

CITY OF OWENSBORO
FIREFIGHTER POSITION INFORMATION, RECRUITMENT SCHEDULE, AND FURTHER DETAILS
LAST UPDATED: October 10, 2022

INFORMATION AND DATES CONTAINED HEREIN ARE SUBJECT TO CHANGE.
BE SURE TO CHECK OFTEN FOR UPDATES at www.owensborofire.org (click on "Recruitment")
Applicants should begin preparation for this process immediately.

POSITION INFORMATION:

SUMMARY OF POSITION: This is a **Full-Time** position. A Firefighter responds with a team to provide fire suppression, rescue activities, emergency medical service, hazardous materials mitigation, and other special operations. Firefighters also provide various Fire Prevention and Safety services, emergency preparation, maintain facilities, vehicles and equipment, and attend training and professional development sessions.

MINIMUM QUALIFICATION REQUIREMENTS: Requires high school diploma or GED. Other qualifications may be required, as specified in the job description. Applicants failing to meet such standards shall be disqualified from any further consideration of employment. Must be minimum age of 18 before being sworn-in. Applicants must meet all other requirements prior to being hired. Applicants who do not currently meet all job requirements, but who will meet the requirements by **November 25, 2022** (*est. certification date*), may still be permitted to participate in the recruitment process. However, such applicants can only be considered for employment upon meeting the requirements. **NOTE:** Future recruitments may require an EMT – Basic Certification prior to hire. However, it is not required prior to hire for this current recruitment.

EMT-BASIC CERTIFICATION: Though not required to participate in the recruitment process, if hired, you will be required to obtain your EMT-Basic certification within 18 months. Regular status appointment will not be considered without successful completion of this certification. Failure to complete this certification on time will result in your termination of employment. If you currently have the EMT-Basic certification from outside Kentucky, you may visit https://kbems.kctcs.edu/forms/kbems-e4_emt_checklist.aspx to learn of its reciprocity.

CURRENT PAY AND BENEFITS: Current Base hourly rate is \$13.0338/hr. If you work 2,912 hours per year, this amounts to approximately \$43,376. Additional state incentive of \$4,300 annually (paid in monthly increments) after required training is completed. Excellent benefits. Employees are eligible for pay and benefits in accordance with applicable policy and contingent upon budget approval. Pay and benefits are subject to change.

CURRENT REGULAR WORK HOURS: Initial training period consists of 40 hrs/wk. Thereafter, the position requires shift work of 24 hrs on, 48 hrs off (an average of 56 hrs/wk per year).

PROBATIONARY PERIOD: New firefighters have a probationary period of 18 months. Regular status is contingent upon recommendation of the Department Head, formal recommendation by the City Manager, and formal approval of the Board of Commissioners.

DRUG AND ALCOHOL POLICY: The City has a stringent random drug and alcohol testing policy for its public safety employees, including but not limited to, random, post-incident, and reasonable suspicion testing. Post-offer, pre-employment testing is also required.

CHECK OUT OUR COMMUNITY: Check out our City website and community at www.owensboro.org and www.owensboro.com.

LEARN MORE ABOUT THE OWENSBORO FIRE DEPARTMENT: Check out our webpage www.owensborofire.org, and click on the link to our 2022-27 Strategic Plan.

RECRUITMENT SCHEDULE AND FURTHER DETAILS:

DEADLINE TO APPLY: October 22, 2022

If you have a preference as to your written exam session: Submit the included CONFIDENTIALITY AGREEMENT AND EXAMINATION PREFERENCE FORM as an attachment. Refer to Exhibit 1.

The City of Owensboro is an Equal Employment Opportunity Employer, EEO/AA—M/F/V/D. Applicants needing accommodations are instructed to contact the City Personnel Dept. **prior to** application deadline at (270) 687-8542 or toll-free (888) 616-8540, or as soon as practical prior to the event in which you require accommodation, so that we may have sufficient time to consider your request and make any necessary preparations, if required. Hearing impaired, call TDD/Voice (270) 687-4459.

