



**CITY OF CARBONDALE  
APPLICATION PROCEDURES  
FIRE DEPARTMENT**



**WRITTEN EXAM - MONDAY, JULY 11, 2011- 8:00 A.M. SHARP  
LAST DAY TO SUBMIT APPLICATIONS - FRIDAY, JUNE 24, 2011**

**QUALIFICATIONS OF APPLICANTS**

- 1. Applicants for examination must be citizens of the United States.**
- 2. Residence of applicants shall be as prescribed by the Carbondale Revised Code, Title 1, Section 4-16. You must live within a 9 mile radius of Carbondale within 6 months after you are hired.**
- 3. Applicants for a position in the Fire Department shall possess a high school diploma from an accredited high school or its equivalent.**
- 4. Applicants must comply with the City nepotism ordinance and all other City ordinances.**

**APPLICATION PROCEDURES AND REQUIREMENTS:**

1. You are required to sign a pre-employment agreement which will be attached to your application. Please read it carefully. Print your name in the appropriate blanks, sign it and have someone witness your signature. Your signature must and can be witnessed by anyone of your choosing. *This agreement must be on file before you take the examination.*

2. You must have an Employment Application and a Pre-employment Agreement on file in the City's Administrative Services Office. These can be obtained by calling (618) 457-3227, printed from the City Website at [www.explorecarbndale.com](http://www.explorecarbndale.com) or by writing to the City's Administrative Services Office, P.O. Box 2047, Carbondale IL 62902-2047.

- The Pre-employment Agreement must be signed and witnessed. This agreement may be witnessed by anyone.

**WRITTEN EXAM INFORMATION:** The written examination is not a civil service exam. The exam is ordered from an independent testing service. No prior training or experience in the job of Firefighter is assumed of candidates taking the test. There are 100 questions and you are given 2 hours and 20 minutes to complete the exam. (This time includes 20 minutes to review the Study Guide) The contents of the exam include Ability to Learn, Remember and Apply Information; Reading Comprehension; Interests; Situational Judgment; and Logical and Mathematical Reasoning Ability. You must answer 75 questions correctly in order to pass the exam.

**WRITTEN EXAM SCORES** will be posted at 1:00 p.m. on the day of the exam. If you pass the written exam, you will be eligible to take the physical fitness assessment which begins at 2:00 p.m.

**If You Pass the Written Exam, You Are Eligible to Take the Physical Fitness Assessment.**

**PHYSICAL FITNESS ASSESSMENT**  
**MONDAY, JULY 11, 2011**  
**2:00 P.M. SHARP**

**PHYSICAL FITNESS ASSESSMENT REQUIREMENTS:** The Physical Fitness Assessment is designed to evaluate the basic physical condition of the candidate in endurance, strength, flexibility, and agility and for fear of heights. All Physical Fitness Assessments must be passed successfully. Because the requirements set are minimum standards, failure to pass any tests would indicate the candidate is physically unfit for duty as an active member of the department and the assessment will be terminated for that candidate.

**1. TIME DISTANCE RUN - Purpose:** The purpose of this test is to measure the condition of the lungs, heart and vascular system-aerobic capacity- and is the best known index to a person's overall physical fitness. **Procedure:** The candidate will run 1.5 miles within the time listed for age and gender. Failure to do so will terminate the testing.

**MALE - 1.5 MILE RUN**

AGE	20 - 29	30 - 39	40 - 49	50 - 59
TIME	13:46	14:31	15:24	16:21

(in minutes)

**FEMALE - 1.5 MILE RUN**

AGE	20 - 29	30 - 39	40 - 49	50 - 59
TIME	16:21	16:52	17:53	18:44

(in minutes)

**2. WEIGHT CARRY - Purpose:** To measure the overall strength of the applicant. **Procedure:** The Candidate, given a weight of 125 pounds, shall lift the weight from the floor and carry it 100 feet without stopping.

**3. PUSH-UPS - Purpose:** Push-ups will stimulate the candidate's strength to push as may be required in the use of pike poles, etc. **Procedure:** Candidate lies flat on the floor, face down, with hands (palm side down) on the floor under the shoulders. The candidate then raises the body by extending the arms until they are perfectly straight, returning to the original position and continuing without stopping to rest. Females will perform push-ups pivoting from the knees.

**Minimum Standard - 12 times**

**4. CARRY AND BALANCE - Purpose:** The test is designed to measure how well the joint and muscle sensors react in order to control movement and maintain balance. **Procedure:** The candidate (given a beam secured to a level floor and measuring 20 ft. long by 3 to 4 in. wide, and given a length of fire hose weighing at least 20 pounds) shall walk the length of the beam, carrying the length of hose without falling off or stepping off of the beam. **(2 attempts)**

**5. SIT-UPS - Purpose:** The purpose of this test is to determine abdominal muscular and back muscular strength needed for lifting stretchers, pulling hose, lifting ladders and holding hose lines. **Procedure:** Candidate lies flat on back with knee joints flexed at approximately 75 degree angle, hands firmly clasped behind neck. The examiner holds the feet down. The candidate will curl up to a sitting position,

culminated when elbows touch knees in alternating sequence. The candidate returns to position when both shoulder blades touch the floor after each curl.

