

HOW TO BECOME A BARTLESVILLE FIRE FIGHTER



When firefighter vacancies occur, the goal of the Bartlesville Fire Department is to employ career-oriented men and woman who are interested in the firefighting profession. Firefighter applicants must be between the ages of 18 and 45, have a high school diploma or G.E.D. equivalent certificate, and possess a valid driver's license. The selection process for firefighters results in the development of an eligibility list, which will be used when a vacancy actually occurs and when the city is ready to fill such. This eligibility list will be valid until the selection process takes place again and a new eligibility list is developed.

There are several steps involved to become a firefighter for the City of Bartlesville. Provided below is brief information on each step in the process.

1. ACCEPTING APPLICATIONS

The City of Bartlesville accepts applications for the position of firefighter on a continual basis. If you pass the screening process, you will receive notification of the next step. You can download the packet documents online at <http://www.cityofbartlesville.org>

2. APPLICATION PROCESS

The application packet will include the following:

- a. How to become a Bartlesville firefighter (for applicant's use only)
- b. The City of Bartlesville standard application, complete with the release of information on the back of the application
- c. Disclosure to Employment Applicant form
- d. Liability Waiver
- e. Voluntary Equal Employment Opportunity (EEO) survey form
- f. Checklist to ensure all documents are included (for applicant's use only)

APPLICANTS MUST ALSO INCLUDE THE FOLLOWING:

- a. Copy of his/her birth certificate
- b. Appropriate document, verifying graduation from high school (official transcript sealed in envelope from institution) or a G.E.D. certificate
- c. Official college transcript (if applicable) sealed in envelope from institution
- d. Copy of his/her current driver's license
- e. Copy of his/her social security card

**RETURNED APPLICATION PACKETS MUST CONTAIN ALL MANDATORY
DOCUMENTS!**
INCOMPLETE PACKETS WILL NOT BE CONSIDERED!

3. WRITTEN TEST

Applicants who submit a completed application packet and pass the screening process, will be scheduled for a written test which must be passed with a minimum score determined by the Bartlesville Fire Department. The written test is designed to test each applicant's ability in several areas; including:

- Ability to learn, remember and apply information
- Reading comprehension
- Situational judgment
- Logical and mathematical reasoning ability
- Interests (non-cognitive)

4. PHYSICAL AGILITY TESTS:

Selected applicants who successfully complete the written test and oral review board, will be scheduled for the physical agility tests. These tests are designed to test each applicant's ability to perform basic tasks that relate to the position of firefighter.

Preparation for the physical agility tests should emphasize cardio-respiratory (heart-lung) fitness, strength and muscular endurance. Due to the types of tasks included in the physical agility tests, running, running stairs and weight lifting are helpful approaches in which to prepare.

While following these suggestions, they are no guarantee for passing the tests. Chances for passing will be greatly increased if adequate preparatory training has taken place.

It is strongly recommended that applicants not eat a "heavy" meal prior to participating in any portion of the physical agility tests. Also, applicants should wear tennis shoes and long, comfortable pants to participate. (NOTE: The Bartlesville Fire Department reserves the right to deny participation by applicants with obvious injuries or who have not fully completed the liability waiver.)

The physical agility tests consist of 8 tasks and will be conducted in 3 phases as described below:

1. In the first pass/fail portion, the three tasks listed below must be completed within 1 minute, 15 seconds. They are performed while the applicant wears a helmet, a turnout coat and a self-contained breathing apparatus.

a. Hose Drag:

Requirement: Extend 200' of 1-3/4" fire hose.

Procedure: The applicant will approach 200' of dry 1-3/4" fire hose which is in an extended accordion fold. The hose is placed on the applicant by fire department personnel. The applicant moves forward until the entire 200' of hose is straight. This is completed as quickly as possible.

Job Relatedness: A 1-3/4" hose is carried on all trucks. A firefighter will have to extend such hose lines to attack points on a fire.

b. Ladder Handling:

Requirement: Remove a 16' ladder from the apparatus, place it on the ground and then replace it to its original position.

Procedure: The applicant will approach a 16' ladder hanging on a fire engine. The ladder must be removed, placed on the ground and then returned to its original position on the apparatus.

Job Relatedness: An individual must have the ability to reach and handle these ladders in order to utilize them at the scene of an emergency.

c. Bag Drag:

Requirement: Drag a 150-pound sandbag 120'.

Procedure: While walking backwards, the applicant must drag a 150 lb. sandbag 120' as quickly as possible.