We plan to email packets out by October 25, 2022 to those who have applied by the deadline(s). If you do not receive your packet by October 28, call (270) 687-8540, (888) 616-8540, or (270) 687-8545. Failure to receive your packet in time does not exclude you from meeting all requirements.

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MANDATORY WRITTEN EXAM (HOLD BOTH TIMES)

9:00am, November 14, 2022
OR
5:30pm, November 14, 2022

SUBMIT: CONFIDENTIALITY AGREEMENT AND EXAMINATION PREFERENCE FORM by November 4, 2022 (See Exhibit 1).

REPORT TO: Owensboro Police Department Community Room
222 E. 9th Street
Owensboro, KY 42303

REQUIRED FOR ADMITTANCE TO WRITTEN EXAM:

- Picture ID
- Exhibits (1,2,4, refer to last several pages of this document), and such exhibits shall indicate applicant meeting all requirements:
 - “Confidentiality Agreement and Examination Preference Form” (Exhibit 1), and
 - “Firefighter Applicant Acknowledgement” form (Exhibit 2), and
 - “Medical Privacy Release” form (Exhibit 4).
- Current, valid CPAT (if already obtained).

PREPARING/ARRIVING FOR THE WRITTEN EXAM:

- The written exam study guide for The National Firefighter Section Test (“NFST”) can be accessed at www.owensborofire.org in the Recruitment section. In addition to the NFST, we will be administering an assessment that contains statements about various work related topics, known as the Public Safety Normative Survey (“PSNS”). When completing this assessment, you will read each statement and indicate your agreement or disagreement with it. Be sure to respond to each statement in the PSNS, since skipped items will be counted against your score. The Passing score is 60% overall PLUS 78% on the assessment, unless otherwise recommended by the testing company. 100 points maximum for the written exam. You will be notified of your results prior to the oral exams beginning. If you fail the exam, you will be disqualified and will not be allowed to participate any further in the recruitment process.
- Arrive at least 20 minutes early.
- No admittances after the designated starting time. If you fail to show on time, or to your assigned session, you may be disqualified.
- You may park in the OPD Visitor Parking lot on Daviess Street across from OPD.

PHYSICAL ABILITY TEST PROCESS (i.e., "CPAT")

There is not a CPAT process scheduled in Owensboro at this time.

The State Fire Commission is conducting CPAT processes at the locations/dates listed below (at no cost).

You must contact Rick Larkins at (859) 753-7282 to reserve a time slot. NO WALK-INS ALLOWED.

2022 CPAT Schedule (ONE-DAY ORIENTATION AND TEST)

Burlington – November 8-9

8 am | 10 am | 1 pm | 3 pm | 5 pm | 10 candidates per time slot

Louisville – December 6-7

8 am | 10 am | 1 pm | 3 pm | 5 pm | 10 candidates per time slot

Other CPAT alternatives: Indianapolis, IN, Ft. Branch, IN, etc. – there is a fee associated with these testing facilities.

CPAT DEADLINE: To be considered for a City of Owensboro firefighter position, you must obtain a current, valid CPAT card PRIOR to **December 7, 2022**.

What if I have a current, valid CPAT at the time of the written exam, but it expires soon after? You will be required to renew it prior to any further consideration once it expires.

Hints about prepping/arriving for the CPAT session:

- Arrive at least 20 minutes early before the CPAT session.
- If you fail to show on time, you may be disqualified.
- Travel, meals, and lodging are not paid, arranged, or provided by the City.
- For the practice and exam sessions, dress in comfortable, breathable, and appropriate attire to perform heavy physical activity. **NO SHORT PANTS.** Consider long sleeves and athletic shoes (no open heel or open toe shoes permitted). Be aware that this process will be conducted indoors.
- *Can I do anything now to prepare for the CPAT?*
You need to start preparing for the physical ability test immediately. The CPAT is a pass/fail test. This means you either pass, or you don't. This is a highly strenuous physical process. Please note, in regard to the physical ability exam, you will be given *specific* instructions on how to perform each exercise, and if requirements are not met, you will fail the exam. Further information on the CPAT physical ability exam can be accessed at the above website, and also at www.owensborofire.org in the Recruitment section.

