



**MIAMI-DADE FIREFIGHTER**  
(Certified and Non-Certified)  
Base Salary Range: \$39,436 - \$68,882 Annually  
Additional Pay Incentives Are Available  
Trainee Rate: \$37,656



The Miami-Dade Fire Rescue Department will be accepting online applications for the position of **Firefighter**, from Thursday, June 4, 2015 through Sunday, June 28, 2015. **Applicants must possess a high school diploma or GED. Must be 18 years of age at the time of application and possess a valid Florida Driver's License at the time of hire.**

There will be no paper applications for this hiring process. All applications must be submitted **online** at [www.miamidade.gov/jobs](http://www.miamidade.gov/jobs). All previous applicants must re-apply.

ALL SUBMITTED APPLICATIONS WILL BE CONSIDERED; APPLICATION PROCESS IS **NOT** FIRST COME FIRST SERVED.

Applicants must apply and submit application online by Sunday, June 28, 2015, 11:59 p.m. Eastern Daylight Time, at [www.miamidade.gov/jobs](http://www.miamidade.gov/jobs).

### **Preferences**

Preference will be given to qualifying U.S. Veterans, and qualified graduates of the Miami-Dade County Academy of Fire Rescue (MDCAFR) with EMT and State of Florida Firefighter II certifications, in accordance with Resolution R-480-07. Preference may also be given to certified State of Florida Firefighter II and State of Florida Paramedic (EMT-P). State of Florida Firefighter II, EMT, and/or certification numbers should be entered in the online application under licenses and certifications.

### **Conditions of Employment**

As a condition of employment, Firefighter, EMT, and Paramedic certifications as applicable must be maintained for the duration of employment. Within six months of obtaining Probationary status, employees must pass the MDFR swim evaluation. Persons hired with a State of Florida Paramedic certification, must obtain Department Medical Protocol certification within six months of obtaining Probationary status and maintain the certification for the duration of their employment. Persons who do not possess a State of Florida EMT or Paramedic certification at time of hire, must obtain a State of Florida EMT certification within six months of obtaining Probationary status.

Applicants selected must be non-users of tobacco products for at least one year immediately preceding employment, and sign a sworn statement (signed affidavit) attesting to this fact. Once hired, all employees must remain non-users of tobacco products throughout their career in the uniformed ranks.

Applicants who are hired must have and maintain a valid Florida Driver's License.

## Application and Testing Process

Applicants must apply online at [www.miamidade.gov/jobs](http://www.miamidade.gov/jobs) from Thursday, June 4, 2015 through Sunday, June 28, 2015. All applications must be **completed and submitted by 11:59 p.m. Eastern Daylight-Time (EDT), Sunday, June 28, 2015.** **If you do not receive the auto-generated e-mail, your application has not been submitted, and you must log into e-Jobs again, and click on the submit button before the deadline.**

Submitted applications will be screened for eligibility, and only those applicants who meet the minimum qualifications will be scheduled for the Audio/Written Test. The Audio/Written Test is scheduled to take place between mid-September and early October 2015. Eligible applicants must access the Test Notification System online at [www.miamidade.gov/tns](http://www.miamidade.gov/tns) or call 305-375-0297 (select option 2) beginning on Friday, July 31, 2015, to obtain the date, time, and location of the Audio/Written Test. Test schedules and test results may also be accessed by clicking on the "Test Information" link in your Careers Home Page for Miami-Dade County. During the hiring process, applicants will receive notifications via email only; therefore, applicants should check their email weekly, including Spam and Junk mailboxes.

Eligible applicants must pass the Audio/Written Test which will assess general ability areas such as dealing with interpersonal situations, following verbal and written instructions, reading and applying technical information, interpreting maps and diagrams, completing forms according to provided instructions, recording information presented verbally, general math computation and written communication skills.

### **APPLICANTS MUST BE ON TIME FOR ALL APPOINTMENTS**

APPLICANTS WHO FAIL TO APPEAR ON TIME FOR ANY SCHEDULED APPOINTMENTS, OR WHO DO NOT COMPLY WITH DOCUMENT REQUESTS WILL BE DEEMED TO HAVE VOLUNTARILY WITHDRAWN FROM THE PROCESS.

