



MARCH, 2009

FIREFIGHTER SUPPLEMENTAL EMPLOYMENT INFORMATION

***** IMPORTANT APPLICANT INFORMATION *****

SALARY ENTRY: \$38,288 – MAX: \$66,876 Annually

NATURE OF WORK: This is specialized work in the protection of life and property through the provision of firefighting and emergency medical rescue services or in specialized fire service functions of the Miami-Dade Fire Rescue Department. Duties include, but are not limited to: combat firefighting, emergency medical rescue work, and fire prevention activities. Over 75% of call volume is medical related. Must be able to work variable shifts.

ADDITIONAL REQUIREMENTS DURING THE SELECTION PROCESS ARE AS FOLLOWS:

- During all stages of the selection process, applicants referred for the Audio/Written examination and further processing must notify Miami-Dade County of any address and phone number changes by accessing www.miamidade.gov/jobs and clicking on the My Profile link on you Careers Home Page.
- Applicants deemed eligible must pass an Audio/Written examination. The examination will assess general ability areas including, but not limited to: dealing with interpersonal situations, following oral and written instructions, reading and applying technical information, maps and diagrams, completing forms according to the instructions given, recording information presented orally, and mathematic computation.
- Applicants may be required to travel within the Miami Dade-Broward-Palm Beach area in order to participate in portions of the selection process.

IDENTIFICATION: Valid photo identification, such as a Driver license, is required to be admitted to the audio/written examination and all other appointments. No cellular phones or any other electronic devices are permitted in the testing facility.

LOCATION, DATE, AND TIME OF AUDIO/WRITTEN EXAMINATION TO BE SCHEDULED BY THE HUMAN RESOURCES DEPARTMENT AND ACCESSIBLE AT www.miamidade.gov/erd/test BETWEEN MONDAY, MARCH 30, 2009 AND SUNDAY APRIL 12, 2009. ALL APPLICANTS MUST REPORT TO THEIR SCHEDULED EXAMINATION SESSION AND ALL OTHER SCHEDULED APPOINTMENTS. PROMPTNESS AND PHOTO IDENTIFICATION ARE REQUIRED. NO RESCHEDULING IS PERMITTED FOR THE AUDIO/WRITTEN EXAMINATION OR ANY OTHER APPOINTMENTS.

NOTE: THE FOLLOWING MUST BE PRESENTED AT THE TIME OF THE AUDIO/WRITTEN TEST:

- **ACCEPTABLE VALID PHOTO IDENTIFICATION** such as a Driver license, State Issued Identification Card, Certificate of Naturalization or Passport.
- **PROOF OF AGE** such as Birth Certificate, Certificate of Naturalization, Driver license, Passport, or State Issued Identification Card.
- **PROOF OF EDUCATION.** High school diploma or GED. Official transcripts (GED test score) must be submitted with out-of-state GED.



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ADDITIONAL REQUIREMENTS DURING THE SELECTION PROCESS (continued):

- Applicants who qualify on the Audio/Written Examination will be placed on the eligible list. The Miami-Dade Fire Rescue Department will then process applicants by category for additional testing: Candidate Physical Ability Test (CPAT), Background Check, and Medical Examination. The number of applicants to be processed will depend on such factors as the number of anticipated vacancies.
- Selected applicants will be directed to report to Miami-Dade Fire Rescue Headquarters for a mandatory Orientation Session and subsequent appointments.
- Preference will be given to:
 - Qualified U.S. Military Veterans.
 - Graduates of the Miami-Dade County Academy of Fire Rescue High School Program
- Preference may also be given to State of Florida Certified Paramedics, State of Florida Certified Emergency Medical Technicians (EMTs), and State of Florida Certified Firefighters.
- Selected 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.
- 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 re-scheduling throughout the hiring process.
- Candidates who successfully complete the selection process will be selected for training based on the anticipated number of vacancies. The decision of the Fire Chief regarding selection of candidates will be final and binding.