FURTHER INFORMATION: All Kentucky career firefighter candidates are required to undergo a physical ability test (i.e., "CPAT"). The Kentucky Fire Commission administers this testing.

If you hear or see the words "physical ability" exam/test, "physical agility" exam/test, and/or "CPAT," do not be confused. These terms are referring to the same process. The phrases are used interchangeably.

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MANDATORY ORAL EXAM

(HOLD ALL DATES)

If you have satisfactorily completed the written exam and physical ability exam, you will be notified of your assigned session for the oral exam. We anticipate these to be scheduled around the week of November 21, 2022.

REPORT TO: To be determined at a later date.

REQUIRED FOR ADMITTANCE TO ORAL EXAM:

- Picture ID
- Current, valid CPAT card
- If required, pre-oral exam paperwork

FURTHER INFORMATION:

Hints about prepping/arriving for the oral exam:

Arrive 20 minutes early.

If you fail to show on time, or to your assigned session, you may be disqualified.

Further tips on how to prepare for an oral exam can be accessed at www.owensborofire.org in the Recruitment section. Or, you may go to www.owensboro.org, click on Employment Opportunities, Firefighter, and the applicable link that takes you to this information.

Travel, meals, and lodging are not paid, arranged, or provided by the City.

Strong communication skills are required for this process.

Though no passing score is required for the oral exam, you are still required to satisfactorily complete the exam. If, for any reason, it is determined you did not satisfactorily complete the oral exam, you may be removed from any further consideration. Furthermore, the higher you score on this exam, the better for your ranking. 50 points maximum for the oral exam.

If you fail to receive notification by November 18, 2022 of your oral exam session time, it is your responsibility to contact the Personnel office at (270) 687-8540 or (270) 687-8545 prior to November 21, 2022. We are not responsible if you fail to confirm your session time.

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CERTIFICATION OF ELIGIBILITY LIST AND DETERMINATION OF TOP GROUP

Upon the eligibility list being certified in accordance with applicable policy, you will then be notified of your score and if you fall in the initial top group. Please note that the list will not likely be certified until approximately November 25, 2022.

Exam results will not be posted online, and may not be provided over the phone.

The eligibility list is produced by combining the overall written exam score and the overall oral exam score. Applicants will be ranked highest to lowest. Initially, only the top group of applicants on the eligibility list may undergo further evaluation (e.g., background investigation, interview, etc.); however, we may work our way down the list. The top group is anticipated to be determined by the Rule of 5N (5 times the number of anticipated vacancies).

Please note that in accordance with applicable policy and law, applicants may be removed from the list at any time. Furthermore, the City of Owensboro is under no obligation to certify the list, or offer employment to any person(s) on the list. In the event the list is not certified, the City reserves the right to hold a new recruitment process to establish a list. The City furthermore reserves the right to discard any one or more portions of the testing process, and/or re-conduct such testing if necessary to certify the list under applicable policy and law, at its discretion. Once the list is certified, the City reserves the right to re-certify the list in accordance with applicable policy and law (e.g., if necessary to make a correction).

Vacancies that **exist and/or originate** while the list remains active in no way obligates the City of Owensboro to fill such positions.

Other than informing you if you are in the top group, we do not release where you rank on the list. Your standing on the list is subject to change, in accordance with applicable policy and law.

Once certified, this eligibility list remains valid for one year from the date of certification, or until no names remain on the list, whichever comes first.

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SUBMISSION OF REQUIRED DOCUMENTATION: DUE DATE (TBA)

Applicants who fall in the top group who are scheduled to proceed to further evaluation (e.g., background screening process, interview, etc.) shall submit their required documentation no later than the due date provided. In the event you are not in the initial top group, but then later progress to the top group, you will be required to submit this documentation within 3 business days upon our request if you wish to remain under consideration. We recommend you personally deliver this information. If you choose to mail it, please use Federal Express or another method where it can be tracked if lost. Such information shall be sent to the following address:

Josh Bachmeier
Human Resources Manager
City Hall
101 E. 4th Street
Owensboro, KY 42303

Failure to submit sufficient evidence of qualifications, on time, may result in disqualification. The Owensboro Fire Department reserves the right to determine what it considers to be "sufficient" evidence.

