City of Gautier
Office of Human Resources
3330 Highway 90
P.O. Box 670
Gautier, MS 39553
(P) 228.497.8000 Ext. 308 / (F) 228.497.8028
Email: hr@gautier-ms.gov
Website: www.gautier-ms.gov

# EMPLOYMENT APPLICATION PROCESS

## FIREFIGHTER

All persons interested in employment with the City of Gautier must have a current application on file with the Office of Human Resources and shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information.

**Instructions:**

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application. It is imperative that you take your time and fill in the application completely; and attain and submit all required documents. An incomplete application **WILL NOT** be processed.
- Employment applications and specified documents must be returned to the Office of Human Resources between 7:30 a.m. and 5:00 p.m., Monday through Thursday and 8:00 a.m. – 12:00 noon, Friday to:

*City of Gautier*
*Attn: Office of Human Resources*
*3330 Hwy 90*
*Gautier, MS 39553*
*Phone: (228) 497-8000 Ext. 308*
*Fax: (228) 497-8028*
*Email: vbarnett@gautier-ms.gov*

Applicants **MUST** meet the following Qualifications:

- Applications received after the closing date will not be considered.
- All applicants must provide proof of a high school diploma or GED equivalent.
- Be eligible to work in the United States.
- Applicants seeking employment as a firefighter must meet the age requirements indicated in the vacancy announcement at the time his/her application is submitted for review.
- Perform and successfully complete the physical agility test. (An agility waiver must be on file prior to agility test date.)
- If the agility test is successfully completed; eligible applicants will be required to take the written exam.
- An elector of the county in which he/she resides, if registered outside of State of Mississippi; proof of registration is required.
- Valid Driver's License (driver's license number must be listed on application)

Required documents **MUST** be submitted with application**:**

***LATERAL TRANSFERS:*** Applicant MUST be sure that proof of high school diploma or GED equivalent (transcripts are acceptable) and certification and training documents submitted with the application for eligibility determination.

***UNCERTIFIED APPLICANTS:*** Applicant MUST submit proof of High School diploma or GED equivalent (transcripts are acceptable); if you need to: register to vote, update your information, or have recently moved to Mississippi (please complete a voter registration form with the Office of Human Resources. If you are registered and still reside outside the State of Mississippi, please provide proof of your voter registration with your application.

***DEADLINE FOR APPLICATIONS AND DOCUMENTS: September 24, 2014 by 5:00 PM***

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

**CITY OF GAUTIER**
**VACANCY ANNOUNCEMENT**

**POSITION:** Firefighter

**DEPARTMENT:** Fire Department

**HOURS:** 24 Hour Rotating Shift

**PAY GRADE:** Non-certified Firefighter (Grade 9) $22,464.00 - $23,811.84 Annual Salary
Certified Firefighter (Grade 10) $26,830.44 - $44,703.36 Annual Salary *Based on Experience

**DUTIES:** This is skilled public safety work involving the protection of life and property through firefighting. Work involves an element of danger and incumbent must be able to exercise independent discretion in emergencies.

Firefighting duties include: training and participation in the operation of department apparatus and the performance of hazardous duties under emergency conditions; combating, extinguishing, and preventing fires; and routine maintenance of equipment, apparatus, and quarters. Work may require strenuous exertion under such handicaps as smoke, fire, heat, and cramped surroundings.

Work is normally performed under close supervision in accordance with established policies and procedures. Supervision is received from superior officers who review work methods and results for adherence to standards through accomplishments, personal inspection, review of written reports covering activities, and discussion.

**CIVIL SERVICE MINIMUM QUALIFICATIONS**: Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; have and maintain a valid driver's license; and *MUST* be insurable by the City's insurance company.

**REQUIRED DOCUMENTS:** Applicant MUST provide proof of High School Diploma, GED equivalent, or a valid copy of his/her transcript to verify course work. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required. Agility waiver MUST be submitted with application; agility waivers will not be accepted on the day of the agility test.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

Graduation from a high school or acceptable equivalent.

**MINIMUM SPECIAL REQUIREMENTS**

1. Must be 21 years of age.
2. Must complete minimum standards course Firefighters 1001-I-II during one (1) year probationary period. However, probationary period will continue until satisfactory completion of state minimum standards course is complete.

*(Job description with minimum requirements attached.)*

**INTERNAL APPLICANTS**: Please contact Veneice A. Barnett, HR Generalist at Gautier City Hall or call (228) 497-8000 Ext. 308 or email: hr@gautier-ms.gov

**EXTERNAL APPLICANTS:** Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at www.gautier-ms.gov for instructions on how to apply.

