

**CITY OF NORWALK
FIRE DEPARTMENT**

121 CONNECTICUT AVENUE

NORWALK, CONNECTICUT 06854



Tel: (203) 854-0200

RECRUITMENT

BECOMING A NORWALK FIREFIGHTER

FIREFIGHTER POSITIONS ARE AVAILABLE

ENTRY LEVEL TESTING FOR NEW APPLICANTS IS NOW OPEN.

**THE CITY OF NORWALK ENCOURAGES QUALIFIED WOMEN AND MINORITIES TO
APPLY.**

WRITTEN TEST DATE: 12-05-2015

Read **ALL** pages below before proceeding.

MINIMUM QUALIFICATIONS

- Permanent Work Status
- High School Diploma or equivalency
- Age 18 as of 12-05-2015
- Valid Connecticut Motor Vehicle Operator's License (Upon Hiring)
- Excellent Physical and Mental Health

PLEASE NOTE:

- Must have valid CPAT* (Candidate Physical Ability Test) prior to Conditional Job Offer.
 - **The City of Norwalk will accept CPAT cards dated from April 01, 2015 through November 30, 2016.**
 - **Candidates must register to take CPAT before March 2016 for the May 2016 CPAT exam.**
(For more information see STEP TWO on page 5 of this document).

***** NOTE: CPAT INFORMATION*****

- **CPAT is NOT required to take the written or oral exam. However, candidate must have valid CPAT prior to Conditional Job Offer.** A Valid CPAT Card date must be dated between April 01, 2015 and November 30, 2016. If CPAT is taken outside of Connecticut the card must be from an IAFF / IAFC licensed and approved program. The list of these programs is available on the Connecticut State Fire Administration web site. There is a Connecticut Spring CPAT date which will be open

to any who need it to sign up to take the test. Please go to the Connecticut State Fire Administration Web Site for further information. The link is:

http://www.ct.gov/cfpc/cwp/view.asp?A=826&Q=246722&cfpc_nav=|

- ONLY **PASSING** APPLICANTS ON THE WRITTEN EXAM WILL BE ASKED BACK FOR AN INTERVIEW AND SHOULD CONSIDER TAKING THE CPAT EXAM FOR NORWALK'S EMPLOYMENT CONSIDERATION.

- If interested in testing with any **other** Fire Department, be aware their CPAT requirements may differ from Norwalk's and you may need a CPAT card prior to taking their written exam.

BENEFITS INCLUDE

- Competitive salary: 62,651.00 - \$76,241.00 Hire rate shall be at \$58,265.43
- Opportunity for Advancement after 5 years as a Firefighter
- Comprehensive Medical Benefits, Pension Plan, Life Insurance
- Paid Vacation, Holidays and Sick Leave
- Job Related College Tuition Reimbursement

REASONABLE ACCOMMODATIONS (ADA) IN THE TESTING PROCESS

Anyone requesting an ADA accommodation in order to take the test must make their request in writing outlining the nature of their request and mail (for address see below) or e-mail it to Personnel and Labor Relations Department at personnel@norwalkct.org no later than **5 PM on 11-06-2015**. If e-mailing the request, please type *ADA Accommodation Request* in the Subject line of an e-mail. Requests will be evaluated on a case-by-case basis. You will be notified via e-mail whether your request has been approved.

ADA Accommodation mailing address:

Personnel and Labor Relations Department
PO BOX 5125
125 East Avenue, Norwalk, CT 06856-5125

(Scroll down for more details)

SELECTION PROCESS

MUNICIPAL RESIDENT HIRING POLICY

The City wishes to promote the recruitment and hiring of City residents. To this end, positive consideration shall be given in the selection process to current Norwalk residents.

EXAMINATION FEE - THE APPLICATION FEE COLLECTION IS MANAGED BY THE CITY'S COMPTROLLER DEPARTMENT NOT THE PERSONNEL DEPARTMENT.

There is a \$50.00 **non-refundable** application fee to cover the Written Test. This fee may be waived due to financial hardship. If you are requesting a waiver, fill out "*Affidavit for Waiver of Firefighter Examination Fee Form*"

SUBMIT THE AFFIDAVIT FOR WAIVER OF FIREFIGHTER EXAMINATION FEE FORM [CLICK HERE](#) (OR LOOK AT PAGE 8 OF THIS DOCUMENT. PLEASE PRINT THE AFFIDAVIT FOR POSSIBLE FUTURE USE) **ONLY BY:**

1. MAIL

City of Norwalk
Personnel and Labor Relations Department
PO Box 5125
125 East Avenue
Norwalk, CT 06856-5125

OR

2. FAX

203-854-7329

You will be notified via e-mail whether your Written Examination Fee will or will not be waived. Please print your name clearly.

