

CIVIL SERVICE COMMISSION
SPOKANE VALLEY FIRE DEPARTMENT
2120 N WILBUR ROAD
SPOKANE VALLEY WA 99206
509-892-4140

- Position Opening:** *Entry Level Firefighter*
- Posting Open:** *February 13, 2019*
- Applications Close:** *May 31, 2019*
- Written Test:** *Applicants need to register to test with Public Safety Testing (PST) (www.publicsafetytesting.com). The most recent test scores from PST for tests taken between May 31, 2018 and May 30, 2019 will be considered.*
- Physical Ability Test:** *Current, valid CPAT certification from a verifiable CPAT program administered between May 31, 2018 and May 30, 2019 will be accepted. The department will not offer a CPAT test. All CPAT certifications will be verified by SVFD. CPAT certifications from companies other than Public Safety Testing (PST) can be submitted directly to SVFD via email (cpat@spokanevalleyfire.com).*
- Oral Interview:** *Applicants will be notified via email by SVFD if they are selected to participate in the interview panel. Additional information (including an application) will be requested at that time.*
- Salary:** \$4,820.42 per Month
- Duties:** See attached job description

Minimum Qualifications:

- High school diploma or GED equivalency
- Must be at least 18 years of age at the time of application
- Must be a U.S. Citizen
- Must hold and maintain a valid state drivers' license
- Must be a non-tobacco user including e-cigarette/vape
- Upon completion of recruit school, a firefighter must have obtained a Washington State EMT Certification and must maintain said Certification as a condition of employment.
- Must maintain and department's minimum training and performance standards.

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Military Preference:

Military preference credit will be awarded in accordance with RCW 41.04. Applicants claiming military preference must do so on the Veteran's Scoring Criteria Questionnaire with evidence of their military service attached. (Form DD214 or discharge orders). **If Form DD214 or discharge orders are not submitted, or if the questionnaire is not filled out in its entirety, military preference percentage will not be awarded.**

The Spokane Valley Fire Department is an equal opportunity employer and will not base hiring decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status. If you require disability accommodations to complete the application and/or testing process, please contact Civil Service Examiner at 509-892-4140 or callahanp@spokanevalleyfire.com before the close of applications.

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**REQUEST FOR ADDITIONAL INFORMATION ON MILITARY PREFERENCE PERCENTAGE AND
APPLICANT'S DECLARATION RELATING TO SAME.**

If you are seeking to qualify for and apply military preference percentage as an applicant for a position in civil service with the Spokane Valley Fire Department under Washington law, please provide the following information to the questions and request for information listed below. For additional information on military preference percentage refer to <http://apps.leg.wa.gov/rcw/default.aspx?cite=41.04.005>
<http://apps.leg.wa.gov/rcw/default.aspx?cite=41.04.007>
<http://apps.leg.wa.gov/rcw/default.aspx?cite=41.04.010>

1. Have you applied for a civil service position in Washington in the past and had military preference percentage of either 10% or 5% added to the passing mark, grade, or rating of competitive examinations in order to be hired for a civil service position?

Answer:

2. If your answer to the question above is yes, please provide the name(s) of the public employer, public entity, political subdivision or municipal corporation for which you applied for a civil service position and the date and year of your application(s).

Answer:

3. Have you received in the past a position and had a military preference percentage reference above, added to the passing score on competitive examinations in order to be hired in a civil service position?

Answer:

4. If your answer to the question above is in the affirmative, please provide the name of the public employer, public entity, political subdivision or municipal corporation for which you were hired in a civil service position?

Answer:

5. Have you served during a period of war or in an armed conflict as defined in RCW 41.04.005?

Answer:

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6. Are you receiving military retirement?

Answer:

7. Please provide and attach to this request for information, a valid and legible copy of your DD214, or your discharge papers, which includes all relevant information including character of discharge.

I declare under penalty of perjury under the laws of the state of Washington that the foregoing information set forth above is true and accurate. I further agree and understand that if I receive an appointment to civil service with the Spokane Valley Fire Department, in part, based upon the answers and/or request for information set forth above and it is later determined that one or more of the answers and/or request for information is untruthful, false, inaccurate or misleading the Spokane Valley Fire Department reserves the right, at its sole discretion, to discharge and remove me from my civil service appointment with the Spokane Valley Fire Department.

