



**CITY OF CARBONDALE, ILLINOIS
APPLICATION PROCEDURES FOR
ENTRY-LEVEL FIREFIGHTER EXAMINATION**



- Written Exam** Monday, April 5, 2021 at 8:00 a.m.
Carbondale Civic Center, 200 S. Illinois Ave.
LATE ATTENDEES WILL NOT BE ADMITTED
- Physical Fitness Assessment:** Monday, April 5, 2021 at 1:00 p.m.
Carbondale Fire Station #2 – 401 N. Glenview Drive
- Oral Interview Examination:** Date to be determined
Carbondale Civic Center, 200 S. Illinois Ave.

APPLICATION DEADLINE: MONDAY, MARCH 15, 2021 AT 5:00 P.M.

Note: The Firefighter Examination process requires approximately one month to complete.

COVID-19 Regulations

- Please note that the dates, times, and locations of any part of the examination process may change at any time due to State and local COVID-19 regulations. If any changes occur you will be notified immediately. Please provide a valid email address on your application as notifications will be sent by email.
- Masks are required at all times during the examination.
- Before entering into the testing area, a temperature check is required. An authorization form must be completed prior to the temperature check. A photo I.D. is required.
- Cell phones and other devices will not be allowed in the testing area. Testing administrators will not hold or handle your devices while taking the exam.

Due to COVID-19 restrictions, completed applications will only be accepted by mail or email.
An online Firefighter application may be completed and submitted through the City's website at
www.explorecarbondaile.com

**Applications can be mailed to:
City Clerk's Office – City of Carbondale
P.O. Box 2047, Carbondale, IL 62902**

**Or e-mailed to:
chayes@explorecarbondaile.com**

Applications must be received in the City Clerk's office on or before the deadline
A Candidate Preparation Manual will be provided upon receipt of application.

Questions should be directed to the City Clerk's office at 618-457-3281

QUALIFICATIONS TO APPLY:

- No prior training or experience in the position of Firefighter is required or expected
- Applicants for examination must be citizens of the United States
- Applicants must be at least 21 years of age and not over 35 years of age
- Must possess a high school diploma or GED certificate
- Live within a 9-mile radius of Carbondale within 6 months of hire date as prescribed by the Carbondale Revised Code, Title 1, Section 4-16
- Comply with the City nepotism ordinance and all other City ordinances.

COMPONENTS OF THE FIREFIGHTER EXAMINATION:Written Examination

Candidates must present a valid photo I.D. in order to take the written exam. The written exam is ordered from an independent testing service. Candidates are given 2 hours to complete the test comprised of 100 multiple choice questions that measures the following skills and abilities:

- Reasoning and logical thinking
- Reading comprehension
- Math
- Map reading
- Writing abilities
- Situational judgement

Candidates must achieve a passing score of at least 70%. Official results of the written exam will be posted outside of the City Clerk's office at City Hall prior to the Physical Fitness Assessment. If you do not pass the written exam you WILL NOT be able to participate in the Physical Fitness Assessment.

○ **PREFERENCE POINTS**

*A maximum of five (5) preference points are available to applicants who were engaged in the U.S. military service for at least one year of active duty, who were honorably discharged, and who are now or have been members on inactive or reserve duty. Preference points may be submitted to the City Clerk's office and **must be requested in writing** and include a copy of the DD-214. Preference points will be added to the candidate's written exam score and reflected on the Final Eligibility List.*

(COMPONENTS OF THE FIREFIGHTER EXAMINATION continued)

Physical Fitness Assessment

The Physical Fitness Assessment (PFA) will be conducted at ***Carbondale Fire Station #2 located at 401 North Glenview Drive*** for candidates who have passed the written exam.

The PFA is designed to evaluate the basic physical condition of the candidate in endurance, strength, flexibility, agility and for fear of heights, darkness, and enclosed spaces. All sections of the PFA must be passed successfully. Because the requirements are set to minimum standards, failure to pass any component would indicate that the candidate is physically unfit for duty as an active member of the department. At such time, the application process will be terminated and said candidate will become ineligible for any further participation in the testing process. Examiner evaluation is final and not subject to appeal.

Candidate Physical Ability Test (CPAT) and Ladder Climb Certification:

Candidates that possess the CPAT **WITH** Ladder Certification shall be exempt from the PFA. A copy of the certification must be submitted with the Firefighter application and be dated within twelve months of scheduled PFA. Candidates with this certification will not be required to participate in any event of the PFA.

Candidates that possess the CPAT **WITHOUT** Ladder Certification shall be exempt from the PFA with the exception of the Ladder Climb. Candidates with this certification will only be required to participate in the Ladder Climb. A copy of the certification must be submitted with the Firefighter application and be dated within twelve months of scheduled PFA. Failure to complete the Ladder Climb component shall result in the candidate's ineligibility for any further participation in the testing process.

