

**APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED
BETWEEN THE HOURS OF 8:30 AM - 2:00 PM, MONDAY - FRIDAY.**

<u>ANNOUNCED POSITION:</u>	FIREFIGHTER TRAINEE
<u>PAY GRADE 13:</u>	\$989 bi-weekly plus benefits while in Basic Training
<u>PAY GRADE 15:</u>	\$28,421 annually plus benefits upon completion of Basic Training
<u>APPLICATIONS ACCEPTED UNTIL:</u>	2:00 P.M., Thursday, March 8, 2007
<u>WRITTEN TEST DATE AND TIME:</u>	9:00 A.M., Friday, June 8, 2007 and 9:00 A.M., Saturday, June 9, 2007 - Scheduled Upon Application
<u>PHYSICAL ABILITY TEST DATE AND TIME:</u>	Friday, June 8, 2007 and Saturday, June 9, 2007 – Scheduled After Passing Written Exam

JOB DEFINITION/DUTIES:

The purpose of this job is to protect the lives and property of citizens through firefighting activities resulting from natural or man made disasters. Duties include, but are not limited to, combating and extinguishing fires, rescuing persons and salvaging property in emergency situations; training with and maintaining equipment; assisting in fire prevention activities and education, and other related activities. New employees are required to successfully complete a 14–16 week Recruit Training School. This is a classified position under the City's Civil Service Laws and is non-exempt under the Fair Labor Standards Act.

QUALIFICATIONS:

High school graduate or GED and be at least 18 years of age at time of application. Must successfully complete the Recruit Training School within the first six months of employment. **APPLICANTS MUST MEET THE CITY OF SAVANNAH'S BACKGROUND STANDARDS AND CANNOT HAVE A FELONY CONVICTION WITHIN THE PAST 10 YEARS, PATTERN OF MISDEMEANOR CONVICTIONS OR REPEATED TRAFFIC VIOLATIONS.** A valid driver's license, background investigation, including supervised drug screen, and post-offer/pre-employment medical screen, required. Individuals hired as Firefighters must comply with a *No Use of Tobacco Agreement*. **Off duty emergency service personnel must be able to report to work within 90 minutes of notification. Time and distance calculated from home address to Fire Headquarters at 121 East Oglethorpe Avenue, Savannah, Georgia 31401, utilizing Maps and Directions Program on MSN.com.**

ESSENTIAL JOB FUNCTIONS

Responds to fire alarms in a company; lays out and connects hoses; raises and climbs ladders; directs fire suppressants to extinguish fires; carries out firefighting activities using tools and methods in a prescribed manner; performs emergency lifesaving activities; salvages and preserves property to minimize fire loss; and performs clean-up activities after fire suppression. Trains with fire tools and equipment to develop and maintain competency and proficiency in fire suppression, prevention, and lifesaving techniques and familiarization of developments in the fire and emergency services field. Learns location of City streets and addresses, hydrants, stand pipes, and physical features of property within an assigned district. Inspects commercial and residential properties for fire hazards and violations to the fire prevention ordinances; to advise and solicit cooperation of property owners and inhabitants to rectify hazardous conditions; may participate in fire drills in hospitals, schools, and other high risk structures. Services, cleans, tests and performs minor repairs to firefighting equipment and property to ensure proper working order; performs general maintenance work in the upkeep of fire department facilities. May drive and operate heavy powered equipment under special instructions and limited conditions on a relief basis; may drive light rescue and automotive equipment.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

RATING OF EXAMINATION:

The final score on this examination will consist of written exam pass/fail score, plus veteran's preference points, if eligible. Eligible applicants must also obtain a passing score on the physical ability exam.

ELIGIBILITY:

The names of all competitors rated eligible for appointment will be placed on the proper register according to their final scores.

WHERE TO APPLY:

Apply to the City of Savannah Human Resources Department, P.O. Box 1027, Savannah, GA, 31402. **Due to testing, all applications with all required documents must be turned in by the closing date.** Applicants with a known disability as defined under the Americans with Disabilities Act and need an accommodation in the recruitment or selection process, must request this accommodation no later than 48 hours prior to the need.

(070119-03758)

City of Savannah
Human Resources Department
January 2007

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Applications for Firefighter Trainee for the City of Savannah must include legible copies of **all** applicable documents listed below.

**Applications will be accepted between the hours of
8:30 am - 2:00 pm, Monday, January 22, 2007 - Thursday, March 8, 2007**

REQUIRED DOCUMENTS FOR FIREFIGHTER APPLICANTS

Completed City of Savannah Application Form

Birth Certificate

High School Diploma or GED Certificate

Valid Driver's License

Social Security Card

State of Georgia Firefighter Certification, if applicable

DD214 indicating type of discharge, if applicable

College transcript, if applicable

Naturalization Certificate, if applicable

APPLICATIONS CANNOT BE ACCEPTED WITHOUT LEGIBLE COPIES OF ALL REQUIRED DOCUMENTS. DUE TO TESTING, ALL APPLICATIONS WITH ALL REQUIRED DOCUMENTS MUST BE TURNED IN BY THE CLOSING DATE.

If you were referred by a Savannah Fire Department employee, please print the name of the employee in the space below.

Referred by: _____

I have received the study guide for the physical ability component (CPAT) of the Firefighter Trainee examination.

