



City of Tukwila

6200 Southcenter Boulevard • Tukwila, Washington 98188

Jim Haggerton, Mayor

February 2010

Dear Lateral Firefighter Applicant:

The City of Tukwila is currently accepting applications for **LATERAL FIREFIGHTER**. In order to qualify, you must have completed a Washington state-recognized fire recruit training academy, and have a minimum of 18 months full-time job experience as a paid professional firefighter with an active paid municipal fire department or fire protection district within the 36 months preceding appointment.

We are now offering continuous testing throughout the year. Because we currently have two openings, we are actively recruiting lateral applicants at this time. **If you are interested in being considered to fill one of these two open positions, please return your application to me no later than Monday, March 8, 2010.** The application packet can be accessed through <http://www.ci.tukwila.wa.us/personnel/jobs/FDLateral.pdf>.

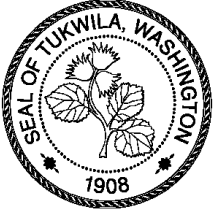
Our initial testing process will be scheduled for late March and is made up of two parts: A written examination and an oral board. The two-hour written examination consists of 100 multiple choice questions based on IFSTA Essentials 4th Edition, followed by a one-hour oral board with the fire department administrative team. The physical ability assessment will be replaced by a more comprehensive medical examination post-offer.

Thank you for your interest in our department. We believe we are a quality team and invite you to learn more by visiting our website at www.ci.tukwila.wa.us for further information about our fire department, as well as our city in general.

We are excited to find qualified experienced firefighters to fill our open positions. Please feel free to contact me at 206-433-1844 or civilservice@ci.tukwila.wa.us if you have any questions.

Sincerely,

Bev Willison
Civil Service Examiner



CITY OF TUKWILA

6200 Southcenter Boulevard, Tukwila, WA 98188

Telephone: (206) 433-1844 Job Line: (206) 433-1828

POSITION OPPORTUNITY

POSITION	LATERAL (EXPERIENCED) FIREFIGHTER
SALARY	\$5399-5716/month DOE. Excellent benefits. Union membership required.
CLOSING DATE	Open continuous testing. A standard City of Tukwila civil service employment application must be completed and approved by the Civil Service Examiner. Along with your completed application, you must include a copy of your FFI certification and proof of academy graduation.
GENERAL PURPOSE	Protects life and property by performing firefighting, hazardous materials mitigation, emergency medical and fire prevention duties. Maintains fire equipment, apparatus, fire station, and grounds.
MINIMUM QUALIFICATIONS	<p><u>Education and Experience:</u> (A) High school diploma or equivalent, and completion of a Washington state recognized fire recruit training academy; AND (B) Minimum of 18 months full-time job experience as a paid professional firefighter with an active paid municipal fire department or fire protection district within the 36 months preceding appointment.</p> <p><u>Necessary Knowledge, Skills, and Abilities:</u> (A) Working knowledge of fire suppression and prevention principles, procedures, techniques, and equipment; (B) Working knowledge of first aid and resuscitation techniques and their application; (C) Skill in the operation of fire suppression and other emergency equipment; (D) Ability to apply standard firefighting and emergency aid techniques to specific situations; (E) Ability to follow verbal and written instructions; (F) Ability to communicate effectively orally and in writing; (G) Ability to establish effective working relationships with employees, other agencies, and the general public; (H) Ability to perform strenuous or peak physical efforts during emergency training or station maintenance activities for prolonged periods of time under conditions of extreme height, intense heat, cold, and smoke.</p>
ESSENTIAL FUNCTIONS	<p>Performs firefighting activities including, but not limited to, driving fire apparatus, operating fire pumps, related equipment, lay hose, and climb ladders; performs emergency medical activities including, but not limited to, first aid and defibrillation; participates in training classes in firefighting, hydraulics, hazardous materials familiarization, heavy rescue, and repelling.</p> <p>Assists in department supervisory and administrative activities as assigned; assists in supervising other firefighters as required; operates radio and other communication equipment; maintains communication logs of all associated activities.</p>

Participates in the inspection of building, hydrants, and other fire prevention programs; maintains fire equipment, buildings, and apparatus, to include performing minor repairs to departmental properties and cleaning, polishing, and testing equipment; assists in the development of plans, training exercises, and other similar special assignments, as assigned; operates the computer in the performance of completing assignments.

