

CITY OF CLEVELAND

POSITION ANNOUNCEMENT

FIREFIGHTER

The City of Cleveland is accepting applications from qualified individuals interested in a career in firefighting. Qualified applicants will have a high school education or state recognized equivalent, shall be at least 18 years of age, and shall meet the qualifications in NFPA 1001 Firefighter Professional Qualifications and NFPA 1582 Medical Requirements for Firefighters. Two years of college level related courses and/or State Firefighter certification is preferred. Previous firefighting experience or training is beneficial. Successful candidates not already certified will be required to pass the State Certification exam for Firefighter I within twelve (12) months of employment and the State Certification exam for Firefighter II within thirty (30) months of employment. Tennessee First Responder Certification will be required within eighteen (18) months of employment. Valid TN driver's license is required.

Applicants will progress through pre-employment testing procedures consisting of: 1) written exam measuring skills in areas of observational judgment, spatial orientation, association memory, mathematical computation, reading comprehension, and mechanical aptitude; 2) based on performance on the written exam, applicants will participate in the physical agility test which includes aerial climb, stair climb, hose hoist, forcible entry, hose advance and victim rescue, all while dressed in appropriate fire clothing and equipment; 3) based on performance on the written exam and the agility test, applicants will participate in the structured oral interview process. Consideration will be given for educational levels, previous experience and training, and fire and/or medical certifications.

Firefighters work a 24 hour on/48 hour off shift for a total of 216 hours in a 28 day work period, 13 work periods per year. Weekend and holiday duty is required. Residency requirement within 30 miles of work location will apply. A post-offer pre-employment medical and psychological exam including drug screen is required. Applicants will also be subject to a criminal background investigation pursuant to TCA, Title 68, Chapter 102.

Applications may be obtained from the City Human Resources Office, Municipal Building Annex, 160 2nd Street NE, Cleveland, TN 37311 or online at www.cityofclevelandtn.com. Applications must be submitted to the City Human Resources Office. Applications submitted in the last year are still active. You may contact the City Human Resources Office at 423-559-3313 to confirm your application is on file or to make necessary changes and updates to your application. A Test Preparation Manual and Practice Test are available at the City Human Resources Office. The next test date for the written exam will be July 27, 2010. Application deadline for this test will be June 25, 2010. The test will be based on the Fire and Police Selection, Inc. 9th Edition Test Preparation Manual. All applicants who obtain test preparation materials will be notified of the time and place for the exam.

Please contact the City Human Resources Office at 423-559-3313 or the Office of the Fire Chief at 423-476-6713 if you have questions or would like additional information. The City of Cleveland is an equal opportunity employer.

DATE: May 21, 2010
TO: Firefighter Applicant
FROM: Jeffery G. Davis, Human Resources Director, City of Cleveland
RE: Testing for Position of Firefighter

You currently have an application on file in the City Human Resources Office for the position of Firefighter. The first step in the process of qualifying for the position of Firefighter is the written exam. You are scheduled to take the exam on:

Tuesday, July 27, 2010 at the Main Fire Hall, 555 South Ocoee Street, Cleveland, TN.
You will be scheduled a time to test when you obtain your TPM and Practice Test.

The agility test and panel interviews will be held in August 2010 and information as to dates and locations for these will be given at the written exam.

Test Preparation Manuals (TPMs) and Practice Tests are now available in the City Human Resources Office, 160 2nd Street NE, Cleveland, TN. You may pick up a copy of the TPM and Practice Test any time between the hours of 8:00 a.m. to 12:00 noon, and 1:00 p.m. to 5:00 p.m. Monday through Friday (except holidays). **The TPM is required to prepare for the entry level exam.** There is no cost to the applicant for the TPM and Practice Test. You must obtain test preparation materials to be eligible to test. The next test will be based on the **Fire and Police Selection, Inc. 9th Edition Test Preparation Manual.** If you are already in possession of this manual, it will not be necessary to obtain another copy. If you do not have a copy of the Practice Test, you may pick one up at the City Human Resources Office, or notify me and I will send one to you.

If you have a mailing address which is outside Bradley County, and you are interested in participating in the testing process, please contact the Human Resources Office at 423-559-3313, and a TPM and Practice Test will be mailed to you. If you reside within Bradley County you will need to come by the Human Resources Office, 160 2nd Street NE, to obtain your TPM and Practice Test. This is the Municipal Building Annex facing 2nd Street located directly behind the main Municipal Building on Church Street.

Thank you for your interest in employment with the City of Cleveland Fire Department. Please feel free to contact me at 423-559-3313 or the office of Fire Chief Chuck Atchley at 423-476-6713 if you have questions or need additional information.

