

## **EMPLOYMENT OPPORTUNITIES**

### **VOLUNTEER FIRE FIGHTER - APPLICANT INFORMATION**

The Cologne Fire Department is an Equal Opportunity Employer

#### **The Duties of a Cologne Fire Fighter**

The Cologne Fire Department strives to hire the best candidates for Fire Fighter positions. Our goal is to offer memberships to individuals who are well qualified and dedicated to a career in the fire service.

Cologne Fire Fighters are required to perform a wide variety of tasks, including fire suppression and rescue; fire prevention and building inspections; emergency medical care and treatment and other administrative assignments. There are advancement opportunities to the positions of First and Second Captain, First and Second Assistant Chief, and Fire Chief.

#### **Overview of Fire Fighter Duties**

The membership of a Fire Fighter is a challenging career. Fire Fighters must be able to respond quickly and coordinate their activities as part of an effective work team.

Fire Fighters perform membership activities in a number of areas including, but not limited to, fire prevention/building inspection, firefighting, emergency medical care, technical rescue, hazardous materials response, and disaster response.

The duties require attention to detail in carrying out the emergency needs, as well as skill in communication, with dignity, respect and compassion.

Key activities of a Cologne Fire Fighter include, but are not limited to, fighting fires, identifying the source of the fire, appropriate suppression techniques, as well as search and rescue of victims. The conditions include heat, smoke, fumes and working in confined spaces with limited to no vision.

The duties of a Fire Fighter are physically demanding. Fire Fighters must be in peak physical condition both at the time of hire, and throughout a Fire Fighter's career. Fire Fighters may carry 50 lbs. of equipment such as axes, hoses, ladders, and rescue equipment. Fire Fighters work at heights and in confined spaces to fight fires and rescue victims.

At the conclusion of a fire event, Fire Fighters may provide continuous fire-watch in the event of suspected arson.

When not responding to fires or emergency events, Fire Fighters are engaged in maintaining the fire apparatus, fire equipment and the fire station. The Cologne Fire Department also maintains an active Fire Prevention program.

The general schedule for an on call (volunteer) firefighter requires the ability to respond to alarms 24-hours a day.

Fire Fighters must be committed to working effectively with the public of the City of Cologne, as well as other members of the fire service. Teamwork and respect for diversity are important aspects of this job.

#### **Career Changes and Advancement**

The career of a Cologne Fire Fighter will likely include a number of assignments. Every Fire Fighter should plan on being assigned to Operations, Fire Prevention and Administration during their career.

Fire Fighters may be asked to partake in a variety of specialty areas including Fire Prevention, Search and Rescue, or Hazardous Materials Teams.

#### **Applicant Questions**

It is advisable that applicants ask questions about becoming a Cologne Fire Fighter of the appropriate experts so that they obtain accurate and complete information. Often applicants have friends and other "contacts" in the City of

Cologne; however, these individuals may not have the most up-to-date information, and may not be able to provide essential information.

Questions about the application process, exams, test dates, membership process, qualifications, or other related information should be directed to the Cologne Fire Department.

### **Basic Qualifications**

- High School Graduate or completion of General Educational Certificate (GED).
- Valid Minnesota State Driver's License (Class D) and positive driving record (driving records will be checked in all 50 States).
- Candidates must be able to communicate effectively, both verbally and in writing.
- Candidates must pass a written examination, be in physical condition to successfully pass a physical agility test, be subject to a complete medical exam including vision/hearing tests, be subject to drug and alcohol testing and must meet or exceed established standards.

### **Public Safety Civil Service Application and Testing Process**

The Cologne Fire Department conducts testing for Fire Fighters.

#### APPLICATION DATES THIS YEAR

Application Filing Opens: March 7, 2023

Application Filing Closes: April 30, 2023

For additional information regarding the application and testing process, feel free to call the City of Cologne at telephone number 952-466-2064.

### **Veteran's Status**

If you served active military duty for more than 180 days in the Armed Forces (other than the Reserves or National Guard) and have been discharged under honorable conditions, you may be eligible for veteran's preference points. An applicant must submit a copy of your DD-214 form as evidence of military service at the time of submitting the application to take the examination.

### **Written Fire Fighter Examination**

Administered by the Cologne Fire Department, the Fire Fighter written examination includes questions on: a) reading comprehension, b) basic mathematics, c) basic science, d) mechanical aptitude, and e) communication skills.

### **Physical Agility Test**

The Cologne Fire Fighter agility and strength examination events may be subject to change and other requirements may be added. Candidates successfully completing the written test will be notified of the physical agility examination testing date, time, and location.

### **Eligible Register**

The Cologne Fire Department will develop a ranked listing of all candidates who successfully complete both the written and the physical agility tests for consideration for the pre-membership Process.

There are a number of steps involved in the pre-membership Process for Fire Fighter candidates. This is a competitive process. The Cologne Fire Department seeks to offer membership to the most qualified individuals and consideration is consistently given to more candidates than there are positions available.

Participation in any segment or phase of the process as a candidate is not an assurance that a candidate will continue to additional phases of the pre-membership process.

## **Oral Interview Board**

An Oral Interview Board interviews candidates. The Oral Interview Board allows the Fire Department to learn more about candidates' skills, qualifications, background and interests. Following all of the interviews, candidates will be prioritized according to their Oral Interview Board results.

Eligible candidates will be interviewed at the Cologne Fire Department. This interview will include a discussion of the candidate's education, employment experience, military background, driving history and other related skills and qualifications. Candidates are advised to be forthright in the information provided. Misrepresentation may be cause for disqualification as a Fire Fighter candidate.

## **Candidate Background Investigation**

Before a membership interview, candidates will be provided a Cologne Fire Department membership application packet with questions related to military record, academic record, and employment history.

Applicants will be asked to sign authorization forms allowing the City of Cologne to conduct a background check. There are different forms applicants will be asked to sign at different steps in the application process.

Applicants are advised to provide complete and accurate information. Any misrepresentation may be cause for disqualification as an entry level Fire Fighter candidate. Information gained in the background investigation will be used in consideration of the candidate and their possible membership as an entry level Fire Fighter.

## **Fire Fighter Pre-Membership Medical Exam**

A trained physician experienced in conducting Fire Fighter medical examinations will schedule selected candidates for a complete Fire Fighter pre-membership medical examination.

Before the pre-membership medical examination, candidates will be asked to complete a comprehensive medical history. Candidates must provide complete and accurate information in the questionnaire and during the medical examination with the clinic physician. Any misrepresentation may be cause for disqualification from consideration as a Fire Fighter candidate.

The Fire Department may refer more candidates for the Pre-Membership Medical Examination than there are anticipated vacancies. Participation in the Medical Exam is not an assurance of being hired as a Fire Fighter Recruit.

## **Offers of Membership**

The Cologne Fire Department, in conjunction with the City Council, will conduct a careful review of all of the information gained on Probationary Fire Fighter candidates from all of the above phases of the pre-membership process.

Membership offers are extended by letter from the City Council and are conditional upon successfully passing a criminal background check, driver's record check, employment history review, drug and alcohol gesting, fitness for duty medical exam, physical ability testing and on-line screening.

All candidates not selected for membership by the City Council will be placed into the Cologne Fire Department's membership availability pool for a period of \_\_\_\_ years and are eligible to be considered for future Fire Fighter positions.

## **Probationary Fire Fighter Status**

Successful recruits will become Probationary Fire Fighters and will remain on probation until completion of one (1) full year of membership from date of membership.

During this time, under the leadership of the Fire Service Members, Probationary Fire Fighters will continue to expand their knowledge and skills and participate in training drills with the department.