

## **The Hiring Process**

The following provides the minimum qualifications and a general description of various components of the selection process for a Probationary Firefighter.



## **Benefits of Employment**

- Competitive base pay with opportunity to advance
- Paid overtime or comp time
- Paid longevity upon eligibility
- Working-out-of-class pay
- Holiday pay
- Tuition reimbursement
- Paid clothing allowance for uniform maintenance
- Medical, dental, vision and life insurance, as well as supplemental policies
- Sick leave accumulated bi-weekly at a rate of 144 hours per year
- Vacation accumulated on a bi-weekly basis starting at 180 hours per year
- Kelly Days accrual of 48 hours per year.
- Retirement benefits through the Public Employee Retirement System of Idaho (PERSI) and supplemental retirement through 457 Deferred Compensation and 401(k) plans

## **Minimum Qualifications at Application**

- High school education (or equivalent)
- At least 18 years of age
- Complete and submit a City of Pocatello employment application

## **Civil Service Exam**

You must pass a Civil Service exam with a minimum passing score of 70%. The exam is held annually in January and establishes an eligible register in rank order of exam scores. The eligible register is then used to hire new firefighters.

## **Veteran's Preference Points**

You may qualify for additional points on the Civil Service exam if you are eligible for veteran's preference. Points are added to the passing Civil Service exam score.

## **Emergency Medical Technician and Paramedic Certification Points**

You may qualify for additional points if you possess a current Idaho EMS, National EMT, or Paramedic certification. Points are added to the passing Civil Service exam score.

## **Supplemental Application**

When a vacancy occurs, the Civil Service Commission will certify the names of the people in the top three (3) ranks on the eligible register. A supplemental application packet will be mailed those individuals. To be eligible for further consideration, the application must be completed and returned by the deadline given in the packet.

### **Background Check**

To be considered for employment as a Firefighter, you must be of good character and industrious nature. The supplemental application packet contains documents for you to sign which allow the City of Pocatello to conduct a background investigation.

### **Interview**

Once the supplemental application is received, you will participate in an oral interview conducted by a panel made up of a cross section of the Pocatello Fire Department and Human Resources staff. The Fire Chief will make the final selection to fill the vacancy.

### **Conditional Job Offer**

If selected to fill a vacancy, you will receive a job offer that is conditional upon successfully passing the following requirements:

- Medical Examination and Drug Screen
- Physical Fitness Test

### **Medical Examination and Drug Screen**

The medical examination is given at the expense of the City of Pocatello. The candidate must pass the examination and be able to perform the essential functions of the job, with or without reasonable accommodations. The examining physician shall adhere to the medical standards established by the State Retirement Fund and the National Fire Protection Association (NFPA) Standard No. 1582, Standard on Medical Requirements for Firefighters.

### **Physical Fitness Test**

You must successfully pass the physical fitness test. The Pocatello Fire Department uses the Pack Test for work capacity testing:

The Pack Test measures:

- Aerobic capacity
- Muscular strength
- Muscular endurance

All firefighters must meet minimum levels of fitness requirements for the type of duties they are assigned: Level Arduous: involves field work calling for above-average endurance and superior conditioning required to perform arduous duty.

Before you begin to train for testing or substantially increase your level of activity, consult your physician. if you are over 40 and have been inactive; have a history of a heart condition, chest pain, loss of balance; or have a joint or bone problem that could be made worse by a change in physical activity.

Training for the Pack-Field-Walk test is important. Begin at least 4-6 weeks before you are scheduled to take the test. To be in shape for work duty, you may want to train in the footwear or boots you will wear on the job. Footwear should be ankle high and protect the ankles.

Start training for arduous duty without a pack. Gradually increase distance and begin carrying appropriate weight. Increase the weight until you can meet the requirement for arduous duty of 45 lbs.

What to expect on day of testing:

- Arduous Pack Test: 3-mile hike with 45-pound pack in 45 min.
- A pack will be provided at testing, weighing 45 lbs.
- An accurately measured, safe, and level course will be used.
- Testing will be monitored, and any problems should be brought to the attention of the test monitors.
- No jogging or running is permitted.
- Test times for those candidates passing the test will be verified and recorded.
- The test is Pass/Fail only.
- Packs will be weighed before and after testing.
- Wear adequate footwear that will cover and protect feet and ankles while testing.
- Wear comfortable clothing.

*Candidates who do not successfully pass the Pack Test may retest after 30 days. The position will not be held to allow for retesting but will allow the candidate to be added back onto the eligibility list for the next open position until a next Civil Service Exam is administered.*

### **Disqualifiers**

The Pocatello Fire Department has set hiring standards for its Firefighters. During the hiring process, information may be revealed that would disqualify an individual from being hired as a Firefighter, such as:

- Felony criminal record
- Certain misdemeanors
- Rejection by the Civil Service Commission for good cause
- Termination from any public or private position to avoid dismissal
- Rejection by the examining physician
- Failure to pass drug or physical fitness testing

### **Training**

All new Firefighters receive training to obtain the skills and certifications required of the position, such as:

- Idaho EMT certification
- Firefighter 1 certification
- Ambulance proficiency
- Firefighter skills

**Probationary Period**

All new Firefighters must successfully complete a one-year probationary period.

For more information about Firefighter hiring standards,  
you may contact the Pocatello Fire Department at 208-234-6201.

AN EQUAL OPPORTUNITY EMPLOYER  
VETERAN'S PREFERENCE