# FIREFIGHTER

| | | | |
|---|---|---|---|
| **Department:** | Fire Department | **Pay Grade:** | 09 (Schedule 2496) Non-certified |
| **Reports To:** | Shift Lieutenant and Captain | | 10 (Schedule 2496) Certified |
| **Competitive (Y/N):** | Y | **Exempt (Y/N):** | N |

**SUMMARY**:

This is skilled public safety work involving the protection of life and property through firefighting. Work involves an element of danger and incumbent must be able to exercise independent discretion in emergencies.

Firefighting duties include: training and participation in the operation of department apparatus and the performance of hazardous duties under emergency conditions; combating, extinguishing, and preventing fires; and routine maintenance of equipment, apparatus, and quarters. Work may require strenuous exertion under such handicaps as smoke, fire, heat, and cramped surroundings.

Work is normally performed under close supervision in accordance with established policies and procedures. Supervision is received from superior officers who review work methods and results for adherence to standards through accomplishments, personal inspection, review of written reports covering activities, and discussion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Initial work involves learning the job by attending extensive and in-depth training on the following areas:
  - ✓ Rules and Regulations
  - ✓ Hose Lays
  - ✓ Ladder Raises
  - ✓ Rescue & Protective Breathing
  - ✓ Ventilation
  - ✓ Forcible Entry
  - ✓ Rope Slides, Knot Tying
  - ✓ Physical Training
  - ✓ Fire Department Apparatus
  - ✓ Fire Chemistry
  - ✓ Fire Service Hydraulics
  - ✓ First Aid
  - ✓ Salvage & Overhaul
  - ✓ Portable Fire Extinguisher
  - ✓ Fire Prevention
  - ✓ Basic Tools & Their Use
- Responds to fire alarms with a company; lays and connects hose; holds nozzles and directs water streams; climbs ladders; uses chemical fire extinguisher, bars, hooks, lines and other equipment.
- Participates in fire drills; and studies assigned materials relating to firefighting, fire prevention, and EMS.
- Ventilates burning buildings by opening windows and skylights or by chopping holes in roofs and floors.
- Removes persons from danger; administers first aid to injured persons; performs salvage operations such as sweeping water, and removing debris.
- Inspects buildings and premises for familiarization; checks for fire hazards.
- May drive and operate motor driven equipment under special instructions and limited conditions on relief basis.
- Performs other duties as determined by the Shift Lieutenant or Captain.

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**:

(The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.)

- Knowledge of English, spelling, and math.
- Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.
- Ability to act quickly and calmly in emergency situations; to determine proper course of action in various dangerous situations, and use sound judgment in handling them.
- Ability to read and write.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relations with co-workers and the public.

- Ability and physical strength to do prolonged and arduous work.
- Ability to climb ladders and work at considerable heights.
- Ability to bend and crawl in cramped area.
- Ability to lift, carry, push or pull heavy loads.
- Ability to react to change productively and to handle other tasks as assigned.
- Must maintain a valid Mississippi vehicle operator's license.

**SUPERVISORY RESPONSIBILITIES**:

This position has no supervisory duties.

**WORK ENVIRONMENT**: The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

**PHYSICAL DEMANDS**: The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

This position requires the use of hands to finger, handle, or feel objects, tools, or controls; talk, hear, taste, and/or smell; lift and move up to 100 pounds; is frequently required to stand, walk, sit, and reach with hands and arms; and is occasionally required to climb, balance, stoop, kneel, crouch or crawl; and lift and/or move in excess of 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

Graduation from a high school or acceptable equivalent.

**MINIMUM SPECIAL REQUIREMENTS:**

1. Must be 21 years of age.
2. Must complete minimum standards course Firefighters 1001-I-II during one (1) year probationary period. However, probationary period will continue until satisfactory completion of state minimum standards course is complete.

**TOOLS AND EQUIPMENT USED:**

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, cell phone, and personal computer.

**CIVIL SERVICE MINIMUM QUALIFICATIONS** (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

**CITY OF GAUTIER**
Fire Department
**PHYSICAL AGILITY TEST**

## MINIMUM PHYSICAL AGILITY REQUIREMENTS

1. The candidate shall run/walk 1.5 miles within 13 minutes or less.
2. The candidate shall perform 35 bent-knee sit-ups within 2 minutes or less.
3. The candidate shall perform 25 push-ups within 2 minutes or less or;
   a. Shall perform 7 palms away pull-ups within 1 minute or less or;
   b. Shall perform a 9 second palms away flex arm hang at 90 degrees.
4. The candidate shall perform the modified sit and reach test accomplishing a score of 11 inches or greater.
5. The candidate shall move a 165 lb. rescue mannequin ( or weights ) 100 feet in less than 1 minute and 30 seconds.