Signature

Date

City of Savannah Human Resources Department
132 E. Broughton Street, 5th Floor
Savannah, Georgia 31401
January 2007

Dear Firefighter Trainee Applicant:

Thank you for your interest in the position of Firefighter Trainee with the City of Savannah. We look forward to working with you in the Recruitment & Selection process.

In an effort to familiarize you with the various steps in our process, this letter will explain some basic information about what is required of applicants seeking employment as a Firefighter Trainee with the City of Savannah. If you have any questions regarding the information contained in this letter, please contact the Human Resources Department. Our staff is readily available to assist you.

Applications for Firefighter Trainee will be accepted January 22, 2007 until March 8, 2007 from 8:30 a.m. - 2:00 p.m. only in the Human Resources Department, located on the 5th Floor of the Broughton Municipal Building, 132 E. Broughton Street, Savannah, GA 31401. The mailing address for the Human Resources Department is P.O. Box 1027, Savannah, GA 31402. All applications and copies of all required documents must be received by the March 8, 2007 deadline. All applications must be submitted to the Human Resources Department during the designated recruitment period; applications should not be submitted to the Fire Department.

Upon receipt of a completed employment application, along with legible copies of **all** required documents, applicants will be scheduled for the written examination, either Friday, June 8, 2007 or Saturday, June 9, 2007 and issued an examination study guide for the physical ability component (CPAT) of the Firefighter Trainee examination. **Applicants submitting incomplete applications or legible copies of all required documents will not be scheduled for the examination; no exceptions. All applicants are required to show proof of identity with a picture ID when reporting for each component of the examination.** Applicants must pass the written component of the examination in order to be eligible to take the physical ability component of the examination. **The CPAT examination will be administered after passing the written examination on Friday, June 8, 2007 or Saturday, June 9, 2007.**

The Savannah Fire & Emergency Services Bureau (SFES) will hold mandatory informational meetings concerning the CPAT testing process on the following dates: **Tuesday, March 13, 2007 at 6:00 pm, and Saturday, March 24, 2007 at 9:00 am. Applicants living 100 miles from Savannah will be mailed a CD/DVD containing this information. Beginning on March 20 and concluding on June 5, 2007, CPAT practice sessions will be offered each Tuesday, beginning at 6:00 pm ending at 9:00 pm and each Saturday, beginning at 9:00 am ending at Noon.** All informational meetings and practice sessions will be conducted at the Savannah Fire & Emergency Services (SFES) Training Academy at 6902 Sallie Mood Drive off of Eisenhower Drive, Savannah, Georgia.

Applicants must pass both the written and CPAT components of the examination in order to be placed on the eligible list for Firefighter Trainee. The eligible list for Firefighter Trainee will be an all qualified band. Applicants are placed on the eligible list based on passing (score of 70) the written and the CPAT examinations, plus veterans' preference points, if eligible.

Applicants who pass the Firefighter Trainee examination will undergo an extensive background investigation. The background investigation includes, but is not limited to, checking work records, motor vehicle records, criminal history records and educational records. Firefighter Trainee applicants will also be finger printed as part of the background investigation. Applicants are not hired based solely on examination scores; several factors are reviewed to determine who will be selected. Successful candidates must meet the background standards established for the position of Firefighter Trainee for the City of Savannah and the State of Georgia. If you have questions regarding the background standards that must be met by Firefighters for the Savannah Fire and Emergency Services Bureau please contact the City of Savannah's Human Resources Department at the telephone number listed below.

Applicants are required to inform the Human Resources Department of any changes in employment status, address, telephone number, criminal history or motor vehicle records, etc. in the event these changes take place after submitting an employment application. Failure to provide this information is grounds for disqualification.

Upon completion of the background investigations, the names of eligible applicants will be forwarded to the Chief of Fire & Emergency Services for interviews, in accordance with the City of Savannah Civil Service Laws. Applicants will be notified of an interview date and time by a representative of the Fire & Emergency Services Bureau. You will be notified by letter or phone, in approximately eight weeks by the Human Resources Department, the results of the interview.

Applicants hired as Firefighter Trainees will attend a 14-16 week Recruit Training School which consists of a 5 day (8 hours per day), work week Monday through Friday. Upon successful completion of the Recruit Training School, trainees are assigned to a specific company and shift at which time they will begin a 24 hour on/48 hour off schedule. The probationary period for new Firefighters is one year.

The City of Savannah's Fire & Emergency Services Bureau requires all Firefighter Trainees hired as of January 1, 1998, to sign and comply with a ***No Use of Tobacco Agreement*** as a condition of employment. The Agreement prohibits employees hired as Firefighters after January, 1, 1998, from using tobacco products of any kind, on and off duty, while employed with the City of Savannah. Additionally, **all off duty emergency personnel must be able to return to work within 90 minutes of notification. Time and distance calculated from home address to Fire Headquarters at 121 East Oglethorpe Avenue, Savannah, Georgia 31401, utilizing Maps and Directions Program on MSN.com.**

Hopefully this information has given you some insight into the recruitment and selection process for Firefighter Trainee for the City of Savannah. If you have any questions, please contact the Human Resources Department at (912) 651-6484.

Again, thank you for your interest in employment as a Firefighter Trainee with the City of Savannah and we look forward to having you on our team!

Sincerely,

Gale Dick
Human Resources Analyst