Below is the required apparel and components of the Physical Fitness Assessment:

Time Distance Run

Running Shoes
T-Shirt or Sweat Shirt
Shorts or Sweat Pants

All Other Tests:

Boots with Ankle Protection
Long Sleeve T-Shirt or Sweat Shirt
Jeans or Equivalent

(COMPONENTS OF THE FIREFIGHTER EXAMINATION continued)

The Physical Fitness Assessment consists of the following:

1. TIME DISTANCE RUN:

Purpose: 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 on a designated course. Walking and/or stopping shall not result in failure of the procedure.

Minimum Standard – ½ Mile Run
Minimum Standard – 4 Minutes

2. HOSE DRAG:

Purpose: To stimulate dragging a hose-line from a fire apparatus and pulling hose-line around obstacles in a stationary position. It will measure overall strength and endurance.

Procedure: Candidates will grasp a hose line nozzle attached to 200 feet of 1-3/4" hose and place the hose line over their shoulder or across their chest, not exceeding the 8 foot mark. Candidates are permitted to run during the hose drag. Candidates will drag the hose 75 feet to a prepositioned drum, make a 90 degree turn around the drum, and continue an additional 25 feet. Candidates will stop within the marked 5 foot by 7 foot box, drop to at least one knee and pull the hose line until the hose line's 50 foot mark crosses the finish line. During the hose pull, the candidate must keep at least one knee in contact with the ground and knee(s) must remain within the marked boundary lines. The candidate will have 40 seconds to complete this task.

Minimum Standard – 40 Seconds

3. EQUIPMENT CARRY:

Purpose: Simulates tool removal and carrying to the scene. It will measure upper and lower body strength, as well as aerobic capacity. It provides indicators of neuromuscular efficiency, which are important in daily activities in firefighting.

Procedure: At the signal "Go", the candidate will remove two designated extrication tools from a table and place them on the ground. The candidate will then pick up the tools from the ground (one in each hand), carry and walk 75 feet towards and around an obstacle, and back to the starting point. Time ends when crossing the starting line. The candidate will then place each tool, one at a time, back on the table. Inability to place the tools back on the table shall result in failure.

Minimum Standard – 40 seconds

4. CONFIDENCE COURSE:

Purpose: To measure how well the joint and muscle sensors react in order to control movement and maintain balance as well as testing the ability to walk or crawl inside an enclosed, darkened structure with narrow and uneven surfaces.

Procedure: The candidate will be provided with Self Contained Breathing Apparatus (SCBA), gloves and helmet. At the signal "Go", the candidate will follow an uncharged hose line through the obstacle course with a blacked out mask. The candidate must maintain contact with the hose as to not get lost or deviate from the predetermined course. Once the candidate reaches the end of the hose, the candidate must successfully open the bail of the nozzle to signal completion of the drill.

Minimum Standard – Course Completion
Minimum Standard Time – 2 Minutes and 15 Seconds

(COMPONENTS OF THE FIREFIGHTER EXAMINATION continued)Physical Fitness Assessment continued**5. MANIKIN DRAG:**

Purpose: To measure the overall strength of the candidate.

Procedure: The candidate will be presented with a training manikin weighing approximately 185 pounds. The manikin will be lying on the ground at the start point. From a position behind the manikin, the candidate shall lift the manikin's torso to the candidate's chest, with the arms placed around the manikin's torso. The candidate shall drag the manikin allowing the feet to remain on the ground to the finish point. Dropping of the manikin or stopping shall not result in failure of the procedure.

Minimum Standard – 75 Feet Drag
Minimum Standard Time – 45 Seconds

6. PUSH UPS:

Purpose: To simulate the candidate's strength to push as may be required in the use of pike poles, etc.

Procedure: The candidate shall lie flat on the ground, face down, with hands (palm side down) on the ground, under the shoulders. Feet shall be placed together. At the signal "Go", the candidate will then raise the body by extending the arms until they are straight then lower the body fully to the ground. The candidate will then raise their hands from the ground to signal the completion of the 1 push-up. The back and legs must remain straight throughout the procedure. The examiner will count out loud at the raising of the hands from the ground until the minimum standard is met. Should the candidate perform an unsatisfactory repetition, the examiner will not continue counting until the next satisfactory repetition is performed. Should this occur, the examiner will advise the candidate as to why the previous attempt was not considered a satisfactory repetition. The candidate shall continue repetitions without stopping to rest.

Minimum Standard – 12 Push Ups

7. CHIN UPS:

Purpose: To determine the upper body and arm muscular strength needed for climbing rope, navigating ladder bridges, and doing hoisting operations.

Procedure: Candidates will start by grasping a bar with the palms facing towards them at shoulder width. The arms shall be straightened in a fully extended position with the torso in line with the upper arms. At the signal "Go", the candidate shall raise the body until their chin clears above the bar. The candidate then lowers the body to the starting position as previously described. The candidate shall maintain their grip on the bar without touching the ground. The examiner will count out loud at the raised portion of each successful repetition until the minimum standard is met. Should the candidate perform an unsatisfactory repetition, the examiner will not continue counting until the next satisfactory repetition is performed. Should this occur, the examiner will advise the candidate as to why the previous attempt was not considered a satisfactory repetition. Stopping at any point shall not result in failure of the procedure.

