

Job Information



GOLDER RANCH FIRE DISTRICT
3885 E. GOLDER RANCH FIRE DRIVE
TUCSON, ARIZONA 85739
(520) 825-9001
www.grfdaz.gov

Job Classification: Firefighter (Full-Time)

GRFD has opened the recruitment process for the position of Firefighter effective 10/09/2015. Anyone interested in applying for this position should follow all directions as posted on the GRFD internet website www.grfdaz.gov.

The application process entails two steps, completion of the following:

- 1.) NTN application & testing process.
- 2.) GRFD Employment Application & submission of proof of required documents through the ADP system click website link. [GRFD Firefighter Employment Application](#)

Beginning October 9, 2015, National Testing Network (NTN) is accepting applications on behalf of the Golder Ranch Fire District (GRFD) for full-time Firefighters. Candidates must have completed the FireTEAM test and a validated CPAT through NTN. Only CPATs from NTN will be accepted.

Applicants are strongly encouraged to complete their FireTEAM test and a validated CPAT through NTN, as well as the GRFD employment application (link available on district website) by 11/06/15 at 12:00. Those individuals who do so will be given first consideration to proceed through the assessment and selection process beginning Nov 13, 2015. Applications received after 11/06/2015 at 12:00 may or may not be considered based upon GRFD needs.

Firefighter Job Description

Primary Function

The primary function of the Firefighter is to respond to fire, medical, and other emergent and non-emergent alarms. Individuals in this position often perform under conditions which require strenuous physical exertion. Major elements of the firefighter's job responsibilities include participation in supervised drills and training in firefighting and EMS skills. Other elements include routine maintenance of equipment and apparatus, routine care of buildings and grounds, as well as public education activities. On occasion, employees in this classification may be responsible for the management of all company programs and the supervision of assigned fire companies and equipment at the scene of the fire until relieved of command by an officer of higher rank.

Principle Duties and Responsibilities

- Responds to fire, medical, and other emergent and non-emergent calls
- Performs Fire Code enforcement duties and public safety education
- Performs all activities necessary to suppress and extinguish fires
- Removes individuals from dangerous or hazardous situations
- Identifies emergency medical problems and performs prescribed treatment as outlined by established protocol based on certification level
- Maintains fire station and grounds, apparatus assigned to the District, and other related emergency equipment
- Conducts pre-fire planning surveys and orientation
- Drives and operates select emergency apparatus
- Operates fire pumps, water tankers, and other specialized apparatus/tools
- Makes minor repairs and adjustments to equipment
- Participates in PAT, as outlined in the District SOPs
- Attends training sessions and drills
- Completes certification process as set forth by the EMS Division, Base Hospital, and Arizona Department of Health Services
- Complies with rules, policies and procedures set forth by the District, Base Hospital, and Arizona Department of Health Services
- Performs other assigned duties

Minimum Qualifications

- High school diploma or GED equivalent.
- Fire Fighter I and II, certified by the State of Arizona, International Fire Service Accreditation Congress (IFSAC), or through an accredited Pro Board Agency.
- Must possess a current Arizona State EMT or Paramedic certification issued by AZ Dept of Health Services, upon offer of employment.
***NOTE:** National Registry certification will not be accepted as an equivalent.*
- Basic Wildland Firefighter certification.
- Hazardous Materials First Responder Operations Level certification.
- Current Healthcare Provider or Professional Level CPR certification (and ACLS and PALS for CEPs).
***NOTE:** CPR cert/card MUST be issued by one of the following certifying agencies: AHA, ARC, NSC, ASHI, ECSI).*
- Must possess a valid AZ driver's license with a good driving record.
***NOTE:** Must possess a valid driver's license Class D (as defined by Arizona Department of Transportation - Motor Vehicle Division) from any state and an acceptable driving record. Must obtain an Arizona state license within 30 days of appointment.*

Definitions:

- 1. Acceptable Driving Record: means that the driving record of the employee or volunteer has 3 points or less for the previous 12 months, or 16 points or less for the previous 36 months (as defined by the Department of Transportation, Motor Vehicle Division [MVD]).*
- 2. Valid: means that an individual's current driver's license is not expired, refused, cancelled, revoked, suspended, or restricted.*

Preferred Qualifications

- Two (2) years of recent full-time work experience as a firefighter.
- Associate of Applied Science in Fire Science degree from a regionally accredited college or university recognized by the Department of Education.

Salary Information:

Fire Fighter: \$15.12 per hour. Must possess a current Arizona State EMT certification issued by AZ Dept of Health Services, upon offer of employment.

NOTE: *National Registry certification will not be accepted as an equivalent.*

The Firefighter Academy is a minimum 4 week academy at a 40-hour/week work schedule. Upon the successful completion of the Firefighter Academy, candidate status will change from Recruit Firefighter (40 hour/ week work schedule) to Probationary Firefighter (56 hour/ week work schedule) with an estimated annual salary of \$45,218.63 (scheduled overtime included).

Fire Medic: \$16.80 per hour. Must possess a current Arizona State EMT certification issued by AZ Dept of Health Services, upon offer of employment.

NOTE: *National Registry certification will not be accepted as an equivalent.*

The Firefighter Academy is a minimum 4 week academy at a 40 hour/week work schedule. Upon the successful completion of the Firefighter Academy, candidate status will change from Recruit Firefighter (40 hour/ week work schedule) to Probationary Fire Medic (56 hour/ week work schedule) with an estimated annual salary of \$50,218.63 (scheduled overtime included).

Benefit Information:

Retirement: The District's suppression personnel participate in the Public Safety Personnel Retirement System (PSPRS).