**THERE WILL BE NO RESCHEDULING FOR THE AUDIO/WRITTEN TEST OR ANY APPOINTMENT DURING THE HIRING PROCESS,** EXCEPT FOR ACTIVE MILITARY DUTY PERSONNEL WITH PROOF OF ORDERS CONFLICTING WITH TEST DATE.

NO CELLULAR PHONES OR ANY OTHER ELECTRONIC DEVICES ARE PERMITTED IN THE TESTING FACILITY.

Doors to the test facility will close promptly at the time indicated on your test schedule. No one will be admitted for registration after the doors to the test facility have been closed. Valid photo identification, such as a valid Driver's License, is required to be admitted to the Audio/Written Test, and applicants must bring two of their own #2 pencils.

Applicants who qualify on the Audio/Written Test will be placed on the eligible list. The number of applicants to be processed will be determined by Miami-Dade Fire Rescue (MDFR). Selected applicants will be directed to report to MDFR Headquarters for a mandatory Orientation Session and subsequent appointments.

The Miami-Dade Fire Rescue Department will then process applicants for additional testing to include: Candidate Physical Ability Test (CPAT), Background Check (inclusive of a criminal history background check and a department of motor vehicle driver license check), and Psychological Evaluation.

Applicants who receive a conditional offer of employment must pass a pre-employment medical examination based on the National Fire Protection Association (NFPA) Standard and the

psychological exam. The examination will include Alcohol and Drug screening. All results from the medical examination are final, binding, and not subject to appeal.

Eligible applicants must accurately complete a Personal History Questionnaire (PHQ) and pass an extensive background check, including fingerprint checks, and must meet all moral and criminal background guidelines including all additional employment requirements mandated by Florida Statutes for certification.

Personnel who do not possess a State of Florida EMT certification or who do not have official transcripts of a two-year college degree or higher must present passing post-secondary Education Readiness Test (PERT) scores or an Exemption Letter from Miami-Dade College – Medical Campus. This is necessary to ensure that applicants will be able to meet the Condition of Employment of obtaining EMT certification.

### **Recruitment Notes**

#### **PROOF OF ELIGIBILITY FOR APPLICANTS CLAIMING VETERANS' PREFERENCE**

If you are claiming Veterans' Preference you must provide the required information in the Veterans' Preference section of the employment application and prove eligibility by submitting all required documentation to the Human Resources Department, Veterans Coordinator no later than Wednesday, July 1, 2015 at 11:59 pm (EDT).

**Veterans' Preference will NOT be awarded unless the documentation is complete.** Documents arriving after the deadline will not be accepted. All copies of supporting documentation should be marked "Miami-Dade Firefighter-JO 35058".

Documents may be submitted as follows:

- Mail or Hand-Deliver to Miami-Dade County, Human Resources Department, 111 N.W. 1st Street, 21st Floor, Miami, FL 33128-1906. Attention Veterans' Coordinator
- Fax to (305) 679-7545. Attention Veterans Coordinator
- E-Mail to [vets@miamidade.gov](mailto:vets@miamidade.gov).

### **CERTIFICATIONS**

Current State of Florida Firefighter II certification and current State of Florida Paramedic (EMT-P) certification will be verified at time of orientation.

**THE FOLLOWING DOCUMENTS MUST BE PRESENTED AT THE TIME OF THE AUDIO/WRITTEN TEST**

- **VALID PHOTO IDENTIFICATION** (One of the Following Original Documents): Driver's License, State Issued Identification Card, U.S. Passport or U.S. Passport Card.
- **PROOF OF AGE** (One of the Following Original Documents): Birth Certificate, State Issued Identification Card, Driver License, U. S. Passport or U.S. Passport Card.
- **PROOF OF EDUCATION:** Proof of High School Diploma or GED. Certified official transcripts (GED test score) must be submitted with out-of-state GED.

Trainees shall be required to purchase certain items at their own expense necessary for recruit training.

For more information regarding the Miami-Dade Fire Rescue Department, you can visit our website at [www.miamidade.gov/mdfr](http://www.miamidade.gov/mdfr).