training**

- Associate of Arts degree in Fire Sciences
- Prior experience as a volunteer or career level firefighter, or
- Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

*This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.*