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ADDITIONAL REQUIREMENTS DURING THE SELECTION PROCESS (continued):

- As a condition of employment, applicants being considered for hire who are not currently certified as State of Florida EMTs or Paramedics and/or who do not have official transcripts of a two-year college degree or higher must present passing College Placement Test (CPT) scores or an Exemption Letter from Miami-Dade College – Medical Campus.
- As a condition of employment, applicants being considered for hire who do not have official transcripts of a two-year college degree or higher must show proof of passing the Test of Adult Basic Education Skills (TABES) at Miami-Dade College – North Campus in order to meet institutional requirements.
- Applicants selected for hire must attend required Pre-Employment Processing (PEP) sessions. All CPT and TABES test scores, **and** exemption letters, must be presented at the first such session (PEP 1). Candidates selected to participate in such sessions will be notified at the time. Test results must be maintained current and valid throughout the employment process. Candidates whose test scores have expired at PEP 1 or between PEP 1 and their hire date will be deemed to have voluntarily withdrawn from the process. There will be no exceptions.
- Applicants who are conditionally offered employment must pass a pre-employment medical examination based on National Fire Protection Association (NFPA) Standards in effect at the time of the examination. The examination includes alcohol and drug screening. All results from the medical examination are final and binding.
- Applicants selected for hire must present an original Social Security card at the first Pre-employment Processing session (PEP 1)
- Applicants selected for hire must be non-users of tobacco products for at least one year immediately preceding employment, and sign a sworn statement attesting to this fact. **Once hired, all employees must remain non-users of tobacco products throughout their career in the uniformed ranks.**
- All trainees are required to successfully complete the Fire College Training (Training Academy) **and** obtain certifications from the State of Florida as Firefighters and EMTs. The Training Academy consists of two phases:

PHASE 1 -- STATE MINIMUM STANDARDS/DEPARTMENT SUPPRESSION TRAINING:

- Trainees who **are** State of Florida Certified Firefighters at time of hire will have their skills, knowledge, and abilities tested to meet the department's standards during Phase 1 of the Training Academy.
- Trainees who are **not** certified State of Florida Firefighters at the time of hire are required to obtain that certification immediately following initial minimum standards training.



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ADDITIONAL REQUIREMENTS FOR CONTINUED EMPLOYMENT ARE AS FOLLOWS:

PHASE 2 -- EMERGENCY MEDICAL TECHNICIAN (EMT) TRAINING:

- Trainees who are State of Florida EMTs or State of Florida Paramedics at time of hire will have their skills, knowledge, and abilities tested to meet the department's standards during Phase 2 of the Training Academy.
- Trainees who are not certified as either State of Florida EMTs or State of Florida Paramedics at the time of hire must successfully complete Phase 2 of the Training Academy (Fire College Training).
- Trainees who are not certified as either State of Florida EMTs or State of Florida Paramedics at the time of hire are required to take the EMT certification examination immediately following the initial EMT training portion of the Training Academy.
- Trainees who are unsuccessful in obtaining State of Florida EMT certification immediately following the EMT training portion of the Training Academy must do so within the first six months of probationary period, provided they test at the earliest date available for each attempt.

ADDITIONAL INFORMATION REGARDING TRAINING ACADEMY

- Trainees who do not pass the swimming test during the Training Academy must do so within the first six months of probationary period.
- Trainees may be required to purchase at their own expense items necessary for Fire College Training.

ADDITIONAL INFORMATION REGARDING CERTIFICATIONS:

Preference may be given for State of Florida Certified Paramedics, State of Florida Certified Emergency Medical Technicians (EMT), and State of Florida Certified Firefighters

- FIREFIGHTER, EMT, AND/OR PARAMEDIC (EMT-P) CERTIFICATIONS OBTAINED BEFORE OR AFTER HIRE MUST BE MAINTAINED IN CURRENT STATUS THROUGHOUT THE EMPLOYEE'S CAREER IN THE UNIFORMED RANKS. EMPLOYEES WITH PARAMEDIC CERTIFICATION MUST OBTAIN THEIR MEDICAL PROTOCOLS FROM THE DEPARTMENT'S MEDICAL DIRECTOR.
- Applicants in process, who obtain certification (Firefighter, EMT, and/or EMT-P) after the initial application process, but prior to employment, will be required to submit proof of certification to the Miami-Dade Fire Rescue Department/ Background Investigation Bureau upon receipt from the State of Florida.