**Minimum Standard** - 30 without stopping.

6. **AGILITY RUN - Purpose:** The purpose of this test is to show reaction and movement time as indicators of neuromuscular efficiency which are important in daily activities in firefighting. **Procedure:** Two small blocks of wood are placed in circular areas one foot in diameter marked on the floor at thirty-four (34') and forty-two (42') feet, respectively, from the starting point. At the signal "go," the candidate must go from behind the starting line and bring the blocks in one at a time and place them in a circular area marked behind the starting line. (The candidate must never have more than one block in the hand at any time.) **Minimum Standard** - Must be completed within 35 seconds.

7. **LADDER HANG - Purpose:** The purpose of this test is to determine the upper body and arm muscular strength needed for climbing rope, navigating ladder bridges and doing hoisting operations. **Procedure:** Candidates will hang from a horizontal bar (palms turned in either direction, arms slightly flexed for 30 seconds) with no interruptions.

#### **IF YOU PASS THE PHYSICAL FITNESS ASSESSMENT, YOU ARE ELIGIBLE TO TAKE THE ORAL INTERVIEW EXAMINATION BEFORE THE BOARD OF FIRE AND POLICE COMMISSIONERS**

**ORAL INTERVIEW EXAMINATION:** The Board of Fire and Police Commissioners is comprised of five residents of Carbondale. The Board is not employed by the City of Carbondale. This interview is scheduled as soon as possible after you pass the Physical Agility Examination and is held on a week day. After the Interview Exam, letters will be sent to you informing you of your exam scores.

**IF YOU PASS THE ORAL INTERVIEW EXAMINATION:** You will be required to complete a questionnaire, submit a copy of your birth certificate, submit a copy of discharge papers from the Armed Forces (if applicable) and submit three letters of reference. You will also be required to submit a photograph and fingerprints. Fingerprinting may be obtained at the Carbondale Police Department, 501 S. Washington or from your local Police Department. At this time, your name is put on an eligibility list for a period of two (2) years. All appointments are made from the candidates on the Eligibility List.

#### **NO CANDIDATE WHO IS ON THE ELIGIBILITY LIST MAY BE REEXAMINED UNTIL THE TIME OF HIS/HER ELIGIBILITY IS ABOUT TO EXPIRE**

#### **REAPPLICATION - RETESTING - REEVALUATION**

**REAPPLICATION** to an ongoing selection process (cycle) shall not be permitted; however, this does not preclude an unsuccessful applicant from reapplying to future selection testing cycles.

**RETESTING** during an ongoing selection process (cycle) shall not be permitted any applicant.

**REEVALUATION** during an ongoing selection process (cycle) shall not be permitted any applicant.

The Board of Fire and Police Commissioners shall have sole authority for and over the elements involving re-application, retesting and a reevaluation in the creation of the Eligibility List. Authority shall then be transferred to the City Manager for the remainder of the selection process.

## Do You Have A Relative Who Works For The City of Carbondale?

### If you do, you need to know the following information: Ordinance 92-23 - Employment of Family Members

**Relationships Disqualifying Employment:** The following listed family members are disqualified from holding any appointive office or employment *within the same working department or division where a supervisor-subordinate relationship results:*

Father - Son	Stepbrother – Stepbrother	Great Grandfather - Great Granddaughter
Father - Daughter	Stepsister – Stepsister	Great Grandmother - Great Grandson
Mother – Son	Grandfather – Grandson	Great Grandmother - Great Granddaughter
Mother – Daughter	Uncle – Nephew	Grandfather - Granddaughter
Brother - Brother	Uncle – Niece	Grandmother - Grandson
Sister - Sister	Aunt – Nephew	Grandmother - Granddaughter
Brother - Sister	Aunt – Niece	Great Grandfather - Great Grandson

#### PROCESS AFTER THE CANDIDATE IS ON THE ELIGIBILITY LIST

**INTERVIEW BY ADMINISTRATIVE SERVICES DIRECTOR/FIRE CHIEF:** The Administrative Services Director and Fire Chief will conduct an administrative oral interview with candidates on the Board of Fire and Police Commissioners' Eligibility List for appointment as a Firefighter. The purpose of the oral interview is to permit an appraisal of personal qualifications and suitability for the position. Questions utilized during the interview will be uniformly administered to each candidate; however, follow-up questions may vary among candidates. The Administrative Services Director and the Fire Chief will recommend candidates to the City Manager for hire. The City Manager is responsible for all hiring in the City of Carbondale.

#### PROCESS FOR CANDIDATES THAT MAY BE RECOMMENDED FOR APPOINTMENT:

1. **BACKGROUND INVESTIGATION:** A background investigation shall be conducted on candidates that may be recommended for appointment to the position of Firefighter. The purpose of the investigation is to verify information obtained in previous testing activities and on the Questionnaire. As part of the background check, a complete set of fingerprints shall be forwarded to the Illinois Department of State Police and to the Federal Bureau of Investigation for the purpose of conducting a criminal history check on all candidates.

