



## Firefighter Hiring Process

**\*Firefighter process is closed but this document gives an example of minimum requirements, hiring steps, and general timeline of our typical hiring process.**

### Minimum Qualifications

- High school diploma or general equivalency diploma (GED) by hire date 2/5/2024.
- Must be 18 years of age by hire date 2/5/2024.
- Valid FireTEAM test score through application deadline of 5/29/2023.
- Valid CPAT certificate due by application deadline of 5/29/2023.
- EMT-B certificate – is not a required at the time of application.
  - If you obtain a valid EMT-B certificate at the time of application – attach it with your application.
    - You will not have to attend the SMFR hosted EMT-B course after academy.
  - If you do not possess a EMT-B certificate at the time of application, you will attend the SMFR EMT-B after academy ends in June, 2024.
- Possess or be able to obtain a Colorado driver's license by hire date 2/5/2024.
- Possess and maintain an acceptable driving record in accordance with SMFR's Driving Records Policy.
- Must be able to pass a pre-employment background check, criminal history review, physical, fitness/wellness assessment, medical evaluation, drug screen and psychological exam.

**\*\* PLEASE NOTE: SMFR does not permit the use of marijuana including the previous 12 months from contingent offer regardless of whether it is legal in the state of Colorado. \***

**The following steps of our Firefighter Academy hiring process are only applicable when positions are available.**

## **Step #1 FireTEAM TEST**

- A video-based test consisting of 4 different components: Human Relations, Math, Mechanical, and Reading. Applicants will watch a video clip and respond to a series of related questions for the Human Relations, Math, and Mechanical components of the test. The Reading component of the test requires applicants read various texts and answer related questions.
- There is a \$50 fee to take the FireTEAM test that will be at the candidate's expense. For information on the testing process with NTN visit: [FireTEAM Testing Process](#)
- See [FireTeam Video Practice Test](#) for additional details about their practice test.
- To schedule your FireTEAM test: [National Testing Network FireTEAM](#)
- For more detailed information on the FireTEAM test, refer to "Fire Team Candidate Handout" section at the end of this packet or visit their frequently asked questions on their website by clicking [here](#).
- **If you have taken your FireTEAM test prior to SMFR opening the hiring process, please login to your FireTEAM account and add SMFR to permit us to view your score **no later than 5/15/2023**.**

## **Step #2 CPAT**

This test consists of eight events commonly performed in the fire service. It is designed to test a candidate's strength and endurance. It is physically demanding and requires the candidate be physically fit to be able to perform essential job tasks and be successful.

Only a CPAT license by the International Association of Firefighters (IAFF) and/or the International Association of Fire Chiefs (IAFC) will be accepted. South Metro Fire Rescue does not host the CPAT test. It is the candidate's responsibility to obtain the certification on their own. **CPAT certifications must be submitted with application (application deadline 5/29/2023).**

Please see the links below for some agencies that offer a CPAT test.

[Aims Community College](#)

[National Testing Network](#)

## **Step #3 COMPLETE APPLICATION**

Based on FireTEAM scores, SMFR will invite qualified candidates to apply. **Applications are due no later than 5/29/2023.** Complete application following instructions below.

- Applicants must attach all required valid certifications and documents with their application.
- Please be sure to name each required document/certification indicating the proper name of the document you are attaching.
- Applicants must complete work experience history section. Please include all your work history from the last 10 years, if applicable. You may include more than 10 years.
- If any time gaps in employment during your work history, please create an entry explaining reason for gap.
- You must list your education history.

**\*\*Incomplete applications will be declined\*\***

## **Step #4 SCREENING PROCESS**

There will be remote and in-person options for the screening process for all candidates. We will evaluate all candidates based on SMFR's core values. More information to follow.

## **Step #5 ORAL BOARDS**

After applications are submitted, a limited number of candidates will be invited to participate in the Oral Board Process. The Oral Board panel will consist of SMFR personnel of various ranks that will ask behavior-based questions. This is an opportunity for us to get to know you as a person and how you would be as member of the SMFR family. Our advice to you for preparation of the oral boards is to BE YOURSELF!