PAY THE APPLICATION FEE BY CREDIT CARD (VISA, MASTER CARD, DISCOVER): **NOTE: NO CASH WILL BE ACCEPTED. THE APPLICATION FEE COLLECTION IS MANAGED BY THE CITY'S COMPTROLLER DEPARTMENT NOT THE PERSONNEL DEPARTMENT.**

1. BY CALLING 1-203-854-7715 OR 1-203-854-7920

OR

2. IN-PERSON AT:

City of Norwalk
125 East Avenue
Norwalk CT 06856
COMPTROLLER OFFICE, ROOM 233

Hours: 8:30 AM - 4:00 PM, Monday – Friday

City Hall is closed on September 7, 2015 and October 12, 2015.

Comptroller will also accept ***MONEY ORDERS*** or ***PERSONAL CHECKS***, payable to: City of Norwalk. Applicants are responsible for any fees associated with a bounced check. ***Please make sure to provide the full name of the person applying for the Firefighter job to the person collecting your payment.***

IMPORTANT: Whatever form of payment applicant chooses; please indicate (print clearly on the check or money order) the name of the person taking the exam when making a payment. Name on the application **MUST** match the name when submitting the fee/waiver.

FEE/WAIVER DEADLINE APPLICATION FEE AND AFFIDAVIT FOR WAIVER OF FIREFIGHTER EXAMINATION FEE FORM DEADLINE

4 PM ON 11-06-2015.

PAYMENTS AND FEE WAIVERS ARE ACCEPTED 09-01-2015 THROUGH 4 PM ON 11-06-2015.

APPLICATION WILL NOT BE CONSIDERED UNTIL APPLICATION FEE (OR WAIVER) HAS BEEN PAID (SUBMITTED).

APPLICATION DEADLINE

- Application deadline is **11:59 PM on 10-31-2015.**
Applications will not be accepted after this date.

EMAIL ADDRESS

All applicants must provide valid email address when applying for a Firefighter position. Email addresses can be obtained for free from a number of email providers. **It is our preference to contact applicants via e-mail in regards to recruitment process.** This allows for quick, easy and timely contact with the applicant eliminating lost or late postal mailing (often resulting in missed deadlines) pertaining to the Firefighter recruitment process. **To ensure electronic (e-mail) correspondence, choose an "E-mail" preference when asked about "Notification Preference" on the application. Please be sure to check your e-mail on a regular basis to ensure receipt of crucial information.**

YOUR CONTACT INFORMATION

Please provide complete, current, and correct contact information (address, e-mail and telephone number) as stated on the application (crucial for contacting you regarding the job).

TESTING SCHEDULE AND LOCATION

It is the applicant's responsibility to adhere to the City's testing schedule. Unless otherwise stated, there will be no make-up examinations or alternative examination dates. The time of the test session will be announced at a later date.

- Date of Written Exam: December 05, 2015
Location: Norwalk High School,
23 Calvin Murphy Dr. (off of County Street)
Norwalk, CT. 06851
- Date of Oral Exam : TBA
Location: TBA

STEPS FOR APPLYING TO BECOME A NORWALK FIREFIGHTER

STEP ONE –

- Do you meet the minimum qualifications? See [Minimum Qualifications](#) above (page 1 of this document)
- **Yes.** Complete the application [APPLY HERE](#) and Move to Step Two.
- **No.** Do not proceed further until you do.

STEP TWO –

- Do you have a current valid CPAT card?
*****PLEASE NOTE*****
❖ **Card must be dated between April 1, 2015 and November 30, 2016 in order to be valid.**
- **Yes.** Move to Step Three.
- **No.** Register and take the CPAT through www.ct.gov/cfpc or fax application to 860-654-1889. Current Fee is \$ 150.00 (Valid C P A T required for participation in Step Four - Oral Exam).
NOTE: The City is not involved in CPAT refund process. Be advised there is a March 2016 cut off deadline for registration to take the May 2016 CPAT test. Check with the Connecticut Fire Academy Web site for exact dates.
- Move to Step Three.

*****PLEASE NOTE*****

IMPORTANT INFORMATION REGARDING CPAT EXAMINATION

- ❖ The Commission on Fire Prevention and Control with Connecticut Fire Academy has just informed us that they **highly** recommend for candidates to attend both the CPAT Orientation and CPAT Practice Tests.
- ❖ If candidate passes Practice Test under test like conditions, he or she will be given a passing grade for the CPAT test and will not have to be tested again.
- ❖ To take advantage of that candidate must register to take CPAT before the closing date of *each* CPAT Exam Application closing date. **For more information about CPAT, available Orientation and Practice Test dates and how to register visit <http://www.ct.gov/cfpc> or call 1-860-627-6363; 1-877-528-3473.**

NO PHONE INQUIRIES TO THE EMPLOYER.

