



**THE CITY OF HENDERSON, NEVADA**  
**is welcoming applications for:**  
**FIRE FIGHTER (56 HOURS)**

City of Henderson  
**CAREER OPPORTUNITY**  
*Join us on a journey to excellence...*

**SALARY:**

\$17.08 - \$29.22 Hourly

**OPENING DATE:** 12/12/16

**CLOSING DATE:** 01/03/17 05:30 PM

**THE JOB:**

**Please print a copy of this announcement for future reference**

The City of Henderson is seeking career minded individuals with solid preparation and commitment to enter a long-term career in the fire service profession. Ideal candidates will possess strong compassion, integrity, and respect; relentlessly focus on safety and excellence in all things; hold themselves accountable to the most rigorous professional standards; provide customer service that exceeds the expectations of those who serve; and value teamwork and collaboration. The eligibility list created from this recruitment may be utilized to fill vacancies for this classification for up to one (1) year.

This recruitment will be limited to the first **4,500** applications received and will close without notice when that number is received (regardless of whether the closing date has been reached or not).

Under general supervision, incumbents in this position will perform work of moderate difficulty related to Fire/Rescue Operations, Emergency Medical Services, and Fire Prevention; and will perform related duties as assigned.

Click [here](#) to view a complete copy of the job description and physical requirements.

**MINIMUM REQUIREMENTS:**

**Must meet the following requirements to apply:**

- Graduation from high school or the equivalent
- Must be 18 years of age at the time of the written examination for Fire Fighter
- Must possess and maintain a valid driver license

**Must meet the following requirement by the time of the Oral Review Board Interview:**

- A valid CPAT card/notice that confirms their passing of the CPAT occurred **on or after August 26, 2016** (more information regarding the CPAT is located in the Assessment Information section of this posting)
- Must possess a current certificate as an Emergency Medical Technician or above

**Must meet at least ONE of the following requirements by time of final offer:**

- Must possess or obtain a Southern Nevada Health District EMT certification (or above)
- Must possess a State of Nevada EMT certification (or above)

- Must possess or obtain a valid National Registry EMT certification (or above)

**The following must be met to continue employment:**

- Must possess and maintain a valid Nevada or "border state" driver license, as defined by NRS 483
- Must successfully complete cadet academy within time limits established by the department as a condition of continued employment, to include obtaining a State of Nevada Fire Fighter II Certificate and a Southern Nevada Health District EMS License
- Any member hired after July 1, 2014 must reside within Clark County, Nevada within one year of the date of hire

**REQUIRED DOCUMENTS/ASSESSMENT INFORMATION:**

**APPLICANTS FOR THIS POSITION ARE REQUIRED TO:**

- 1) Completed Employment Application
- 2) Completed Supplemental Questionnaire
- 3) Attach a current EMT Certificate (or above), **if applicable**
- 4) Attach a CPAT passing notice/card showing CPAT occurred on or after August 26, 2016, **if applicable**

[Click here](#) for attachment instructions.

**APPLICATION PROCESS:**

- City of Henderson online employment applications is required. No walk-ins will be permitted.
- Respond to the supplemental questions to help us determine your qualifications for this classification.
- Applications will be screened for completeness, required qualifications and applicable certifications.
- All correspondence will be sent via email. Therefore, please include a valid email address on your application.
- **Please check any spam blocker you may have on your computer to enable your email account to receive our correspondence.**
- Be prepared to upload and attach copies of certifications listed below to your online application, if applicable.
  1. Copy of EMT certification (or above), State of Nevada EMT certification (or above), AND/OR copy of National Registry EMT certification, if applicable
  2. CPAT passing notice/card showing the CPAT occurred on or after August 26, 2016, if applicable

**ASSESSMENT DATES:**

**Written Examination** - Thursday, February 2, 2017 and Friday, February 3, 2017 at the Henderson Convention Center and Saturday, February 4, 2017 at the College of Southern Nevada, West Charleston Campus

**Oral Review Board Interview** - Week of February, 27, 2017  
(Top Scoring Candidates)

**Selection Interview** - Top scoring candidates from the Oral Review Board will be invited to a selection interview. Every attempt will be made to have selection interviews on the same day as the Oral Review Board Interview. However, you may be scheduled on another day. Scheduling preference will be give to out-of-area candidates.

**ASSESSMENT INFORMATION:**

**Fire Fighter Written Exam:** All candidates who meet minimum qualifications will receive an e-mail, no later than Monday, January 9, 2017, instructing them to register/schedule for the Firefighter Written Exam which will be held in the Vegas Valley on February 2, 3 and 4, 2017. The cost of the Firefighter Written Exam will be \$25 - \$35.

Candidates invited to the written examination portion of the assessment process must present a valid picture ID, such as a driver license or state identification card, and the invitation to the Fire Fighter Written Exam with your applicant ID number.

The Firefighter Written Exam is a written test that is administered in a group setting. Candidates will be tested on: reading comprehension, tool identification, basic math, grammar, reasoning, and spelling.