**SUPERVISION
RECEIVED**

Works under the supervision of a Fire Captain.

**SUPERVISION
EXERCISED**

May coordinate, instruct, or check the work of other firefighters or other firefighting personnel.

**SPECIAL
REQUIREMENTS**

(A) Must be 18 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid Washington State driver's license without record of suspension or revocation in any state; (C) Must be a citizen of the United States of America who can read and write the English language; (D) Felony convictions and disqualifying criminal histories within the past seven years are not allowed; (E) Must be of good moral character and of temperate and industrious habits; (F) Must be able to pass a LEOFF I medical examination; (G) Some knowledge of hazardous materials principles, procedures, techniques, and equipment highly desired; (H) Must possess valid FF I certification.

**SELECTION
GUIDELINES**

May include: Formal application; written examination; oral examination by Civil Service Commission or its designee; background investigation; comprehensive medical examination; psychological examination; official offer.

**APPLICANT
INFORMATION**

All applicants MUST complete a City of Tukwila standard civil service employment application and submit it, along with a copy of FFI certification and proof of academy graduation to the Civil Service Examiner for review and acceptance into the continuous testing program. Candidates successfully completing the testing will be incorporated into the existing Lateral Firefighter Eligibility List based on overall score and will remain on the List for one year from the initial testing date, or until expiration of their window of eligibility, whichever occurs sooner.

The City of Tukwila is an Equal Opportunity Employer and assures equal employment regardless of race, creed, color, ethnicity, national origin, sex, sexual orientation, age, marital status or presence of any sensory, mental or physical disability. The City encourages applicants with a disability to voluntarily provide information regarding its presence and appropriate accommodation to be accomplished.



GENERAL INFORMATION FOR CIVIL SERVICE APPLICANTS

Applications are distributed and received only upon formation of a new eligibility list and only for the time specified in our advertisement.

Application Information

Filing of Application

A formal application must be submitted to be considered for the position for which you apply. Resumes alone are not sufficient for consideration, but may be attached to the application.

Closing Date

Applications may be filed in person or by mail. All applications must be received by 5:00 PM on the closing date unless otherwise indicated. Postage dates are not acceptable.

Screening

A review of each candidate's education and experience will be performed. Appropriate testing will be conducted and an oral interview of top candidates will be conducted by a selection panel. Final placement on the eligibility list will be based on the overall results, with final approval for hiring by the Mayor's office.

Notification

All applicants who are tested and/or interviewed will be notified of the results by letter.

Employment

In compliance with the Immigration Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Such proof must be presented prior to starting employment. U.S. citizenship is required for all Civil Service positions.

Hours of Work

The normal work week is forty hours, Monday through Friday. However, some positions require weekend, shift, holiday or overtime work.

Compensation

The City's policy is to establish and maintain a salary system that is internally fair, competitive and comparable.

Union Affiliation

Some City positions require union membership.

Probation

Regular status is subject to successful completion of a probationary period, except for "at will" employees.

Career Opportunities

The City encourages career development for its employees and, when possible, seeks to promote qualified employees from within the City.

Employment Benefits

Paid Leave

Sick leave, holidays and vacation provisions are determined through union contract or Council policy. Currently, for regular employees sick leave is accrued at one day for each completed calendar month of service.

Retirement

All City of Tukwila employees must belong to the Washington State Public Employees Retirement System (PERS), except Police and Fire employees who are members of the Law Enforcement Officers and Firefighters Retirement System (LEOFF). Employees and City contribute to the plans. Employee groups, except uniformed fire service employees, participate in the Social Security system.

Group Insurance

Employees and their eligible dependents are covered by medical, dental, vision, prescription and life insurance. Employees may be required to pay part of the premiums.

Employee Assistance Program

The City contracts with an outside agency to provide assistance to employees and/or their eligible dependents who may need personal or job-related counseling.

Credit Union

All employees of the City and their family members are eligible to participate in the City's designated credit unions.



