

# Build your career, serve your community with the Bellingham Fire Department



## We are seeking dedicated men and women to serve as Experienced Firefighters/Firefighter Paramedics

Recruitment Closes: 6/27/08, 5 pm  
Job #: 0836

*Wages effective January 1, 2008 are \$4,449—\$5,644 per month. All experienced firefighters start at the 3rd step - \$5,016 per month.*

### THE DEPARTMENT

Formed as an all paid fire department in 1905, Bellingham Fire has rich history of service to the citizens of Bellingham and Whatcom County. Today, 164 employees provide a full range of services including emergency medical care and transport, and fire/ems dispatching for the entire County; as well as structural fire suppression, hazardous materials control, emergency management, marine fire fighting, technical rescue, and fire prevention within the City of Bellingham. The 143 uniformed members staff four dedicated medic units, seven cross-staffed fire/BLS companies (six engines, one ladder), and one command unit. Specialized apparatus include a fire boat and a technical rescue unit. In 2007, the department responded to more than 13,903 incidents within Bellingham and Whatcom County.

### THE POSITION

Firefighters work 24-hour shifts, for an average of a 48-hour work week. Paramedics work 24-hour shifts, for an average of a 46-hour work week. Firefighters may be assigned to Paramedic or Driver/Engineer positions.

Benefits include health, dental, vision and prescription drug coverage for employee, spouse and dependents. Employees receive vacation, sick leave, holidays and retirement benefits (details provided on the 2nd page of this announcement). The City provides all uniforms and protective clothing for firefighters.

### MINIMUM QUALIFICATIONS

#### Entry

- Must be a U.S. Citizen or registered to work in the U.S.
- Applicants must be a minimum of 21 years old at the time of certification of the register
- Must be a high school graduate or have received a GED
- Must pass a police criminal convictions records check with no felony record within the last ten years.
- Misdemeanor convictions will also be reviewed for the last ten years. A conviction will not necessarily disqualify an applicant, but offenses by their nature and recentness may reveal a lack of specific qualifications for the position.
- Must have a valid Washington State driver's license and no record of driver's license suspension or revocation in any state within the last three years
- Must have EMT certification or personally acquire within 90 days of employment and maintain for the duration of employment
- Must possess or obtain a Washington State Emergency Vehicle Accident Prevention (EVAP) certification within 90 days of initial hire
- Excellent physical condition, including ability to swim at distance, tread water and retrieve a submerged weight
- Must have the ability to work at considerable heights (up to 100 feet) on a ladder
- Must meet minimum medical requirements
- Must not have smoked or used tobacco products for a minimum of 24 months prior to application
- Must pass a pre-employment drug test

#### Experienced

- Must meet all entry-level requirements.
- Two years of experience as a full-time, paid structural firefighter with a city, district or private company.
- Graduate of a recruit academy and/or National Fire Protection Association (NFPA) 1001 Firefighter I certification. Documentation of completion or certification required.
- Successful completion of CPAT no more than one year prior to application and ability to provide documentation to verify status.
- Current Washington state and/or national Paramedic certification preferred.

#### Necessary Special Requirements

- To be assigned Driver/Engineer must have completed departmental training and certification.
- To provide advanced life support services must have certification as a paramedic in Washington State, and successfully complete county medical program director's training evaluations.

## COMPENSATION AND BENEFITS

- Experienced Firefighters will be hired at Step 3, \$5,016 per month.
- Firefighter/Paramedics are eligible for a 10% premium at hire, which increases to 12% plus 0.9% Paramedic longevity pay after completion of evaluations.
- Vacation: A bank of full two years of accruals for a total of 240 hours
- Sick Leave: A bank of two full years of accruals for a total of 636 hours.
- An extensive benefits package is provided including medical, dental, vision and prescription drug coverage.

## EXAMINATION PROCESS

### EXPERIENCE & TRAINING QUESTIONNAIRE

A survey form, designed to inquire as to the depth and breadth of the candidates' related job experiences, training and education in fire and emergency services, will be completed and self-certified by all applicants meeting the minimum qualifications for the position. The Experience and Training Questionnaire will be pass/fail with a 60% or higher score to pass. The top 16 scoring candidates will be invited to participate in the Assessment Center. The Assessment Center exercises will be weighted equally.

### ASSESSMENT CENTER

- **Skills Station:** A simulated incident will be presented for the candidates to allow them to demonstrate their ability to perform an essential function(s) of the position. This exercise is designed to assess the candidates' technical abilities, oral and/or written communication, stress tolerance and decision-making skills as related to the position of an experienced firefighter.
- **Scenario Exercise:** Candidates will be requested to explain their thought patterns and consideration when accomplishing a wide variety of tasks presented. This exercise is designed to assess the candidates' levels of training, experiences, technical knowledge, skills, decision-making and oral communication.
- **Interpersonal and Team Building:** A situational role-play exercise involving an incident with a business, citizen or department employee. This exercise is designed to assess the candidates' sense of team, ability to resolve conflict, interpersonal skills and related leadership abilities.
- **Oral Board Interview:** A panel interview will be conducted and candidates will answer structured questions regarding their experiences and training relative to the position as well as demonstrate oral communication, professional development, interaction, team building and leadership.

### NOTIFICATION

Candidates may check the status of their application materials and examination scores by going to our web site: [www.cob.org](http://www.cob.org) and clicking on "Applicant Status Information". When vacancies occur, the top 15 candidates or top 25% of the register, whichever is greater, will be referred to the Bellingham Fire Department for further consideration. The register will remain active for a period of one-year and will be used to fill designated vacancies as they occur.

### CPAT

Bates Technical College (BTC) offers the CPAT test. The test fee is \$125 per person, per session. Contact Marilee Chunn, Administrative Assistant to Fire Services for additional information: (253) 680-7460.

National Testing Network offers the CPAT test. The test fee for the CPAT is \$125.00 and includes two CPAT orientation sessions. CPAT Practice Tests are \$35 per session. Contact National Testing Network at (425) 774-5700 or [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).

## TO APPLY

Obtain applications from our web site: [www.cob.org](http://www.cob.org) or 2nd floor of City Hall, 210 Lottie St., Bellingham, WA 98225 or (360) 778-8220. All application materials become property of the City of Bellingham and will not be returned. Omission of the Minimum Qualifications Checklist or Experience and Training Questionnaire (separate from the resume and cover letter) may lead to disqualification. **Recruitment closes: June 27, 2008, 5 pm**

Submit the following:

- City of Bellingham application form (available on line at [www.cob.org](http://www.cob.org))
- Cover letter and resume
- Minimum Qualifications Checklist (available on line at [www.cob.org](http://www.cob.org))
- Experience and Training Questionnaire (available on line at [www.cob.org](http://www.cob.org))

All materials must be postmarked by June 27, 2008 to be considered for employment. Please send materials to the Human Resources Department, City of Bellingham, 210 Lottie Street, Bellingham, WA 98225. For additional information please call (360) 778-8220.

Human Resources Dept. 210 Lottie St. Bellingham, WA 98225 (360) 778-8220	<i>The City of Bellingham and the Bellingham Fire Department</i> <i>value diversity at all levels of the workforce</i> People with disabilities needing assistance in the application or examination process call (360) 778-8220	Our Web site: <a href="http://www.cob.org">www.cob.org</a>  Fax: (360) 778-8221
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