**Suggested study materials for the Firefighter written exam are:**

- Firefighter Exam Preparation Book by Norman Hall. 2nd Edition. ISBN 13: 978-1-58062-932-4
- Firefighter Exam by Learning Express. 5th Edition. ISBN 13: 978-1-57685-923-0
- Firefighter Exams by McGraw-Hill Education. 2nd Edition. ISBN 978-0-07-183500-8
- Firefighter Candidate Exams by Barron's. 7th Edition. ISBN 978-1-4380-0131-9

**Candidate Physical Ability Test (CPAT):** All candidates invited to the Oral Review Board interview process are required to show a valid CPAT card/notice that confirms their passing of the CPAT occurred on or after August 26, 2016 when they check-in for the Oral Review Board interview.

For your convenience, the College of Southern Nevada operates an indoor CPAT facility in Las Vegas. The cost of the CPAT is \$150. Go to <http://sites.csn.edu/workforce/cpat.html> for additional information about their CPAT facility and for scheduling.

The CPAT consists of eight (8) separate events performed in a continuous manor and is a pass/fail examination. The CPAT must be completed in 10 minutes 20 seconds (or less) with each event completed correctly. To view a description of the CPAT events, go to <http://sites.csn.edu/workforce/cpat.html>.

**Oral Review Board:** Candidates invited to the Oral Review Board portion of the assessment process must present a valid picture ID such as a driver license or state identification card **and** evidence of current EMT certification **and** valid CPAT card/notice that confirms their passing of the CPAT occurred on or after August 26, 2016 at check-in.

**SELECTION PROCESS:**

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

**IMPORTANT:** Appointment is subject to the successful completion of a post-offer, pre-employment background investigation, psychological examination, medical/physical examination, and drug and alcohol test. Please see the job description to view the physical requirements of the job. As part of the background investigation, all claims of education and experience made in the employment

**application process, as well as other information submitted, will be verified. The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards.**

*NOTE: E-mail communications will be sent from senders with the extension: @cityofhenderson.com. You may need to adjust your spam blocker to ensure that you receive e-mail notifications from the City of Henderson.*

### **WHERE TO APPLY:**

The Human Resources Department must receive the completed City employment application and **all required documentation** by the closing date and time listed on this announcement. **The employment application must be accessed through our website, [www.cityofhenderson.com/human\\_resources](http://www.cityofhenderson.com/human_resources) and submitted electronically following the online links. When applying online, applicants must complete the employment application in its entirety to be considered for this recruitment.** Resumes **WILL NOT** be accepted in lieu of the completed employment application. Decisions on an applicant's qualifications for the above position will be made solely on the materials submitted at the time of application.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: [http://www.cityofhenderson.com/human\\_resources](http://www.cityofhenderson.com/human_resources)

HUMAN RESOURCES IS LOCATED AT: City Hall, 2<sup>nd</sup> Floor, 240 Water Street, Henderson, NV 89015

MAILING ADDRESS: City of Henderson, Human Resources, 240 Water Street P.O. Box 95050, Henderson, NV 89009-5050

PHONE: 702.267.1939 TDD SERVICES FOR THE HEARING IMPAIRED: (702) 267-1425 FAX: 702.267.1901

24-HOUR JOB LINE: 1-877-CITY JOB (248-9562)

## **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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### **FIRE FIGHTER (56 HOURS) Supplemental Questionnaire**

- \* 1. I understand that in order for my application to receive every consideration in the selection process, I must fully complete the application, the following supplemental questionnaire for this position, as well as attach the required certifications. The information I provide will be reviewed and used to determine my eligibility and whether or not I am among the best qualified applicants selected to move forward in the selection process. Unanswered questions, incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. "See resume" or "refer to application" will be considered an unanswered question. If the supplemental question is not applicable, please indicate N/A. I have read and understand the above instructions regarding supplemental questions.
  - Yes
  - No
- \* 2. Do you have a high school diploma or the equivalent?
  - Yes     No
- \* 3. Are you 18 years of age or older or will be 18 years of age by the date of the written examination (February 2, 3 and/or 4 2017)?
  - Yes     No
- \* 4. I currently have certification as an \_\_\_\_\_
  - EMT
  - AEMT or EMT - Intermediate

- Paramedic
  - I do not have current certification
5. If applicable, please provide the expiration date and state of issuance of your current certification(s). Write N/A if you do not currently have your EMT certification.
- \* 6. Are you in the process of obtaining or upgrading your EMT certification or Paramedic license? If so, what is the projected date of completion?
- \* 7. I understand I will need to provide my current EMT certification (or above) at the time of the Oral Review Board Interview.
- Yes, I understand
- \* 8. Do you have a CPAT card/notice? If so, please attach a copy of your CPAT card/notice to your application.
- Yes    No
- \* 9. If "yes", please provide the date of your CPAT card/notice. If "no", write N/A.
- \* 10. I understand I will need to provide my current CPAT card issued on or after August 26, 2016 at the time of the Oral Review Board Interview.
- Yes, I understand
- \* 11. Where did you learn about this recruitment? (publication, news program, social media, interest card, a bulletin board, etc.) Please list the specific source.
- \* Required Question