Required documentation includes, but is not limited to:

- Must submit copy of Valid Driver's License; and
- Must submit copy of Valid Social Security Card; and
- Must submit copy of Valid Birth Certificate; and
- Must submit copy of Evidence of any certifications, training, etc. beneficial to job; and
- Must submit copy of High school diploma or GED (a copy of both your high school transcript and diploma);
PLUS
- Must submit copy of Associate's Degree, its equivalent, or 60 hours of coursework, or other field which is job-related (submit a copy of both your college transcript and diploma; if you have not yet met the requirements, a letter from the educational institution will be necessary showing that you are scheduled to meet the requirements and when); **or**
- Must submit copy of Evidence of 2 years full-time firefighting, Emergency Medical Technician, or Paramedic experience; **or** Must submit copy of Evidence of 3 years certified volunteer firefighting experience with a minimum of 150 certified training hours, **or** a current Kentucky or National Registered Emergency Medical Technician (EMT) basic certification with 30 job-related accredited college or university hours, **or** has been employed by the City of Owensboro in a full-time capacity for four (4) years, or applicant has graduated a KCTCS college with an Associate's degree in Fire/Rescue Science Technology to include certification as a Nationally Registered Emergency Medical Technician, **or** an equivalent combination of education and experience; **or**
- Must submit evidence of 2 years active military duty, if applicable (form DD214 or other sufficient military documentation)

Applicants who do not currently meet all requirements/qualifications, but who will meet the requirements/qualifications by **November 25, 2023**, may be returned to the list, and the City may then move down the list accordingly.

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BACKGROUND SCREENING AND FURTHER EVALUATION PROCESS (DATES VARY)

We will not likely certify the eligibility list until November 25, 2022 at the earliest (though subject to change if the list expires/exhausts earlier than anticipated).

Once certified, this eligibility list remains valid for one year, or until no names remain on the list, whichever comes first.

Once the list is certified, then for those in the top group, the background screening and/or other further evaluation process may follow. These steps will occur at the City's discretion (e.g., if we do not anticipate the need to fill vacancies, we may delay or cancel any one or more of the following steps). Also please remember as stated above, in accordance with applicable policy and law, names may be removed from the list at any time.

Background Screening. The background investigation will include, but is not limited to, criminal record, motor vehicle record, references, employment, education, and polygraph examination, and is to be conducted by the Owensboro Personnel, Fire, and/or Police Departments or their designated representative(s). Unless required by applicable law, information we obtain during our background investigation and evaluation process will not be released to you. Details of exact time and where to report will be provided at a later time. Arrive at least 20 minutes early. Failure to report on time may result in disqualification.

Interviews. Details of exact time and where to report will be provided at a later time. Arrive at least 20 minutes early. Failure to report on time may result in disqualification. Strong communication skills are required.

Job Offers and Remaining Closure Notices. If applicable, we will notify by mail those who were selected and those who were not selected from the interview process. If not selected, we will not release the reason(s) why, unless required by applicable law.

Post-offer, Pre-employment requirements. Those who are offered employment, and who accept the terms of the contingent job offer, must successfully complete the post-offer, pre-employment requirements [e.g., drug screen, physical exam, lab work, psychological evaluation, etc.]. This will involve *quite a bit of time, possibly on several dates*, depending on the schedules of our health care providers, etc. You may have little advance notice. Details of exact time and where to report will be provided at a later time. Arrive at least 20 minutes early. Failure to report on time may result in disqualification.

Formal Approval and Hire Date. You have no right to employment unless you meet all of the requirements stated in the job offer, the City Manager formally recommends you to the City Commission, and the City Commission approves your probationary appointment. We will make every effort to provide you at least two weeks from the date of formal approval before the date of hire, so that you may provide at least 2 weeks' notice to your current employer, if applicable.