City of Tukwila

6200 Southcenter Boulevard
 Tukwila, WA 98188
 Phone: (206) 433-1844
 Job Line: (206) 433-1828

APPLICATION FOR EMPLOYMENT



Civil Service Positions

The City of Tukwila is an Equal Opportunity Employer

Position applied for: _____

Thank you for your interest in the City of Tukwila as an employer. Applicants meeting the position's minimum requirements will be invited to a written examination. Top scorers from the written examination will be allowed to move forward to additional testing, which may include physical agility and/or technical skills evaluation and oral board examination. Finalists may be subject to a background investigation, polygraph examination, and psychological and medical evaluations.

General Information

(Please type or print)

Name (last, first, middle):			
Street Address:			
City/State/Zip:			Social Security No.:
Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone Number:	Message Phone Number:	Work Phone Number: May we contact you there? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a current or former City of Tukwila employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position/Department:		Dates: From _____ To _____
Name(s) of relatives employed by the City:	Department:	Relationship:	
Type of work desired: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer <input type="checkbox"/> Other (specify):	Date available to start work, if hired:	Have you ever had a revoked or suspended driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide information where appropriate:		
	Washington State I.D.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Lic. No.:	Exp. date:
	Valid WA State Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Lic. No.:	Exp. date:
	Valid Commercial Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Lic. No.:	Exp. date:
Other (describe type):	Lic. No.:	Exp. date:	

Education/ Training

Name/address of high school attended:	Did you graduate? If No, do you have a GED certification equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No
---------------------------------------	---

College or University	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

List any vocational, on-the-job, military training, etc., which would be useful in the position for which you are applying	Dates Attended		Hrs/Credits completed
	From	To	

Special abilities	Type of Experience	Amount/level of expertise
Heavy equipment/machinery:		
Office equipment/computers, software:		
Technical skills/professional licenses:		

Professional References (exclude immediate supervisors)	Place of Employment/Title	Phone
Name:		
Name:		
Name:		

Employment History

Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience and periods of unemployment. The following sections **must** be completed even if a resumé is submitted.



Employer's name:		From:	To:
Address:		Supervisor:	
Phone:	Hours worked per week:	Starting salary:	
Position:		Last salary:	
Primary duties:			
Number of employees supervised by you:		May we contact this employer?	
Reason for leaving:			

Employer's name:		From:	To:
Address:		Supervisor:	
Phone:	Hours worked per week:	Starting salary:	
Position:		Last salary:	
Primary duties:			
Number of employees supervised by you:		May we contact this employer?	
Reason for leaving:			

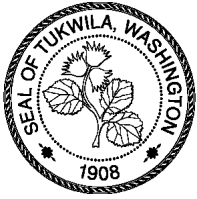
Employer's name:		From:	To:
Address:		Supervisor:	
Phone:	Hours worked per week:	Starting salary:	
Position:		Last salary:	
Primary duties:			
Number of employees supervised by you:		May we contact this employer?	
Reason for leaving:			

Employer's name:		From:	To:
Address:		Supervisor:	
Phone:	Hours worked per week:	Starting salary:	
Position:		Last salary:	
Primary duties:			
Number of employees supervised by you:		May we contact this employer?	
Reason for leaving:			

It is understood and agreed that the foregoing is true to the best of my knowledge, and that any falsification of this application will be grounds for elimination from further consideration or, if employed by the City of Tukwila, for dismissal. I hereby authorize the City or an independent investigating agency to conduct a thorough investigation of my personal and professional background, including credit, criminal and driving records.

Applicant's signature

Today's date



City of Tukwila

Civil Service, Department of Administrative Services

ADDITIONAL INFORMATION

To be submitted with application

The Washington State Human Rights Commission requests that we compile statistics on our applications. We would appreciate your help in completing the following statistical information. It is completely voluntary and will not be used in a discriminatory manner.

Please check the groups with which you identify:

- Male
- Female
- Asian or Pacific islander
- Native American/Alaskan native
- Other (please specify): _____
- White
- Black
- Hispanic

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

- Newspaper ad
Paper: _____
- Job announcement
Where seen: _____
- Tukwila Job Line
- Walk in
- Other: _____

Social Security Number

Date:

Position:

The City of Tukwila is mindful of its obligation to employ qualified persons, and of its entitlement under law to consider an applicant's conviction record as it relates to job performance. **A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.**

The following question **MUST** be answered by all applicants in order for this application to be considered complete.

Have you been convicted of a felony or released from prison within the last seven (7) years, or been convicted of a misdemeanor within the past three (3) years?

- Yes No

If "Yes, please explain: _____
