



Owatonna Fire Department

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October 03, 2019

Paid On-Call and Resident Firefighter Positions

The Owatonna Fire Department will be hiring new firefighters. The Owatonna Fire Department has a proud heritage of saving lives and property. Our goal is to continue to provide excellent service to our community by hiring good people who are willing to serve the community as a firefighter.

The job is demanding and will challenge you in many ways. I appreciate your desire to serve our community by applying for the position of firefighter. I encourage you to attend the scheduled orientation session for more information about the position and the testing process we will use.

The Fire Civil Service Commission approves and monitors the hiring process to assure all applicants are treated equally and fairly in the hiring process. The applicants will be provided the same information packet and testing procedures. Applicants are scored using criteria based on the ability to perform the duties of a firefighter. All applicants must attend all sessions as scheduled to make sure the process is the same for all applicants.

A list will be created from the applicants with the scores from your application, testing and interviews. The Fire Civil Service Commission will provide the Fire Chief with a hiring list that may be used for Paid-On-Call or Resident Firefighters.

Firefighter Applicant Timeline:

Date	Time	Item
October 3rd	04:30 p.m.	Fire Civil Service Commission Approval of Process
October 5 th	08:00 a.m.	Application Period Opens
October 5 th		Place Now Hiring Banner
October 12 th		Newspaper Advertisement Start
November 16 th		Newspaper Advertisement End
November 20 th	04:30 p.m.	Application Period Deadline
November 23rd	09:00 a.m.	Orientation and Questions
December 7 th	09:00 a.m.	Written General Aptitude Test
December 7 th	11:00 a.m.	Physical Agility Testing (<i>Comfortable shoes and clothing for test</i>)
December 10 th		Notification to Oral Interview Candidates
December 17th		Oral Interviews
December 18 th		Offers of conditional employment
December 19-27		Background checks
December 19 – January 3rd		New Firefighter Medical Evaluation
January 6 th		Job offers
January 21 st		Firefighter Training Starts

Firefighter Expectations:

All applicants will be provided with this informational packet to help you determine if you can meet the requirements of the firefighter position. We require a high level of commitment from our firefighters - physically, mentally, and emotionally. It is important that all applicants understand the challenges you will experience as a firefighter while serving on our department. I would encourage you to give me a call to discuss the position if you have any questions. Prior to accepting a position with us, all applicants should discuss the requirements of this position with your employer to get approval to respond to calls while at work.

- Firefighters are expected to respond to a minimum of 40% of the calls when paged.
- Firefighters are also expected to attend 80% of the training sessions. Training sessions occur on the second and fourth Monday of each month. Additional training sessions may be scheduled at any time when needed.

Paid on Call Firefighters:

Paid on call firefighters are part time firefighters that are paged into the station as needed for calls. Paid on Call firefighters are hired to fill department needs by day or night shift. Firefighters are assigned to carry a pager for either the Day Shift (7 AM to 5 PM) or Night Shift (5 PM to 7 AM).

You will be asked your availability status before you are assigned to the day or night shift during the selection process. You will be assigned a pager for day or night shift if you are hired.

In addition to shift calls, you will be expected to respond to an “all call” when we need all firefighters for an incident.

We understand that you may have commitments and our firefighters are not expected to respond to every call. You will need to meet the 40% response requirement as a firefighter. This includes your shift calls and all call pages.

The availability to respond to emergencies is important to our community. All applicants should discuss your plans to become a firefighter with significant others to develop an understanding of the commitment to the fire department to make your response percentage. You should discuss this position with your employer so you can get approval to leave work for emergency calls when needed.

The City of Owatonna makes a considerable investment in time, training, and equipment if you are chosen to become a firefighter. If you do not meet the required percentages, we will have to release you from the Fire Department.

Resident Program:

The resident program is for Paid on Call firefighters who choose to live at the fire station. Residents usually have jobs and/or go to school and their place of residence is the fire station. Resident firefighters are provided their own room at the fire station to live in at no charge. The purpose of this program is to have resident firefighters available for quick response for calls when needed. Applicants who desire to be in the resident program are asked to make a minimum two-year commitment to the resident program. Residents can live at the fire station longer than two years if desired. Resident firefighters are paid only when they are used for a call or training. Resident firefighters who complete the program can become paid on call firefighters and live elsewhere.

Evaluation Criteria: 100- point testing process.

Firefighter applicants are evaluated using the following criteria. All firefighter candidates will be screened using a competitive process to determine the best applicants to fill our positions.

20%	Application
20%	Written Test
30%	Oral Interview
15%	Fire Chief Strategic Fit
15%	Veterans Preference
Pass / Fail	Physical Ability Test
Pass / Fail	Background Check
Pass / Fail	Medical Evaluation

All applicants go through the same hiring procedures at each step in the process. It is important that you can make all testing dates because there will not be make up sessions. Points are assigned to each applicant in each testing area. Applicants are ranked by how they score on the test and placed on a hiring list. The hiring list may list up to last two years or otherwise directed by the Civil Service Commission. The fire chief will make a selection from the hiring list provided by the Civil Service Commission to fill positions by strategic needs within the fire department. Strategic needs may include filling slots for the resident program, day shift, night shift or availability.

Firefighting has inherent risks and is a dangerous job that requires ongoing dedication to maintain proficiency throughout your career. As a member of the fire profession, we make a commitment to you to operate in a safe and professional manner as a fire department. You will be expected to perform in a safe and professional manner as a firefighter. This means making a commitment to excellence in your training and response for the duration of your career.

As a member of the paid-on-call or resident programs, you will receive the following benefits:

- You will receive firefighter I and II training. You will be required to pass the certification test after training is completed for firefighter I and II and Emergency Medical Responder.
- The experience you receive may enable you to become a full-time firefighter candidate.
- Paid on Call (non-resident) firefighters will be paid \$15.52 per hour for emergency response, meetings and training.
- Resident firefighter pay is \$18.35 per hour for emergency response, meetings and training.
- All Paid on Call and Resident firefighters must maintain a percentage of 40% response to emergency calls they are paged to.
- All Paid on Call and Resident firefighters must maintain a percentage of 80% attendance for training sessions.
- Firefighters are required to have a 15-minute or less response time to get credit for the call.
- You will be eligible to become a member of the fire department relief association's pension plan.
- New firefighters are provided a set of turnout gear, 2-T-shirts, 1-sweatshirt, and 1-cap. Uniforms will be provided as needed.
- You will be required to pass medical evaluation provided by the city.
- The probation period will be twelve months from completion of training.
- You will be covered under workers compensation if you are injured while on duty.

The City of Owatonna is an Equal Opportunity Employer.

Should you have any questions regarding the enclosed information or the contents of this letter, please contact me at (507) 444-2454.

I wish you success in your endeavor to become a firefighter with the Owatonna Fire Department.

Sincerely,

Mike Johnson

Michael Johnson,
Fire Chief
City of Owatonna