Minimum Standard – 2 Chin Ups

(COMPONENTS OF THE FIREFIGHTER EXAMINATION continued)Physical Fitness Assessment continued**8. SIT UPS:**

Purpose: To determine the abdominal and back muscular strength needed to lift stretchers, pull hose, lift ladders, and hold hose lines.

Procedure: The candidate lies flat on the back with their toes placed against a wall with legs bent. At the signal "Go", the candidate will then curl up to a sitting position (achieved when the hands touch a marked point of 36" from the ground located on the wall in front of them). The candidate then returns to the position when both hands touch the ground behind their head after each curl. The examiner will count out loud at the raised portion of each successful repetition until the minimum standard is met. Should the candidate perform an unsatisfactory repetition, the examiner will not continue counting until the next satisfactory repetition is performed. Should this occur, the examiner will advise the candidate as to why the previous attempt was not considered a satisfactory repetition. Stopping at either the lying or curled position shall not result in failure of the procedure.

Minimum Standard – 30 Sit Ups

Minimum Standard Time – 60 Seconds

9. LADDER CLIMB:

Purpose: To measure the candidate's aerobic capacity and leg strength as necessary to climb while also testing the fear of heights.

Procedure: The candidate, provided with a Class 3 safety harness connected to a manned rope belay system, shall mount an aerial apparatus and be placed at the starting point at the base of the aerial ladder. At the signal "Go", the candidate will safely ascend the aerial ladder, maintaining at least three points of contact at all times. The candidate must grab the top rung of the ladder. At that time, the examiner will ask the candidate a series of questions for which the candidate must answer correctly. When advised to do so, the candidate will then safely descend the ladder maintaining at least three points of contact at all times. There will be no time limits placed upon this procedure, yet pausing for a period any longer than ten seconds or being unable to complete the test shall result in failure of the procedure.

Minimum Standard – 75 Feet at a 65 Degree Angle

Oral Interview Examination

Candidates who pass both the written exam and physical fitness assessment will be scheduled for an Oral Interview Examination with the Board of Fire and Police Commissioners (BFPC). The BFPC is comprised of five residents of Carbondale, none of whom are employed by the City of Carbondale. In addition to the BFPC, the Fire Chief and Human Resources Manager will also be in attendance.

Oral Interviews will be held at the **Carbondale Civic Center located at 200 South Illinois Avenue (date to be determined)**. Candidates will be notified of their oral interview time by phone or email. Due to the number of candidates and the schedule of the BFPC, interview dates and times cannot be changed. Please note that this ***is not*** a job interview, but should be treated as one with appropriate attire. The oral interview exam is the final phase in the exam process.

BACKGROUND INVESTIGATION QUESTIONNAIRE

Upon successful completion of the entire firefighter examination, a background investigation questionnaire will need to be completed. It will include a listing of required documents that will need to be submitted with the completed questionnaire. Additional information regarding the questionnaire and required documents will be included in your examination results packet.

ELIGIBILITY LIST

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

Candidates who pass the oral interview exam will be placed on the Firefighter Eligibility List. The Eligibility List is comprised of candidates who have passed the written exam, physical fitness assessment, and oral interview exam. Candidate's names are placed on the Eligibility List in ranking order based on their examination scores. Candidates will remain on the Eligibility List for a two year period.

No candidate who is on the eligibility list may be re-examined until such time his or her eligibility is about to expire.

Appointments for open positions are made from the eligibility list. When there is an open position, candidates must have the background investigation questionnaire and all of the required documents on file in order to be considered for an interview.

RE-APPLICATION, RE-TESTING, & RE-EVALUATION

RE-APPLICATION 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.

RE-TESTING during an ongoing selection process (cycle) shall not be permitted any applicant.

RE-EVALUATION 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.

PROCESS AFTER THE CANDIDATE IS ON THE ELIGIBILITY LIST

INTERVIEW BY HUMAN RESOURCES MANAGER/FIRE CHIEF:

The Human Resources Manager 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 Human Resources Manager 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 WHO MAY BE RECOMMENDED FOR APPOINTMENT:

1. **BACKGROUND INVESTIGATION:** A background investigation shall be conducted on candidates who 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 Human Resources Manager. 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 Human Resources Manager. 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.)

3. **BASELINE - Purpose:** 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-doffing, 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 firefighting apparatuses, equipment and the fire stations. Firefighters report directly to the Fire Chief or his/her 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 an Illinois "Class B" driver's license within 30 days from the date of employment.

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.

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

Applicants with relatives who are currently employed with the City of Carbondale will not be eligible for hire within the same working department or division where a supervisor/subordinate relationship will result.

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

Salaries and Benefits are determined through the Collective Bargaining Process. For specific information, contact the Human Resources Office, (618) 549-5302 ext. 227.



THE CITY OF CARBONDALE IS AN EQUAL OPPORTUNITY EMPLOYER

CITY OF CARBONDALE PHILOSOPHY

As a responsive and caring community, Carbondale’s success is not just based on “what we do”, but also “how we do it.” Our core values define the behaviors important in our interactions with residents, visitors and one another. These are the values that guide our work: accountability, integrity, fairness, communication, honesty, and teamwork.