



Job Opportunity

Experienced Firefighter/Firefighter Paramedic

Build your career, Serve your community

Wages effective January 1, 2010 are \$4,686—\$5,945 per month. All experienced firefighters start at the 3rd step - \$5,283 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, and fire prevention within the City of Bellingham. The 143 uniformed members staff four dedicated medic units, six cross-staffed fire/BLS companies (six engines / aid units / 2 ladders), and one command unit. Specialized apparatus include a fire boat. In 2009, the department responded to approximately 14,900 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. Position is represented by Civil Service and a Union. Union membership is required within 30 days of hire.

Minimum Experience Requirements

Entry

- Must be 21 years of age.
- Must be a U. S. citizen or a registered permanent resident able work in the United States.
- Must pass a pre-employment drug test.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Must possess or obtain a Washington State Emergency Vehicle Accident Prevention (EVAP) certification within 90 days of initial hire.
- No record of driver's license suspension or revocation in any state within the last three years.
- Must possess EMT certification or acquire within 90 days of employment and maintain for the duration of employment.
- Must certify ability to meet and/or pass testing of all required physical ability and medical standards, including ability to swim at distance, tread water and retrieve a submerged weight.
- Willingness and ability to work at considerable heights (up to 100 feet) on a ladder.

Experienced

- Must meet all entry-level requirements.
- Two years of full-time, paid experience as a structural firefighter with an agency responsible for residential and commercial fire responses, at least one year of which must have been within the last three years.
- Graduate of a recruit academy and/or National Fire Protection Association (NFPA) 1001 Firefighter I certification. Documentation of completion or certification required.

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.



Job # 1025

**Salary:
\$5,283/mo**

**Opens:
May 24, 2010**

**Closes:
June 4, 2010, 5 pm**

www.cob.org

Compensation and Benefits

- Experienced Firefighters will be hired at Step 3, \$5,283 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—July 12 & 13

- **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 and clicking on "Applicant Status Information" no later than June 11. When vacancies occur, the top 15 candidates 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 \$80 per person, per session. Visit their web site: <http://www.bates.ctc.edu/FireFighter> for more information.

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.

To Apply

If you are interested in this outstanding career opportunity, please obtain an application packet from: The lobby of City Hall, 210 Lottie Street, Bellingham, Washington 98225, (360) 778-8220 or our web site: www.cob.org 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) will lead to disqualification. **Recruitment closes: June 4, 2010, 5 pm**

Submit the following:

- City of Bellingham application and Applicant Data Information forms (available on line at www.cob.org)
- Cover letter and resume
- Minimum Qualifications Checklist (available on line at www.cob.org)
- Experience and Training Questionnaire (available on line at www.cob.org)

Materials, if mailed, must be postmarked by June 4, 2010 and received by Human Resources by June 9, 2010. If submitting directly to Human Resources or emailing to hr@cob.org, materials must be received by Human Resources by 5pm, June 4, 2010. Emailed materials should be submitted using either PDF or Word format (.doc or .docx).

FAXED APPLICATIONS WILL NOT BE ACCEPTED

City of Bellingham values diversity at all levels of the workforce

People with disabilities needing assistance in the application or examination process call (360) 778-8220



Our mission is to protect lives and property from the adverse effects of fire, medical emergencies and exposure to hazardous conditions created by man or nature.

~ Chief William Boyd



General Information

NOTE: *The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.*

Filing of Application. Carefully read the announcement bulletin on the first page (attached); note the minimum qualifications required and application instructions. It is to your advantage to show all relevant education and experience. Resumes will not be accepted in lieu of the application.

Closing Date. Applications may be filed in person or by mail. If mailed, they must be postmarked and received by Human Resources by the closing date shown on the announcement. If returned in person, the application must be returned to the 1st floor of City Hall, 210 Lottie St., Bellingham, WA by 5:00 p.m. on or before the closing date.

Applicants with Disabilities. As provided for under the *Americans With Disabilities Act (ADA)*, the City will provide reasonable accommodation during an examination or testing process to candidates who request assistance.

Employee Benefits

Benefits.

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. Union membership is required within thirty days of hire.

Retirement. Employees and the City contribute jointly to the plan.

Group Insurance. Full-time regular employees and their eligible dependents are covered by medical/dental/life insurance plans. Employees are covered by the State Industrial Insurance Act.

Deferred Compensation. An employee may elect to participate in the City's deferred compensation program. Information is provided at New Employee Orientation.

Employment

Hours of Work. Firefighters work 24-consecutive-hour shifts, living at the station for the entire period. Firefighter shifts are organized on the following schedule: 24 hours on duty, 48 hours off duty (1 day on, 2 days off).