STEP THREE –

- Take the Written Exam. There is a \$50.00 **non-refundable** application fee (may be waived due to [financial hardship](#)) (refer to page 3). You will be notified of the written exam via electronic or postal mail once your application has been successfully submitted and application fee paid (or waived). Only those applicants who score at or above a **to be determined cut score** will be invited to participate in the oral examination (Step Four). Upon completion of both the written and oral examination a final combined grade will be awarded and candidates that score in the top 50 should consider taking the CPAT examination for Norwalk's employment consideration.
- For candidates that do not pass this is the end of process. You may return to Step One once the Firefighter's Eligibility List has expired.

STEP FOUR –

- Take the Oral Exam. Only those applicants who score at or above a **to be determined cut score** from the written exam will be interviewed. Notification will be made via electronic or postal mail. If you have a change of phone and address, please notify us.

- **Pass.** Move to Step Five.
- **Did not pass.** End of process. You may return to Step One once the Firefighter's Eligibility List has expired.

STEP FIVE –

- Placement on the Firefighters Eligibility List.
- Placement of the list does not ensure that you will move on to the next phase.

STEP SIX –

- Conditional Offer of Employment to those selected from the Eligibility List.

STEP SEVEN –

- Acceptance of the Conditional Offer of Employment completes the Application Process. (Conditional Offer of Employment is contingent upon successful completion of the required medical screening including drug screen, comprehensive background examination, probationary period and all training phases at the Connecticut Fire Academy). Candidates can expect to go through the training Phases of becoming a Norwalk Firefighter. Attendance at the Connecticut Fire Academy (14-week residential program) is required.

Participation in the testing and recruitment process and/or placement on an eligibility list does not guarantee a continuance in the remainder of the hiring process nor does it imply or constitute an offer of employment.

FIREFIGHTER JOB DESCRIPTION

CITY OF NORWALK

Position Definition:

Performs fire suppression and prevention duties. Maintains fire apparatus, equipment, buildings and grounds.

Example of Duties:

A firefighter must be able to work within the team concept, and be capable of maintaining effective working relationships with peers and supervisors. A firefighter shall perform scheduled routine maintenance tasks. These include but are not limited to, care and maintenance of fire apparatus, breathing equipment, hand and power tools, hose and associated appliances, emergency life support equipment, and any other equipment assigned. The firefighter shall maintain fire department buildings and grounds in the prescribed manner. A firefighter must have the ability to perform firefighting tasks in accordance with NFPA Standard 1001, Firefighter Professional Qualifications. Tasks are performed under extreme conditions such as hostile environments, weather and temperature extremes, cramped surroundings, limited visibility and under physical and mental stress. The firefighter's responsibility lies in protecting life and property while under supervision of his superiors. The firefighter will be involved in in-service inspections, pre-fire planning, fire prevention, and public education. The firefighter must be capable of dealing with the general public in courteous manner.

Supervised By: Works under supervision of Lieutenant, Captain, or Deputy Chief. Work is reviewed for technical proficiency, and effectiveness.

Required Knowledge, Skills and Abilities:

Knowledge of rules, regulations, and operational procedures of the Fire Department. Ability to learn fire fighting methods and techniques, the operation of fire fighting equipment, street location and physical layout of the City, and major traffic and fire hazards. Ability to think and act quickly in emergencies. Ability to understand and follow oral and written directions promptly and accurately. Ability to deal courteously and effectively with the general public. Ability to establish and maintain cooperative relationships with those contacted in the course of work.

Minimum Qualifications:

High school diploma or equivalency certificate.

Supplemental Information:

All newly appointed Firefighter Recruits will receive a salary that is seven (7%) percent lower than Step One (current Step One is \$62,651) until successfully completing their probationary period. They will then go to step One of the range and proceed through the steps.

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.



OFFICE OF PERSONNEL AND LABOR RELATIONS

APPLICATION/AFFIDAVIT FOR WAIVER OF FIREFIGHTER EXAMINATION FEE

I, _____ certify by my signature below that I qualify for a waiver of the required fee for taking examination number 3020-1-2015 for the position of Firefighter for the following reason(s):

Print Name

(Check all applicable sections.)

- 1. I am currently receiving public assistance from _____
List municipal or state agency
- 2. I am currently receiving unemployment compensation benefits from the State of _____
- 3. My total family income is below the current federal poverty guideline as defined on the reverse side of this affidavit.

CERTIFICATION: I understand that as penalty for filing a false affidavit, I will be disqualified at any point in the application/examination process, including removal from the eligibility list, and will be ineligible to apply for any City of Norwalk examination for a period of three (3) years.

Signature of Applicant

Date

For office use only:

Approved: _____



OFFICE OF PERSONNEL AND LABOR RELATIONS

DEFINITIONS

2015 POVERTY GUIDELINES – SEE CHART BELOW

<u>PERSONS IN FAMILY/HOUSEHOLD</u>	<u>POVERTY GUIDELINE</u>
1	11,770
2	15,930
3	20,090
4	24,250
5	28,410
6	32,570
7	36,730
8	40,890

For families/households with more than 8 persons, add \$4,160 for each additional person.