(Please Print Your Full Name on the line directly above.)

(Please Provide Your Signature on the line directly above as used on your driver's license or other official documents or public records.)

Date

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Firefighter Job Description

Revised 1/14/2018

Nature of Work

The primary functions of a SFVD firefighter is to respond to a wide range of emergencies including the protection of community from disaster situations, including house, building and wildland fires, and to promote an environment of public safety within the Spokane Valley Fire Department response area. The position also participates in community risk reduction through fire prevention and inspection, equipment and quarters' maintenance and training with all phases of fire suppression, prevention, inspection, rescue and emergency operations. An employee in this classification performs duties of other employees when so assigned. procedures.

Essential Functions

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be a summary of what the job classification involves and what is required to perform. Employees are responsible for all other duties as assigned.

- ◆ Responds to fire alarms and extinguishes fire;
- ◆ Responds to calls for emergency medical services, and renders first aid;
- ◆ Performs salvage options such as throwing salvage covers and removing debris;
- ◆ Responds to and renders assistants in emergency medical cases;
- ◆ Cleans and inspects equipment and apparatus after returning from emergency incidents;
- ◆ Inspects equipment and apparatus and follows policy to report defects;
- ◆ Keeps fire station, equipment and grounds in a clean and orderly condition;
- ◆ Participates in training activities and instruction sessions;
- ◆ Acquires and retains a thorough knowledge of SVFD response area, including streets, buildings, water supply, unusual hazards and related items;
- ◆ Performs various public information or education tasks;
- ◆ Enters inspection, training and (on occasion) fire and emergency medical service calls into the records management system;
- ◆ Performs all work duties and activities in accordance with SVFD policies and procedures;
- ◆ Works in a safe manner and reports unsafe activity and conditions. Follows SVFD safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in SVFD policies.

Other Duties and Responsibilities:

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May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescue that include high angle, below grade, swift water, ice, trench and collapse rescue;

May respond to non-emergency calls for community risk reduction, fire prevention and public education events.

Deals with social service related areas of emergency response by assisting victims and relatives of victim of traumatic events.

Knowledge, Skills and Abilities:

Knowledge of:

- The geography of Spokane Valley Fire Department and surrounding areas (or the ability to quickly learn this information), including streets, hydrant locations, layout and location of public utilities and potentially hazardous materials and substances;
- Specialized firefighting vehicles and equipment;
- Current strategies for all types of fire such as wildland, commercial, residential, flammable and combustible liquids, etc.
- Basic mathematical and science skills;
- Emergency response records systems, communication equipment and use, fire computer applications and incident reporting procedures.
- Computers and related software.

Ability to:

- Make determinations as to the best course of action for fighting fires or responding to other related emergency situations;
- Work under extremely stressful situations, day and night, which result from fires and other emergencies, including the ability to remain calm and carry out all duties with the recognition of the threat to life and property;
- Work with a command structure requiring strict adherence to the following of orders;
- Work in a team environment under stressful situations
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Learn and correctly apply routine division and department policies and procedures;
- Read, comprehend and follow simple oral and written instructions; understand and apply available guidelines to varied operational requirements;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Operate a personal computer using program applications appropriate to assigned duties;

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- Communicate effectively both orally and in writing, with the public and other employees.

Supervision Received:

The work is performed under the direct supervision of a Fire Captain.

Minimum Qualifications:

- High school diploma or GED equivalency
- Must be at least 18 years of age at the time of application
- Must be a U.S. Citizen
- Must hold and maintain a valid state drivers' license
- Must be a non-tobacco user including e-cigarette/vape
- Upon completion of recruit school, a firefighter must have obtained a Washington State EMT Certification and must maintain said Certification as a condition of employment.
- Must maintain and department's minimum training and performance standards.

Essential Physical Abilities:

- The primary duties of this class are performed in a work environment in which the employee is subject to potential personal danger. Therefore, the following physical abilities are deemed essential:
- Sufficient clarity of speech and hearing and other communication capabilities, with or without responsible accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise.
- Sufficient vision and other powers of observation, with or without responsible accommodation, which permits the employee to effectively operate at a fire or related emergency scene;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting.
- Sufficient personal mobility and physical reflects, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

Adopted by the Board of Fire Commissioners on January 14, 2019.