#### 2. **MEDICAL** (Includes Drug Testing):

A. An applicant certified to the eligibility list for the Fire Department and recommended for appointment shall, upon request, submit to a medical examination performed by licensed physicians designated by the Administrative Services Director. The examination shall be without expense to the applicant. The examining physician shall determine whether the applicant is physically capable of performing the duties of the position sought and any applicant who fails to take or cooperate with the examination or found to be physically incapable of performing the duties of the position sought shall be disqualified.

B. As part of the medical examination, urine and/or blood samples shall be taken to screen each applicant for drug use. Preliminary tests shall be conducted at the designated medical facility using a portion of the urine or blood sample. In the event preliminary tests are negative, the sample shall be discarded if not needed for other medical purposes. In the event preliminary tests are positive, additional tests shall be conducted. A report of the tests shall be delivered to the Administrative Services Director. The confirmed presence of any illegal drug shall be cause for the disqualification of an applicant from the eligibility list. It shall be grounds for disqualification of an applicant to refuse to give blood or urine samples or to cooperate with the examination process. (For purposes of this section, the phrase "illegal drug" shall include cannabis as defined in Chapter 56-1/2, Section 702 of the Illinois Revised Statutes and "controlled substances" as defined or hereafter amended, in Chapter 56-1/2, Section 1102(u) of the Illinois Revised Statutes.)

C. **BASELINE - Purpose:** The purpose of this test is to determine the suitability of the candidate to meet requirements of 29 CPR 1910.130 for users of S.C.B.A. **Procedure:** Candidate will have a pre-donning, baseline physical of blood pressure, temperature (core), and pulse. Candidates will then don S.C.B.A. and walk a course (as marked) for 5 minutes. Candidate will then be given a post-doffing baseline physical to determine rise in blood pressure, core temperature and pulse rate. Candidate may not deviate from the IDOL Standard.

**TRAINING:** After a candidate has been appointed as a Probationary Firefighter, he/she will be provided with 240 hours of basic training if applicable.

### **JOB SUMMARY**

This is a regular, full-time position with the City of Carbondale's Fire Department. Firefighters are responsible for protecting life and property from loss of fire and emergencies during natural and unnatural disasters. They are also responsible for the care and maintenance of fire fighting apparatuses, equipment and the fire stations. Firefighters report directly to the Fire Chief or his designee.

### **ESSENTIAL DUTIES**

1. Protect life and property from fire by fire prevention, fire suppression, fire inspection, investigation and abatement of hazardous materials by using appropriate methods and techniques learned through training provided by the department. **Firefighting involves** working effectively and safely in (a) adverse and extreme weather conditions; (b) extreme lighting conditions, daylight and night light, with or without artificial light, indoors and outdoors; (c) confined spaces and encapsulated firefighting gear; (d) rough and uneven terrain; (e) areas of fire, smoke and toxic fume environments; and (f) situations involving an element of personal danger. **Firefighting involves** (a) climbing flights of stairs and ladders of varying lengths and slopes; (b) performing job related tasks at heights in excess of 100 feet, both inside and outside of buildings, using stairs, ladders, or aerial apparatus; (c) running to people requiring emergency assistance and performing life-saving procedures, such as CPR, first aid, etc., as required; and (d) carrying victims of varying weights away from imminent danger.
2. Operate and use various equipment necessary to perform job-related tasks and maintain equipment in good physical condition, as learned through training provided by the department.
3. Comprehend and communicate effectively.

**Other Duties:** Perform related firefighting and fire safety work, as required, to carry out the mission of the Fire Department of the City of Carbondale.

**Minimum Acceptable Qualifications:** Possess a high school diploma or equivalent, a valid driver's license and be eligible to apply for an Illinois driver's license, and pass the required medical examinations. Obtain, and maintain, and Illinois "Class B" drivers' license within 30 days from date of employment.

**ALL PROBATIONARY FIREFIGHTERS ARE HIRED FROM THE ELIGIBILITY LIST DEVELOPED BY THE BOARD OF FIRE AND POLICE COMMISSIONERS**

Candidates must comply with the City nepotism ordinance and all other City ordinances. Eligible candidates are required to satisfactorily complete a background investigation. Residence of eligible candidates shall be as prescribed by Carbondale Revised Code, Section 1-4-16. The residency boundary is based on an approximate 9 mile radius from central Carbondale and is actually defined by Township Sections. New hires have 6 months to establish residency within the Boundary and maintain it as a condition of employment.

**Salaries and Benefits are determined through the Collective Bargaining Process. For specific information, contact the Administrative Services Office, (618) 457-3227 or e-mail [mmcfarland@ci.carbondale.il.us](mailto:mmcfarland@ci.carbondale.il.us).**



**THE CITY OF CARBONDALE IS  
AN EQUAL OPPORTUNITY EMPLOYER**