# ENTRY-LEVEL FIREFIGHTER CANDIDATE STUDY GUIDE

$23/booklet (includes 1st Class USPS Postage)

This 44-page study guide is designed to help you, as a firefighter candidate, prepare to take any of IPMA-HR's entry-level firefighter tests.

The goals of this study guide are to:

- Answer frequently asked questions about the test forms. By reading through the answers to the frequently asked questions, you should gain a clear understanding of what each test assesses, the differences between the test forms, and how to get the most out of this study guide.
- Describe the content areas assessed by the test forms, review the different types of questions you will see when taking any of the test forms, and present sample questions for each content area.
- Share basic test-taking tips that may help you improve your overall test performance.
- Provide one 25-question practice test and explain the answers to the practice test questions.

*Note that due to the purpose and nature of certain types of test questions, there are two content areas that appear on some of our tests that are not covered in detail in this study guide. These are:* ***Interests*** *and* ***Situational Judgment****.*

This study guide is available exclusively from IPMA-HR. You can order online at:

**http://www.publicsafetycompass.com/study**

Please allow several weeks prior to your scheduled test date to prepare with the study guide. A priority shipping option is available at checkout if necessary.

City of Gautier
Screening Schedule

# FIREFIGHTER
# GROUP #7

Advertise ..... August 6 – Sept. 24, 2014

Post ..... August 6, 2014

Cut-Off Date ..... Sept. 24, 2014

**Agility Test ..... Sept. 27, 2014**

**at**
**Central Station**
**2502 College Circle**
**Gautier, MS 39553**
**8:00 a.m.**

*Qualified applicants passing the Agility Test will be scheduled for the Written Examination. Applicants will be informed of their passing or failing upon completing the agility test.*

Civil Service receives Eligibility List ..... October 9, 2014
**Applicant to Call (228) 497-8000 Ext. 308 after 2:00 p.m. for Eligibility Determination**

**Written Examination ..... October 28, 2014**

**at**
**MGCCC-Jackson County Campus**
**Administration Building**
**Classroom "A"**
**2300 Highway 90**
**Gautier, MS 39553**
**6:00 p.m.**

Test Scores ..... October 31, 2014
**Written notification of scores will be mailed; or applicants may call (228) 497-8000 Ext. 308 between 9:00a.m.- 11:00 a.m. for Test Scores**

Civil Service receives Master Register ..... Nov. 13, 2014

Interviews ..... TBA

# CITY OF GAUTIER

3330 Hwy 90* GAUTIER, MISSISSIPPI * 39553-5124 * TEL: 228-497-8000 Ext. 308 * FAX: 228-497-8028

***We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.***

## PLEASE PRINT OR TYPE * PROVIDE ALL INFORMATION REQUESTED

| **Position Applied For (list only ONE per application)** | **Date of Application** |
|---|---|

**Last Name** **First Name** **Middle Name**

**HOME ADDRESS:** **(STREET, CITY, STATE, ZIPCODE)**

**Daytime Phone #:** _____ **Evening Phone #:** _____

**Email (if checked daily):**

**Have you ever been employed with us before?** ☐ NO ☐ YES DATES:

**Are you eligible to work in the United States?** ☐ NO ☐ YES
**Are you registered to vote in the county in which you reside?** ☐ NO ☐ YES

**Do you have a valid driver's license?** ☐ NO ☐ YES **License #:** **State:**
**Commercial –Class:**

**Are you employed now?** ☐ NO ☐ YES **Date available for work:**

**Have you been convicted of a felony within the last seven (7) years?** ☐ NO ☐ YES
***(Conviction will not necessarily disqualify an applicant from employment)***

*If Yes, please explain.*

**Have you ever had any job-related training in the United States military?** ☐ NO ☐ YES

**If Yes, please describe.**

**Do you have any relatives currently employed with the City of Gautier?** ☐ NO ☐ YES

**If yes, please give name(s) and relationship(s).**

**EDUCATION If** ***you have a GED, please note last year of high school completed and date GED acquired.*** *You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

| School | Address | Course of Study | Diploma/Certification |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**Describe any specialized training, apprenticeship, extracurricular activities and honors received**

