



JOIN OUR TEAM

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web:www.knoxvilletn.gov

8034

Firefighter Recruit

3/22/24

Entry-Level and Promotional

ENTRY-LEVEL SALARY: \$ 40,103.00 annually (during academy)

FIREFIGHTER SALARY: \$ 44,213- \$ 66,261 annually (after graduation from academy)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit. Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Monday, April 22, 2024.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- Birth Certificate (upload and attach to your online application)
- Public high school diploma, GED, Accredited diploma or its equivalency. (upload and attach to your online application) Additional documentation, including a transcript and/or attendance record indicating proof of attendance may be required.
- If you have questions regarding your application, need help applying, or if you have previously applied and are not sure you are still eligible, please call Civil Service at (865) 215-2106.

Any test appointments and test results will be via email from Civil Service to applicants. It is your responsibility to enter a valid email address, update any changes, and check your spam or junk email for communication from our office. The email domain is: knoxvilletn.gov.

Must be able to obtain the State of Tennessee EMT License. See the link below for the State of Tennessee EMT requirements to ensure you meet all the requirements –individuals with any disqualifiers will not be eligible for hiring.

<https://www.tn.gov/content/dam/tn/health/events/Initial%20License%20for%20Emergency%20Medical%20Technician.pdf> Training to actually obtain the license will be provided by the Knoxville Fire Department.

PLEASE DO NOT CONTACT THE CITY OF KNOXVILLE OR THE KNOXVILLE FIRE DEPARTMENT WITH QUESTIONS ABOUT A CURRENT EMT, AEMT, OR PARAMEDIC LICENSE. Applicants whom possess an EMT, AEMT or Paramedic license outside the State of Tennessee should contact the Tennessee Division of Emergency Medical Services regarding reciprocity of their EMS License at: <https://www.tn.gov/health/health-program-areas/health-professional-boards/ems-board/ems-board/licensure.html> Tennessee Division of EMS 665 Mainstream Drive Nashville, TN 37243 615-741-2584 1-800-778-4505 Fax: 615-741-4217 Email: tn.health@tn.gov

This is a safety sensitive position, applicants having certain automatic disqualifiers for the background standards shall be disqualified. For more information please go to <https://knoxvilletn.gov/joinkfd>

Prior to final selection & appointment, all applicants must also submit to, & be approved by the following procedures: Drug and Alcohol Testing, Background Investigation (including polygraph examination), and Post Offer Physical Examination.

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Applicants must have reached their 18th birthday before the application can be accepted. Applicants MUST attach a copy of valid birth certificate to their application.
- High School graduate or equivalency. Applicants MUST attach a copy of their High School Diploma or GED to the application.
- Applicants are required to possess or be able to obtain a valid Driver's License.
- Applicants MUST bring a valid photo ID with them to the written examination

Applicants will not be permitted to take the exam without submitting ALL of the required documents and bringing their valid ID, Medical Release Form, and Physical Performance Test Release Form which will be emailed to the applicant.

EXAMINATION

All persons who apply or reapply must successfully complete the written exam and physical performance test in order to become eligible, or to remain eligible. Applicants MUST bring a photo ID to be admitted to the written examination. Appointments for the written examination will be sent via e-mail.

SUBJECTS ON WRITTEN TEST: Logical Reasoning, Reading Comprehension, Interpreting Tables, Situational Judgement, Reading Gauges, Basic Math, Mechanical Aptitude, Spatial Sense, Map Reading, and Vocabulary.

A study guide is optional and can be purchased here at <https://www.publicsafetycompass.com/>

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

GREAT BENEFITS!

- Health Plan
- Pension Plan
- Health, Education, & Wellness Center
- Dental Plan
- Vision Plan
- Deferred Comp
- Spending Accounts
- Life Insurance
- Longevity Payments
- Tuition Reimbursement
- Employee Assistance Program
- Paid Leave
- Paid Holidays
- Sick Leave
- Bank
- Paid 30 min Break
- Vacation Sell
- Flex Schedules
- Training Opportunities

EMPLOYMENT PROCEDURE FOR FIREFIGHTER RECRUITS

1. Applicants must be able to obtain the State of Tennessee EMT License. See the link below for the State of Tennessee EMT requirements to ensure you meet all the requirements. See the following link for disqualifiers:
<https://www.tn.gov/content/dam/tn/health/events/Initial%20License%20for%20Emergency%20Medical%20Technician.pdf>. Training to actually obtain the license will be provided by the Knoxville Fire Department.

