

Step 1 - Application:

An application is submitted to the Rolla Rural Fire Protection District within the posted application period. The goal of this segment is to ensure applicants meet the minimum requirements of the position available. Those that do not submit all of the required information to demonstrate they meet the minimum requirements, will not be allowed to proceed to the next step of the process.

Rolla Rural Fire Protection District - Minimum Requirements

All required information must be submitted by the posted deadline with the application in order to be considered. **Required information will be marked with (*)**.

1. * Age 21 or older
2. * High school diploma or GED
3. No felony convictions
4. No serious misdemeanor convictions for the past 5 years
5. Must have a satisfactory driving record
6. Excellent physical condition and must be able to pass the physical agility test performed by the Rolla Rural Fire Protection District during the testing process
7. * Valid Driver's License (If not Missouri, the applicant must be able to obtain within 30 days of employment)
8. * Applicant must live within 30 miles of the Rolla City Limits. (If not already living within the designated area the applicant will have 90 days to move into and live within the approved area after employment is offered)

Candidates must provide supporting documentation with their application that they possess the following qualifications:

1. * Hazardous Materials Awareness and Operations Missouri Certifications or IFSAC / ProBoard Firefighter I and II (Must be able to verify through the Missouri State Fire Marshal's Office)
2. * Firefighter I and II Missouri Certifications or IFSAC / ProBoard Firefighter I and II (Must be able to verify through the Missouri State Fire Marshal's Office)
3. * NIMS 100 & 700
4. * Preference will be given to those with any documented emergency medical responder training.

Other hazardous materials, EMS and fire related certifications should be sent with the application for review during the hiring process.

Items Needed (day of test)

- 1) Driver's license (Photo ID)
- 2) If available, full bunker gear to include jacket, pants, boots, gloves, helmet
If unavailable let us know and we will provide them (**CAUTION** - may not be exact fit)
- 3) Duty boots, bdu style pants and t-shirt
- 4) Clothing for interview

Changing rooms and showers are available.

Step 2 - Written Examination:

Those that meet the minimum requirements will be notified of the date and time of the written exam which will be between 2 - 4 weeks after the closing date of the applications.

This is not an all inclusive list, but the written exam will test several areas a person who already possesses a Firefighter I certification should know. The basis of this test will be from the Essentials of Firefighting and Fire Department Operations (IFSTA 6th Edition 2013 Edition), Brannigan's Building Construction for the Fire Service (NFPA 5th Edition), Hazardous Materials for First Responders (IFSTA 4th Edition 2010) and Emergency Care and Transportation of the Sick and Injured (Pollack, A. N., Ed., Jones and Bartlett Publishers, 11th Edition 2017)

Many candidates find the tests are somewhat difficult and candidates may desire to take time to prepare. Listed above are the books used for the basis of this test and can generally be found via a search of the web or at your local book store.

The written examination will be graded on site. **The applicant must pass this test with at least a 70% but will only be advised if they pass or fail..**

Step 3 - Physical Agility Test:

Those who successfully pass the written examination phase will then be given the physical agility test. Please keep in mind that the physical demands of firefighting are very difficult and require a high level of physical fitness. Candidates must possess high levels of cardiovascular fitness, muscular strength, muscular endurance, and flexibility. Physical ability is critical to the success of firefighters.

The Physical Agility Test is timed and has 10 parts. The applicant must wear bunker gear to include pants, jacket, boots, gloves, helmet and SCBA (no mask is required). (If the gear requirement are changed for any reason, all applicants will be dressed similar during the test). The evaluator will explain the test to the applicant and then make sure they are ready to start. All 10 parts of the test will need to be completed satisfactorily within the time specified. If an applicant cannot finish the test within the allotted time, the applicant will not move on to the oral interview. **This test to be evaluated as PASS / FAIL.**

Step 4 - Oral Interview:

Once the applicant passes the written test and the physical agility test will then move on to the Oral Interview. The interview panel will consist of at least one member of the Rolla Rural Fire Protection District as well as other fire department personnel from other departments in the state of Missouri. This panel will normally consist of three members but could go as high as five.

During the oral interview the applicant will be asked about their education, training and experience.

At the conclusion of the interview the recommendations from the interview committee will be submitted to the Fire Chief for review and comparison to the written test scores .

Step 5 - Background Investigation:

Background investigations are initiated after the interview process and depending on the number of applicants could take days to weeks to complete. Once the backgrounds are completed it is possible that the applicants could be called in for a second interview. Once this process is completed conditional job offers will be made.

Once the offer is made the potential employee will have to fill out the appropriate paperwork at which time other digital background investigations will be completed. Once this process is completed the potential employee will be notified of acceptance.

All other applicants who do not make it past any part of this process will be notified in writing.