Job Relatedness: When performing a rescue in a fire situation, most adults are not carried from the building; instead, the firefighter drags them. To move a victim to a safe location, it is not unusual to travel a distance of 120' or more. This task is commonly completed by one firefighter.

2. Applicants who pass the first portion of the physical agility tests will take the second pass/fail portion. This portion is the acrophobia (fear of height) test, which must be completed within 5 minutes.

a. Acrophobia Test:

Requirement: Climb a 75' ladder

Procedure: This test is done by climbing a fire department aerial ladder extended 75' at a 75-degree angle. The applicant will be instructed how to climb. The applicant will be fitted with a life belt and safety rope; and, instructed in its use before making the climb.

Job Relatedness: An individual must be capable of climbing a 100' aerial or ladder to reach elevated heights.

3. Applicants who pass the second portion of the physical agility test will take the third pass/fail portion. This consists of 4 tasks, each of which must be completed within a specified time. The tasks are performed while the applicant is wearing a helmet, a turnout coat and a self-contained breathing apparatus. These four tasks are described below:

a. Equipment Shuttle (up)

Requirement: Carry equipment to upper floors.

Procedure: The applicant will carry the 5 pieces of equipment listed below, up 2 flights of stairs 1 piece at a time. Suggested ways to carry each piece of equipment are described below.

- Carry the **backboard** under arm or by handle.
- Carry the **first responder kit** by the handle.

- Carry the **extinguisher** using the handle.
- Carry the **high-rise bag** on shoulder or by the handle.
- Carry the **100' fire hose bundle** fold on shoulder or by a straight arm carry.

The applicant will have to use every step. If a step is missed or a double step is used; the applicant must return to the previous landing and then proceed with the routine again. Equipment transfer must be completed within 2 minutes and 30 seconds.

The applicant will be told his/her remaining time after each piece of equipment has been transferred.

b. Equipment Shuttle (down): Same as Equipment Shuttle (Up) except the procedure will be reversed. The same time frame will be used.

c. Balance Carry:

Requirement: Walk a 4" side beam carrying a roll of 1-3/4" fire hose 40'

Procedure: The applicant will carry a 50' roll of 1-3/4" fire hose 20'; step off the beam; turn around and return 20' on the beam without losing their balance.

You have two tries, pass or fail.

Job Relatedness: An individual must have the ability to carry and handle a section of fire hose or similar equipment and maintain his/her sense of balance.

d. Maze:

The time limit to complete the maze task is 4 minutes.

Requirement: Enter a simulated smoke-filled room on search and rescue

Procedure: The applicant will wear a turncoat, helmet, tank, harness without regulator and blackened mask. The applicant will follow a 100' section of fire hose to the end; take the nozzle off and return 100' to the starting point carrying the nozzle.

You have two tries, pass or fail.

Job Relatedness: An individual must have the ability to enter a smoke-filled structure for possible search and rescue.

5. ORAL REVIEW BOARD: Applicants who pass the written and physical agility portions will be scheduled for an oral interview board. This board's responsibility is to assess each applicant's qualifications, personal characteristics, communication skills and potential ability to perform as a firefighter. Each applicant will be informed whether he/she passes this part of the selection process immediately after the scheduled oral interview.

6. CHIEFS INTERVIEW: Applicants who successfully complete all required components of the selection process will be scheduled for a Chiefs Interview, conducted on an as-needed basis for placement on the Eligibility List. This interview evaluates each candidate's qualifications, personal attributes, communication skills, and overall potential to perform effectively as a firefighter. Candidates will be notified of their interview results immediately following the oral interview.

7. **ELIGIBILITY LIST**: An eligibility list, ranking the applicants who have successfully completed all steps in the selection process, will be developed for use by the Bartlesville Fire Department.

8. **CONDITIONAL OFFER OF EMPLOYMENT**: When a firefighter vacancy occurs and the City of Bartlesville decides to fill such vacancy, the Fire Chief will select one of the top three individuals on the eligibility list who will be contacted with a conditional offer of employment. Actual hiring is contingent upon the applicant passing a pre-employment physical examination established by the Oklahoma Fire Fighter Pension and Retirement System and Background Check.

The new firefighter will be subject to a 1-year probationary period. During this time, the new firefighter must become certified as a First Responder. The new hire will be evaluated every 3 months by the appropriate supervisors. The new employee must also reside within 45 minutes legal driving time of the City of Bartlesville within this 12-month period.

Seniority will be determined at the time of hiring. In case more than one person is hired on the same date, the person with the highest grand total score on the entire selection process will be the most senior.