Salary Step Increases. Under the existing salary plan, the City provides for a regular progression of salary increases.

Civil Service Commission. Most positions are subject to the Bellingham Civil Service Commission. When a vacancy occurs, the top fifteen candidates on the register will be forwarded to the department for **further consideration**. All new Civil Service employees are subject to a one-year probationary period. Positions at the Museum and Library, as well as supervisory, professional and non-represented positions are excluded from the Civil Service. A candidate may challenge the scope, content, or method of an examination or test, and a protest may be filed in writing with the Examiner within five (5) days following the date of the challenged examination. A candidate may also challenge the scoring of an examination or test, failure of the candidate on any part of an examination, or clerical error in examination results of any examination



City of Bellingham

Employment Application

Human Resources Department
210 Lottie Street
Bellingham, Washington 98225
(360) 778-8220
(360) 676-6883 (TTY)

www.cob.org, Employment

*Build Your Career
Serve Your Community*

How did you hear of opening? Choose one:

- | | |
|--|--|
| <input type="checkbox"/> City Posting (P) | <input type="checkbox"/> Friend or Relative (F) |
| <input type="checkbox"/> Bellingham Herald (H) | <input type="checkbox"/> Placement Office (E) _____ |
| <input type="checkbox"/> Seattle Times (T) | <input type="checkbox"/> Professional web site/journal (R) _____ |
| <input type="checkbox"/> City Employee (A) | <input type="checkbox"/> Other (O) _____ |
| <input type="checkbox"/> Direct Mailing (M) | <input type="checkbox"/> City's Web Site (W) |

I. Job Info

Job you are applying for: _____

Job #: _____

II. Personal Information

Complete all information. Incomplete applications may delay or disqualify you.

LAST NAME	FIRST NAME	MIDDLE INITIAL	CONTACT PHONE (A weekday number where you can be reached.)	EMAIL ADDRESS (Optional)
MAILING ADDRESS (Street or PO Box):		CITY:	STATE/ZIP:	
ARE YOU A CURRENT OR FORMER CITY OF BELLINGHAM EMPLOYEE? <input type="checkbox"/> Yes <input type="checkbox"/> No LIST POSITION(S) AND DATES OF EMPLOYMENT: _____				

FOR CIVIL SERVICE POSITIONS ONLY

Do you wish to claim Veterans scoring criteria in this examination: Yes No
Please attach a copy of your DD-214 with application materials if your answer is YES.

Also complete the Veteran's Scoring Criteria section of the Applicant Data Information Sheet (attached).

III. Education and Training

	NAME AND LOCATION (CITY, STATE) OF SCHOOL	CIRCLE YEARS COMPLETED	GRADUATED	YEAR	TYPE OF DEGREE	MAJOR/ CONCENTRATION
HIGH SCHOOL		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No			
COLLEGE		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No			
COLLEGE*		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No			
GRADUATE SCHOOL		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No			
TECHNICAL SCHOOL		Length of Course	<input type="checkbox"/> Yes <input type="checkbox"/> No			

RELEVANT PROFESSIONAL CERTIFICATES AND/OR LICENSES:

WHAT SPECIAL SKILLS DO YOU HAVE THAT WOULD BE OF VALUE IN THE WORK FOR WHICH YOU ARE APPLYING?

(*Two colleges listed in the event you attended more than one college.)

IV. References

List names of three people who can comment on your work from their direct observation

NAME	RELATIONSHIP	PHONE NUMBER

It is the policy of the City of Bellingham to provide employment, training, compensation, promotion, and other conditions of employment without regard to race, color, national origin, gender, age, sexual orientation, marital status, and/or disability. Persons with disabilities needing assistance in the application/examination process may call the Human Resources office at (360) 778-8220.

CITY OF BELLINGHAM APPLICANT DATA INFORMATION SHEET

Applicant's Name: _____

Date: _____

Job Title/Number: _____

Instructions: Please print this form and complete. Check where appropriate. Return this form and application materials to:
Human Resources Dept., City of Bellingham, 210 Lottie Street, Bellingham, WA 98225
360/778-8220 or Fax: 360/778-8221

STATISTICAL REPORTING

Race (check one): Asian Black Hispanic Native American White Other
Sex (check one): Male Female

NOTE: Race and sex information is for statistical reporting purposes ONLY and is not used in hiring.