DO NOT contact the City of Knoxville or the Knoxville Fire Department with questions about a current EMT, AEMT, or Paramedic license. Applicants who possess an EMT, AEMT or Paramedic license outside the State of Tennessee should contact the Tennessee Division of Emergency Medical Services regarding reciprocity of the EMS License at <https://www.tn.gov/content/dam/tn/health/healthprofboards/ems/Reciprocity.pdf>. Tennessee Division of EMS, 665 Mainstream Drive, Nashville, TN 37243, 615-741-2584, 1-800-778-4505, Fax: 615-741-4217, Email: tn.health@tn.gov.

2. Applicants must upload copies of their High School Diploma or GED equivalent and Birth Certificate to the online application. If a veteran, a DD-214 should be included with online application. Applicant will then receive an appointment for the written examination via email. Applicants will also receive a copy of a Physical Performance Test Release of Liability that must be completed and turned in to be admitted to the written examination. Applicant must also bring valid photo identification to their written examination appointment. Note: All active duty military personnel must submit a letter from their commanding officer showing applicant's scheduled separation date and proposed character of discharge. Veteran's preference points will not be added to applicant's final score until they have officially separated from the military service and submitted their DD-214 to the Civil Service Department. Applicants will be emailed the Personal History Questionnaire once all testing is completed.
3. Applicants must bring their Physical Performance Test Release of Liability Form, Medical Release Forms, and valid photo identification to their written examination appointment. Applicant takes written examination and will be scheduled at a later date for the physical performance test (PPT). Applicants must bring valid photo identification to the physical performance test (PPT). The Personal History Questionnaire for all applicants to complete will be emailed to all applicants after all testing is completed.
4. The Physical Performance Test (PPT) will consist of three (3) events that are designed to:
 - Assess applicants lower body static strength (leg lift)
 - Measure the degree to which the trunk muscles do not fatigue (sit ups)
 - Measure equilibrium (stabilometer)

The PPT is highly predictive of success in the physical training portion of the Knoxville Fire Department Academy and in the performance of the job of firefighter. Individuals possessing below average lower body fitness levels may experience difficulty in passing these events. The following information is being provided to assist Firefighter applicants in preparing for the Physical Performance Test.

You may wish to consult your doctor, fitness coach, exercise instructor, personal trainer, etc. in order to identify specific exercises and/or workout routines you can do to improve your lower body static strength. Be sure to emphasize that your objective is improved lower body static strength, endurance, and the ability to keep or regain ones balance or to stay upright when in an unstable position.

Many exercise/fitness manuals are available at your local library and/or bookstore, which provide detailed guidance on specific exercises or routines, which you can do to improve your lower body static strength. This is an inexpensive way to prepare you for taking the physical performance test. You should consult your doctor before beginning any exercise program.

Recreation centers within the City of Knoxville are available free of charge to individuals who wish to make use of the exercise facilities maintained there. The following recreation centers have excellent fitness equipment (weight machines, exercise cycles, etc.) available for your use:

Cumberland Estates Recreation Center, 4529 Silver Hills Drive
Phone: 588-3442

Christenberry Recreation Center, 931 Oglewood Drive
Phone: 637-5991

Cecil Webb Recreation Center, 953 E. Moody Avenue
Phone: 577-0651

Cal Johnson Recreation Center, 507 Mulvaney Avenue
Phone: 522-3177

Recreation Department employees who can assist you in developing a customized fitness routine are available at each of the above centers. Please contact the individual recreation center for hours of operation.

If the applicant passes the physical performance test, their name is then placed on the eligible register with the score of their written exam.

Entry-Level

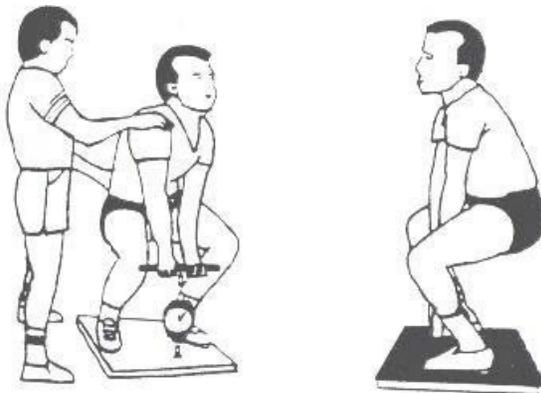
Physical Performance Test (PPT)

The City of Knoxville and the Civil Service Merit Board notify all applicants for positions as Firefighter Recruits for the City of Knoxville that as a part of the selection procedure, all applicants will be required to participate in a physical performance test (PPT). As a prerequisite to taking the test, all applicants will be required to sign a Release of Liability, assuming all risks for any injuries, which may be incurred during the physical performance test.