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IF YOU'RE NOT SELECTED:

Keep in mind that this is an extremely competitive process where numerous applicants are competing for only a few positions. We consider all applicants fairly and in accordance with applicable law. If you are not selected this time, we encourage you to re-apply in the future. We will not release the reasons why you were not selected unless required by applicable law. If you were not selected, remember that there may be things you can do to enhance your chances next time. Of course, there are never any guarantees for employment. For example, you might consider:

- *Refrain from criminal or other questionable conduct, (e.g. use of illegal substances, major or numerous driving infractions, theft, etc.)*
- *Keep a clean criminal and driving record*
- *Be honest and forthright, and maintain a high level of integrity and trustworthiness*
- *Be dependable and reliable*
- *Maintain a positive and steady work history, with strong job performance, work ethic, and attendance*
- *Build a good relationship with your employers*
- *Enhance your interpersonal skills*
- *Practice your interview and communication skills*
- *Take advantage of the study/preparation materials provided*
- *Stay physically fit so that you can pass the physical ability exam*
- *Improve your written exam skills*
- *Pursue additional education, training, or military experience beyond high school*
- *Obtain an EMT or other professional related certifications*
- *Gain experience in fire or other emergency-related work*
- *Establish yourself as a leader in the community through volunteer work or other activities*
- *Provide as much detail on your application as possible*
- *Frequently check our website for current recruitment details*

CITY OF OWENSBORO, KY
FIREFIGHTER APPLICANT

**CONFIDENTIALITY AGREEMENT
AND EXAMINATION PREFERENCE FORM**

My signature below confirms that I have not discussed, formally or informally, orally or in writing, expressly or implied, the content of any Firefighter exam(s) or other confidential portion of the recruitment process (e.g., interview) with any candidate, other person, or party. Furthermore, my signature below confirms that I shall not discuss, formally or informally, orally or in writing, expressly or implied, any Firefighter exam(s) or other confidential portion of the recruitment process (e.g., interview) with any candidate, other person, or party, at any time. I understand that such discussion, in any format, could be an unfair advantage to me or other party. I agree to such terms, and I understand that if I discuss the above stated items with another candidate, person, or party, this could be grounds for me and the other party, if applicable, to be disqualified from the process.

Furthermore, assuming I am eligible, if I have a first preference regarding the written examination session, I have listed it below. Though the City of Owensboro will make a good faith effort to honor my first preference, I understand that in no way is the City of Owensboro obligated to do so. I understand that I am required to attend the examination at the session assigned, even if it is not my preferred session, if I wish to continue in the recruitment process.

Likewise, assuming I am eligible for other portions of the recruitment process, including but not limited to, the physical ability and oral exams, I understand that I must attend the session(s) assigned in relation to those events.

I agree to such terms, and understand if I fail to attend the exam(s) or other events as assigned, this could be grounds for me to be disqualified from the process.

Printed Name

Applicant's Signature

Date

CHECK FIRST PREFERENCE FOR WRITTEN EXAM. CHECK ONLY ONE:

_____ NOVEMBER 14, 2022 AT 9:00AM

_____ NOVEMBER 14, 2022 AT 5:30PM

Dates/Times of Examination(s) Remain Subject to Change.

CITY OF OWENSBORO, KY
FIREFIGHTER APPLICANT ACKNOWLEDGEMENT FORM

I, the undersigned, understand and agree that it is my responsibility to submit required documentation, as shown on the bottom of this page, to Josh Bachmeier, Human Resources Manager, City Hall, 101 E. 4th Street, Owensboro, KY 42303, no later than the due date assigned (TBA), in the event I receive a score qualifying me to proceed toward further evaluation (e.g., background screening, etc.). I furthermore confirm the following:

(INITIAL only one)

_____ I do currently meet the requirements/qualifications stated on the bottom half of this page;

OR

_____ I will meet the requirements/qualifications stated on the bottom half of this page no later than November 25, 2023.