APPLICANT STATUS

Candidate ID #:* 999-99-_____ (Last 4 digits of your Social Security number)

1. Applicants are notified of their score and status on our web site, www.cob.org, Employment, Applicant Status.
2. Information will be updated approximately four weeks after closing date.
3. Each applicant is assigned an ID number to ensure confidentiality. Example: 999-99-1234 (includes last four digits of your Social Security number). This must be included on the Applicant Data Information sheet and returned with your application materials.
4. An explanation of the process will be available at the web address shown above after completion of the process.
5. An update as to the applicant status will be provided for those applying in the process.
6. Applicants may also utilize internet at your local library, contact the Human Resources Department at (360) 778-8220 or come to the office, 2nd floor, City Hall, 210 Lottie St., Bellingham, WA if internet access is unavailable to discuss their status in the process.

Are you a current City of Bellingham employee? Yes No

Are you a former City of Bellingham employee? Yes No

VETERAN'S SCORING CRITERIA (if applicable)

- Honorably discharged from the service. Yes No
- Received a discharge from active duty for physical reasons with honorable records. Yes No
- I claim 10% preference to be added to my final passing score because **I am not** receiving Veteran's retirement payments.
Yes No
- I claim 5% preference to be added to my final passing score because **I am** receiving Veteran's retirement payments.
Yes No

Per RCW 41.04.010 – The percentage shall be added to the passing mark, grade or rating of competitive examinations until the Veteran's first appointment.

In order to receive Veteran's points, a copy of your DD-214 must be submitted.

CONVICTIONS

Have you ever been convicted, pled guilty or not contested, forfeited bond or bail, been on parole or probation, or served time in prison for any crime other than traffic violations, in the last ten years? Yes No

If yes, explain below. If necessary, please provide your response on a separate sheet of paper and attach to the Applicant Data Information sheet. Do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old.

A conviction will not necessarily bar you from employment

Date of Conviction	Charge	Disposition	City, County, State	Remarks

To the best of my knowledge, the information herein is true and complete. I understand that falsification of information on this form will be grounds for elimination from further consideration; or, if employed, for dismissal at any time. Further, I understand that at time of hire, I will be required to provide documentation showing authorization to work in the United States.

Applicant Signature _____

Date _____

EXPERIENCED FIREFIGHTER MINIMUM QUALIFICATION CHECKLIST

The purpose of this checklist is to determine if you meet the minimum requirements for the position of Firefighter. You must submit this form with the City of Bellingham application on or before the closing date. **PLEASE READ EACH QUESTION CAREFULLY!**

ENTRY

1	To be eligible, applicants must not have smoked or used tobacco products for a minimum of 24 months prior to application. Do you meet this requirement?	YES	NO
2	Are you a U.S. Citizen or registered to work in the United States?	YES	NO
3	Will you be at least 21 years old by date of hire?	YES	NO
4	Have you graduated from high school or received a GED?	YES	NO
5	Do you have or can you obtain a valid Washington State Driver's license by time of hire?	YES	NO
6	Do you have any record of license suspension or revocation in any state within the last three years?	YES	NO
7	Do you have an Emergency Medical Technician (EMT) certification or can you provide documentation stating you completed Emergency Medical Technician certification course and can obtain a certificate within 90 days of employment? Note: The Bellingham Fire Department doesn't provide Emergency Medical Technician Training and strongly encourages candidates to explore EMT opportunities provided by local colleges, including Bellingham Technical College.	YES	NO
8	Are you able to swim at distance, tread water and retrieve a submerged weight?	YES	NO
9	Willingness and ability to work at considerable heights (up to 100 feet) on a ladder?	YES	NO
10	Do you have any record of felony convictions?	YES	NO
11	Do you have any record of misdemeanor convictions? Note: Misdemeanor convictions will not necessarily bar you from employment, but offenses may, by their nature and recentness reveal a lack of specific qualifications necessary for this position.	YES	NO

EXPERIENCED

1	Do you meet all entry level requirements listed above?	YES	NO
2	Do you have two years of experience as a full-time, paid structural firefighter with a city, district or private company?	YES	NO
3	Are you a graduate of a recruit academy and/or National Fire Protection Association (NFPA) 1001 with a Firefighter I certification? If YES, list where and year obtained. Documentation of completion or certification is required. _____	YES	NO
4	Have you successfully completed CPAT within the last year and have the ability to provide documentation to verify status? If NO, documentation must be provided no more than one year prior to your hire date.	YES	NO
5	Do you have a current Washington state and/or national Paramedic certification? If YES, list where and year obtained. (This is preferred and will not disqualify an applicant. It is asked only to supply additional information to the Fire Department.) _____	YES	NO
6	Have you completed driver/engineer departmental training and certification? If YES, list where and year obtained. This will not disqualify an applicant. _____	YES	NO

I CERTIFY THAT THESE RESPONSES ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE INFORMATION IS GROUNDS FOR REJECTION OR DISMISSAL.

Signature

Date

Print Name