**SPRING 2024 FIREFIGHTER  
ACADEMY HIRING PROCESS TIMELINE:**

May 15, 2023	FireTEAM test deadline
May 17, 2023	SMFR will invite all qualified candidates to complete a SMFR job application.
May 29, 2023	SMFR application deadline
May – Aug, 2023	Selection Process
September, 2023	Oral Boards
September, 2023	Contingent Job Offers
Sep - Dec, 2023	Background process (background check, psychological evaluation and fitness/wellness assessment)
December, 2023	Final Job Offers
Feb 5, 2024	Spring 2024 Paramedic Fire Academy New Employee Orientation
Feb 6, 2024	Spring 2024 Paramedic Fire Academy Starts
June, 2024	Spring 2024 Fire Academy EMT-B Training Starts

**\*\*The hiring process timeline is subject to change at any time\*\***

**COMPENSATION:**

- 16 Week Academy - \$21.57/hour
  - All candidates will go through the 16-week academy regardless of previous experience and everyone is paid the same wage during academy.
- 2024 Firefighter Wages
  - Firefighter IV - \$66,302

<b>Recruit</b> Firefighter 16-week academy – Probationary  Approximately 10 hours of overtime per week	\$21.57/hour \$1,186.30/week  $\$21.57 \times 40 \text{ hours} = \$862.80$ $\$32.35 \times 10 \text{ hours OT} = \$323.52$
Entry Level Firefighter IV Upon graduation of academy 8 month - Probationary	\$22.70/hour \$66,284/annual
Experienced Firefighter Firefighter III Upon graduation of academy	\$28.38/hour \$82,870/annual

**\*\*Move up to steps/grades annually on anniversary date\*\***

**EXPERIENCED FIREFIGHTERS:**

- We value previous paid firefighter experience and are willing to compensate our new hires based on the paid experience they bring to SMFR.
- To qualify for experienced Firefighter pay upon completion of our 16-week academy, applicants must have a least 3 years of paid experience as a firefighter with a full-time fire service agency whose primary responsibility is fire protection and emergency medical service (within the last 12) **plus** a 400-hour approved academy determined by SMFR.

**ADDITIONAL COMPENSATION:**

- SMFR strongly values education and in turns compensates employees who have a degree with an education differential from the date of hire as follows:
  - Associates 1% of base wage
  - Bachelors 3% of base wage
  - Masters 5% of base wage
  - PhD 6% of base wage

Click on this link for a full job description: [Firefighter](#)

## **SMFR BACKGROUND STANDARDS**

South Metro Fire Rescue strives to have a highly qualified and diverse workforce with strong organizational morale. We only hire individuals who share our organizational values of integrity, compassion, and unwavering professionalism. As professional Firefighters and Paramedics, we must uphold public trust as we have unsupervised access to customer's personal property and have unsupervised, intimate, physical, and emotional contact with customers in a time of maximum physical and emotional vulnerability. To ensure we unequivocally uphold this trust, all applicants must meet our established background standards. Some standards are automatic disqualifiers, while others will provide for an opportunity for review and determination on a case-by-case basis.

### **INTEGRITY**

- Providing inaccurate or misleading statements throughout the selection process.
- Any intentional omission, misstatements, conflicting information, or discrepancies of information required as part of the employment application, background questionnaire, wellness/fitness assessment questionnaire.
- Falsification of any document.
- Failure to provide required documents or successfully complete any portion of the required background process.
- Knowingly offering, soliciting, or accepting a bribe.

### **DRIVING HISTORY**

- More than three Class "B" violations or chargeable accidents with the last three years (moving violations not listed as Class A violations (i.e. speeding, defective vehicle).
- Any conviction of a Class "A" violation within the last three years (driving while intoxicated, driving under the influence of drugs, negligent homicide using a motor vehicle, driving during a period of suspension or license revocation; using a motor vehicle for the commission of a felony, aggravated assault with a motor vehicle, operation of a motor vehicle without owner's authority, permitting an unlicensed person to drive, reckless driving, hit and run driving).