IF NOT ALREADY AGE 18, INDICATE THE DATE YOU WILL TURN AGE 18: ___/___/___

IF NOT ALREADY AGE 18, AND YOU HAVE GRADUATED A KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM WITH AN ASSOCIATE’S DEGREE IN FIRE/RESCUE TECHNOLOGY, INCLUDING CERTIFICATION AS A NATIONALLY REGISTERED EMERGENCY MEDICAL TECHNICIAN, INDICATE THE DATE YOU WILL REACH AGE 18: ___/___/___

IF REQUIREMENTS/QUALIFICATIONS ARE NOT CURRENTLY MET, INDICATE THE DATE THEY WILL BE MET: ___/___/___

Signature

Print Name

Date

=====

REQUIREMENTS/QUALIFICATIONS FOR FIREFIGHTER

- Must be at least age 21 prior to being sworn (occurs shortly after hire); or age 20, if you have graduated a Kentucky Community and Technical College System with an Associate’s degree om Fire/Rescue Technology to include certification as a Nationally Registered Emergency Medical Technician; and
- Must submit copy of Valid Driver’s License; and
- Must submit copy of Valid Social Security Card; and
- Must submit copy of Valid Birth Certificate; and
- Must submit copy of Evidence of any certifications, training, etc. beneficial to job; and
- Must submit copy of High school diploma or GED (a copy of both your high school transcript and diploma); **PLUS**
- Must submit evidence of 2 years active military duty, if applicable (form DD214 or other sufficient military documentation); **or**
- Must submit copy of Associate’s Degree, its equivalent, or 60 hours of coursework, or other field which is job-related (submit a copy of both your college transcript and diploma; if you have not yet met the requirements, a letter from the educational institution will be necessary showing that you are scheduled to meet the requirements and when); **or**
- Must submit copy of Evidence of 2 years full-time firefighting, Emergency Medical Technician, or Paramedic experience; **or** Must submit copy of Evidence of 3 years certified volunteer firefighting experience with a minimum of 150 certified training hours; **or** a current Kentucky or National Registered Emergency Medical Technician (EMT) basic certification with 30 job-related accredited college or university hours, **or** has been employed by the City of Owensboro in a full-time capacity for four (4) years, **or** applicant has graduated a KCTCS college with an Associate’s degree in Fire/Rescue Science Technology to include certification as a Nationally Registered Emergency Medical Technician, **or** an equivalent amount of education and experience.

NOTE: EMT – Basic certification may be required for future recruitment processes.

CITY OF OWENSBORO, KY

MEDICAL PRIVACY RELEASE

I understand and acknowledge that any request for my medical information by the City of Owensboro or its representative(s) *shall only be made in accordance with applicable law*. For example, if a job offer is extended to me, I understand that this information may be required as part of the post-offer, pre-employment requirement process.

I understand that I am not obligated to provide medical information unless required by the City of Owensboro, in accordance with applicable law.

I hereby authorize the release of any medical information, both of a physical and/or mental nature, to the City of Owensboro's Medical Officer (i.e., Loss Prevention Manager), and/or physician(s) and psychologist(s) and other health care provider(s), and/or any other representative(s) with a legitimate need for such information, in accordance with applicable law. Furthermore, I understand, acknowledge, and agree that such medical information may be considered by the City of Owensboro in determining whether or not I satisfactorily complete required examination(s) or evaluation(s).

Furthermore, I will forever release and hold harmless, the City of Owensboro, its officials and employees, physicians and psychologists and other health care providers, and/or any and all representatives, from any and all liability, if any, arising from the use of such medical information. I authorize the City of Owensboro and/or its chosen representative(s) to investigate all information necessary to reach an employment decision, as it relates to such medical information.

I understand that a photocopy of this form shall constitute written authorization for all external and internal sources to obtain or release any information that is necessary to assist the City of Owensboro in reaching an employment decision, the same as if it were the original form. I shall forever release and hold harmless from any and all liability, any person, corporation, business entity, or organization that provides information to the City of Owensboro and/or its representative(s), regardless of any consequences which result from the release of such information. I understand that unless required by law, I will not be informed of, or provided with, any information or facts developed or obtained through the selection, evaluation, examination, or investigation process.

I acknowledge that I have read and fully understand the contents and requirements of this document, and that I have knowingly, intelligently, and voluntarily executed same. I agree to the conditions stated herein.

Printed Name

Applicant's Signature

Date