The District's medical coverage is provided through Blue Cross Blue Shield AZ PPO option with two plan types available - High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) or a Traditional Co-Pay plan. Dental coverage includes high and low PPO plan options. Costs for medical and dental insurance are a shared expense between District and employee. Golder Ranch Fire District paid benefits include: Group Life Insurance, Accidental Death and Dismemberment Plan, Long-Term Disability, Cancer Insurance, and Employee Assistance Program (EAP). There are additional employee paid supplemental insurance options also available including: vision, voluntary life insurance buy up options, and a variety of AFLAC policies.

The District also provides very generous vacation and sick leave accruals for employees and observes 11 holidays.

District Overview: The Golder Ranch Fire District was created in 1977 by a vote of the residents in the area. The homeowners wanted to have a voice in their fire and medical care and at the same time, monitor costs. Today the District serves a 222 square mile area, with an additional 100 square miles of ambulance service area, serving nearly 60,000 residents.

The District employs approximately 170 full-time suppression and administrative/support employees and staffs eight (8) strategically located fire stations. The Golder Ranch Fire District also has specialized teams that include a Hazardous Material Team, Technical Rescue Teams for swift water, confined space and rugged terrain rescues, and a Wildland Team to assist in controlling fires that occur where developed and undeveloped areas interface, and in other non-urban areas.

The District proudly serves the communities of Oro Valley, Catalina, SaddleBrooke, and southern Pinal County. Governed by an elected five-member, non-partisan Board elected at large by the voters of the District. The District is funded through secondary property taxes based upon assessed property value.

The Golder Ranch Fire District is led by 2013 Arizona Fire Chief of the Year, Randy Karrer. He is a progressive leader who works to ensure the community receives the best fire, emergency medical, and prevention services possible.

FireTEAM Testing and CPAT:

The Golder Ranch Fire District will not be conducting its own FireTEAM Testing or CPAT during this recruiting process – these portions are conducted by the National Testing Network (NTN). The District is not responsible for delayed or unavailable testing results or for an applicant's inability to complete the required testing due to the availability of testing services. Therefore, applicants are encouraged to complete the required examinations as early as possible. It is the applicant's responsibility to confirm test dates and times, as well as pre-register for testing by contacting NTN support here. Any costs associated with taking examinations are the responsibility of the applicant. Financial assistance may be available through NTN. Please contact NTN or check their website for more information. If the candidate is hired as a Firefighter for the Golder Ranch Fire District Academy, the FireTEAM Testing cost of \$40 and CPAT expense of \$125 will be reimbursed by the District.

Candidates must achieve a passing score on the FireTEAM Test and possess a valid CPAT to be considered for the remainder of the selection process. Only NTN CPATs will be accepted. **CPATs via NTN must be completed by November 5, 2015, in order for an applicant to be eligible for the first consideration to proceed through the assessment and selection process.** Previous CPAT via NTN, must have been within six (6) months of the November 5, 2015 closing date. CPATs older than May 05, 2015 will not be accepted.

Next Steps:

Applicants are required to keep their contact information updated through the NTN website. All information provided by the applicant will be subject to verification and investigation, which may cover the employment record and character of the applicant.

NOTE: In addition to the NTN application & testing process, each candidate must complete the GRFD Employment Application & Proof of Documents Requirements:

In order for an applicant to be eligible for first consideration to proceed through the assessment and selection process, it is the responsibility of the candidate to submit a COMPLETE application packet to the District via ADP no later than Friday, November 6, 2015 at 12:00 p.m. Please read and follow the "GRFD Application Guidelines" available on the GRFD website www.grfdaz.gov.

A complete application packet is defined as:

1) GRFD employment application *through the ADP system click website link.* [GRFD Firefighter Employment Application](#)"

2) Combine and upload into one attachment 1) Cover Letter, 2) Resume indicating experience by month and year and copies providing proof of all of certifications and/or cards as indicated in "Job Requirement Minimum Qualifications section". Please do not include additional certifications at this time. **The file size limit is 10MB**

NOTE: *Failure to provide copies of ALL required documentation at the time the application packet is submitted will result in immediate disqualification from the selection process*

Selection Process:

Candidates must meet the Minimum Qualifications of the position, attain a passing score on the FireTEAM Test, and successfully pass the NTN CPAT to be considered for the next phase of the selection process. The remainder of the selection process will include Practical Skills Testing, Oral Board Interview, and Chiefs Interview. Those candidates being considered for the next phase(s) of the selection process will have their testing results and selection process schedule posted on the www.grfdaz.gov website by November 7, 2015 utilizing the candidate's first two letters of their last name and the last 5 digits of their Social Security Number (i.e., Aguilar xxx-x1-2345 = AG12345). Those candidates not listed will not be moving forward in the selection process.

Dates of Selection Process:

Practical skills assessment and oral board interviews November 9-13, 2015 at the GRFD Training Center. Chief's interviews for selected candidates will be held November 19-20 and 23-24, 2015.

Eligibility List:

After completion of the examination and selection process, including the review period, the names of successful candidates (*those who have successfully completed all portions of the testing and selection process*) shall be placed on a ranked eligibility list based upon their final grades with the highest grade placing first on the list and following in descending order. If two or more candidates have the same final grade, they shall be ranked in order of their scores in that portion of the examination which was more heavily weighted.

The eligibility list shall remain in effect for a period of twelve months from the date of certification of the list. Additionally, the Fire Chief may opt to extend the duration of the list for a period not to exceed twelve months. Based on organizational needs, candidates from the eligibility list may be scheduled for a final Chief's oral interview. Those applicants on an eligibility list shall be responsible for notifying the District's Human Resources Office of any change in address or availability, so as to be able to receive notification regarding their status.

Notification of final selected candidates to participate in the Golder Ranch Fire District Firefighter Academy scheduled for the first quarter of 2016 will be made by the Human Resources Department, via phone call. All others will be notified by USPS mail or e-mail.