### **CRIMINAL**

- Current incarceration, work release, parole, or probation for any crime.
- Current participant as a defendant resulting from a criminal charge.
- Certain felony and misdemeanor convictions, including, but not limited to, crimes against a person; any bias-motivated crime; arson; impersonating a peace officer, firefighter, or public servant; obstruction of government operations, including obstruction of a peace officer, firefighter, or related government official; false reporting to fire, emergency, or law enforcement authorities; perjury; and various convictions of theft, fraud, and forgery.

- Other criminal convictions are not automatic disqualifiers and will be evaluated to determine if the criminal act jeopardizes the health and safety of the public. The following criteria will be considered:
  1. The seriousness of the crime.
  2. Whether the crime relates to the performance of the duties of a Firefighter / Paramedic.
  3. How much time has elapsed since the crime was committed.
  4. Whether the crime involved violence to, or abuse of, another person.
  5. Whether the crime involved a minor or a person of diminished capacity.
  6. Whether the applicant's actions and conduct since the crime occurred are consistent with the holding of a position of public trust.
  7. Whether the applicant is a repeat offender.
  8. Whether the applicant has complied with all court orders and probationary requirements associated with the conviction.

## **NARCOTICS**

- Any distribution or manufacture of a controlled substance.
- Any use of marijuana or marijuana-containing products, including THC or Synthetic use, within the last one year, as marijuana is an illegal controlled substance under Federal law.
- Any use of illegal narcotics, including but not limited to, cocaine, LSD, heroin, mushrooms, steroids, or amphetamines, within the last five years.

# FireTEAM

## Candidate Handout

### Overview

FireTEAM Testing System was developed to measure specific aptitudes important to firefighter and emergency response occupations. There are four components to the FireTEAM Testing System: a Human Relations Video Test, a Mechanical Test, a Math Test, and a Reading test. All test items were developed through rigorous research with many panels of experienced fire service professionals. Experience is not required to answer the questions in this test. Common sense is always your best guide.

Character is important in the fire service. You will be required to sign a confidentiality agreement stating that you have not and will not violate test security through coaching or exchange of specific information about test items. Breach of this agreement is subject to prosecution under federal copyright law and would be viewed as an unacceptable integrity failure for an employee or prospective employee.

The answer sheet is machine scored. Only mark one answer for each question and fill in the bubble completely. If you mark more than one answer, you will get the question wrong. If you don't know the answer to a question, the best strategy is to guess because you may get it right anyway and you will definitely get it wrong if you don't answer.

### FireTEAM Video-Based Human Relations Test

#### **(Approximately 60 Minutes)**

FireTEAM focuses on teamwork and human relations. It was specifically designed for the fire service. You will watch a video segment and then choose the BEST course of action in a multiple-choice format. This test is presented on video and the items play without stopping. After each question is presented, you will have a brief period to mark the answer you think is best before the next question is presented. You will see the introduction and each question only once.

You don't need fire service experience to answer these questions. FireTEAM is not intended in any way to test knowledge of policies or technical aspects of the job. Any such information that may be needed to answer a question is provided in the test. You are not expected to know anything other than what is stated. Base your answers only on information given in the test and your own common sense.

### Test Instructions

These are the instructions for taking FireTEAM. These instructions will also be presented to you at the time of the actual testing.