**EMPLOYMENT EXPERIENCE** *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached*

| | | | | | |
|---|---|---|---|---|---|
| **1.** | **Employer** | | **Dates Employed** | | |
| | | | **From** | **To** | **Work Performed** |
| | **Address** | | | | |
| | **Telephone Number(s)** | | **Hourly Rate/Salary** | | |
| | | | **Starting** | **Final** | |
| | **Job Title** | **Supervisor** | | | |
| | **Reason for Leaving** | | | | |
| **2.** | **Employer** | | **Dates Employed** | | |
| | | | **From** | **To** | **Work Performed** |
| | **Address** | | | | |
| | **Telephone Number(s)** | | **Hourly Rate/Salary** | | |
| | | | **Starting** | **Final** | |
| | **Job Title** | **Supervisor** | | | |
| | **Reason for Leaving** | | | | |
| **3.** | **Employer** | | **Dates Employed** | | |
| | | | **From** | **To** | **Work Performed** |
| | **Address** | | | | |
| | **Telephone Number(s)** | | **Hourly Rate/Salary** | | |
| | | | **Starting** | **Final** | |
| | **Job Title** | **Supervisor** | | | |
| | **Reason for Leaving** | | | | |
| **4.** | **Employer** | | **Dates Employed** | | |
| | | | **From** | **To** | **Work Performed** |
| | **Address** | | | | |
| | **Telephone Number(s)** | | **Hourly Rate/Salary** | | |
| | | | **Starting** | **Final** | |
| | **Job Title** | **Supervisor** | | | |
| | **Reason for Leaving** | | | | |
| **5.** | **Employer** | | **Dates Employed** | | |
| | | | **From** | **To** | **Work Performed** |
| | **Address** | | | | |
| | **Telephone Number(s)** | | **Hourly Rate/Salary** | | |
| | | | **Starting** | **Final** | |
| | **Job Title** | **Supervisor** | | | |
| | **Reason for Leaving** | | | | |

**Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.**

## REFERENCES (Do not include relatives)

| Name | Address | Phone Number | Occupation |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: _____ Date: _____

Screening Schedule Received _____ Application Received _____ Date/Time _____

*City of Gautier*
Office of Human Resources
3330 Highway 90 • Gautier, MS 39553
228.497.8000 Ext. 308/ (Fax) 228.497.8028
Email: hr@gautier-ms.gov

# VERIFICATION OF PREVIOUS FIREFIGHTER WORK EXPERIENCE

DATE: _____

POSITION APPLIED FOR: _____

TO: _____

FROM: _____
(Applicant Name)

COMPANY: _____

PREVIOUS NAME:
*(If applicable)* _____

ADDRESS: _____

_____

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

| _____ | _____ | _____ |
|---|---|---|
| Applicant Signature | Social Security Number | Date(s) of employment |

**Note to Previous Employer:** Please complete the information requested below and mail directly or fax to:

**City of Gautier**
**Office of Human Resources**
**3330 Highway 90**
**Gautier, MS 39553**
**Fax: (228) 497-8028**

Date of Employment: _____ Last Date of Employment: _____

***Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.***

| Employee's Position/Title | Briefly describe duties of position | Date employee began position | Date employee ended position | Indicate if Full-Time or Part-Time Status |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**Completed by:** _____
(Print Name)

**Title:** _____

**Signature:** _____

**Date Completed:** _____

Mayor
Gordon T. Gollott

Council
At Large Mary F. Martin
Ward 1 Johnny Jones
Ward 2 Hurley Ray Guillotte
Ward 3 Casey C. Vaughan
Ward 4 Charles "Rusty" Anderson
Ward 5 Adam D. Colledge

# City of Gautier
## Gautier, Mississippi

City Manager
Samantha D. Abell

City Clerk
Cynthia L. Russell

3330 Highway 90
Gautier, MS 39553
Phone: (228) 497-8000 Ext. 308
Fax: (228) 497-8028
Email: hr@gautier-ms.gov
Website: www.gautier-ms.gov

**PRE-EMPLOYMENT**
**PHYSICAL AGILITY TEST RELEASE**

I, _____, do hereby state that I understand the requirements of the Pre-employment Physical Agility Test, given by the Gautier Fire Department and that I do not have any physical conditions that prevent me from participating in this test.

I will not hold the Gautier Fire Department or any of its representatives, responsible or liable for any injuries incurred during the administering of the Pre-employment Physical Agility Test.

_____ _____
Signature Date

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State of Mississippi
County of Jackson

On this the _____ day of _____, 20___, before me, _____, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained. In witness thereof, I hereunto set my hand and official seal.

_____
Notary

Seal