*This is a human relations video test that has two parts. In Part I, you will see video scenarios depicting firefighters. Each scenario is followed by a question with four answers. In part II you'll be asked your opinion about firefighters you saw in Part I. This is a human relations test focusing on teamwork and public relations. It's a test of your common sense.*



*This is a test. It is not in any way intended as training or as an example of how firefighters and rescue personnel should handle their jobs. Firefighters may or may not be demonstrating good performance. Sometimes, you will see firefighters who make poor choices about what to do. Answer each question based on everything you have seen and heard in the video up to that point. Choose the BEST option from the four available answers. Don't get stuck thinking about answer choices that are not available to you.*

*Also keep in mind, there are no trick questions. Although all the answers may not be equal in terms of common sense, they would all be choices available to the firefighters in the scenarios. In no case is an answer wrong because the choice would not be possible.*

*Pay attention to the behaviors and actions of the firefighters and supervisors you see in the scenarios, and consider how it would feel to work with these individuals. In Part II, you will be asked your opinion about many of the characters that you saw. Keep this in mind as you watch Part I.*

## FireTEAM Mechanical Reasoning Test

**(Approximately 30 Minutes)**

FireTEAM Mechanical Test is a multiple-choice mechanical aptitude test presented on video. You will see an introduction to a simple system, in the form of an animated brick making factory, and then be asked questions about the factory. Most of the questions are about basic mechanical objects such as valves, and principles such as water pressure. You will also be asked to answer trouble shooting type questions and observe system operations for problems. All of the questions can be answered based on common sense and observation of how everyday objects work. FireTEAM Mechanical Reasoning Test is also timed. After each question is presented, you will have a brief period to mark the answer you think is best before the next question is presented. You will see the introduction and each question only once.

## FireTEAM Mechanical Reasoning Test

**(Approximately 30 Minutes)**

FireTEAM Mechanical Test is a multiple-choice mechanical aptitude test presented on video. You will see an introduction to a simple system, in the form of an animated brick making factory, and then be asked questions about the factory. Most of the questions are about basic mechanical objects such as valves, and principles such as water pressure. You will also be asked to answer trouble shooting type questions and observe system operations for problems. All of the questions can be answered based on common sense and observation of how everyday objects work. FireTEAM Mechanical Reasoning Test is also timed. After each question is presented, you will have a brief period to mark the answer you think is best before the next question is presented. You will see the introduction and each question only once.

## FireTEAM Math Test

**(Approximately 15 Minutes)**

The FireTEAM Math Test is based on the basic math skills one would need to be a successful firefighter. Questions are presented aloud, so you must listen carefully. You will be asked to write your answers on your answer sheet. Questions relate to calculating basic subtraction, division, and multiplication. The last section asks you to figure proportions. After all the questions are presented, you will be given time to bubble in the answers you have written. All answers must be bubbled on your bubble answer sheet to receive credit.

## FireTEAM Reading Test

**(6 Minutes)**

For the FireTEAM Reading Test, you will be asked to answer multiple-choice reading questions. This test is designed specifically for firefighters, a job requiring on-going study of difficult and technical materials. The test is based on actual job materials. You will be required to choose the word that best fits in the blank. You will have 6 minutes to complete the Reading Test. More detailed instructions will be presented to you on the video before the Reading Test Begins.

Here is an example using a sentence from the paragraph above:

Example		Choices			
		A	B	C	D
This test is designed ___1___ for firefighters, a ___2___ requiring on- going study of difficult and technical materials.	1.	never	specifically	usually	as
	2.	job	test	vehicle	suspect

### Correct Responses:

For each of the blanks, only one of the answers provided makes sense. The only answers that make sense in the above example are:

1. b (specifically)
2. a (job)

## **FireTEAM Practice Test**

Looking for more information? Want practice answering test questions? Want to familiarize yourself with all parts of the test? Visit [www.ergopracticetests.com](http://www.ergopracticetests.com) for:

- test preparation tips
- testing strategies
- interview preparation tips
- practice questions from each part of FireTEAM
- scores for each of the practice test sections
- reasons WHY answers are correct and incorrect

This valuable information is compiled by Ergometrics' testing experts who are also the developers of FireTEAM. Make sure you're ready for FireTEAM by reviewing a complete discussion of right and wrong answers for the practice questions. You can take the practice test twice for one low cost.