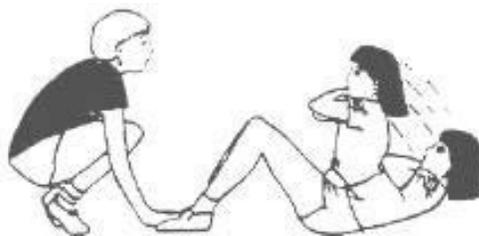
Should any applicant know of some physical condition that might preclude his/her participation, then it is the applicant's responsibility to have a medical examination and receive a release from his/her doctor prior to his/her taking this physical performance test. Such examination shall be at the applicant's own expense.

The Physical Performance Test (PPT) is comprised of the following:

LEG LIFT: This test measures lower body static strength. This is the ability to use muscle force in the lower body in order to lift, push, pull, or carry objects. It is the maximum force that one can exert for a brief period of time. In this test, a bar is attached with a chain and dynamometer to a floor plate. The examinee being tested is instructed to flex at the knee and hip joints in order to grasp the bar and maintain a position in which the head and shoulders are pulled back and the body is as straight as possible. The examinee is asked to exert a steady maximal force in an upward direction by pulling up on the bar and attempting to exert the knees.



SIT UPS: This test measures the degree to which the trunk muscles (e.g., abdominals) do not fatigue when they are subjected to repeated or continuous strain. The examinee lies on his/her back with the feet held, the knees bent, and the arms crossed over the chest. The examinee's abdominal strength is assessed based upon the number of sit-ups performed in 60 seconds.



STABILOMETER: This test measures equilibrium, the ability to keep or regain one's balance, or to stay upright when in an unstable position. This ability includes being able to maintain one's balance when changing direction while moving or when standing motionless. In this test, the examinee stands on a platform supported in the middle by a fulcrum. The examinee stands in a side-to-side (lateral stance) and attempts to keep the platform in balance (level) by not allowing either side to touch the floor.



WHAT TO WEAR TO THE PPT

The PPT is a strenuous physical activity that will cause applicants to perspire. Therefore, applicants should wear shorts or sweats and T-shirts. Tennis shoes and socks are required. Males and females must wear proper undergarments for proper safety and support. Any applicant with long hair should have hair tied back. **ABSOLUTELY** no jewelry will be allowed. This includes, but is not limited to, rings, necklaces, earrings, bracelets, watches, or pins. It is recommended that these valuables be left at home inasmuch as the City is not responsible if they are lost, stolen, or damaged.

OTHER PPT REQUIREMENTS

All applicants will be required to report promptly to the designated location at the date/time specified and with photo identification. Absolutely no applicant will be allowed to participate who is not in proper clothing, who does not have proof of his/her identity, or who does not have the "Release of Liability" form properly signed and witnessed. **THERE WILL BE NO EXCEPTIONS.**

The PPT will be on a pass/fail basis. You will NOT be advised of your results at the test site, but will be notified by e-mail. If an applicant has a death in the family or is ill, he/she will be scheduled for the next PPT. Said applicant will be required to bring a Doctor's certification of the illness or some proof of the death of the family member within 10 days following the scheduled PPT. If an applicant is scheduled twice and does not report, his/her file will be closed.

INSTRUCTIONS FOR FIREFIGHTER RECRUIT APPLICANTS

This application must be submitted online. Do NOT upload any of your supporting documents (other than your resume, birth certificate, and high school diploma/GED equivalency) to your online application, unless you are a veteran submitting a DD-214.

You will be e-mailed an appointment message for the written exam after you submit your completed online application and your application materials have been screened. If you are presently in the military and cannot obtain leave to come to Knoxville for the written exam, please contact the Civil Service Department test administrator.

BRING TO YOUR WRITTEN EXAM APPOINTMENT THE FOLLOWING:

1. Valid photo identification
2. Physical Performance Test Release of Liability Form
3. Medical Release Forms

It is essential that you bring all of the required documents with you to your written examination appointment. If all documents are not verified by Civil Service staff at your written examination, you will not be admitted to the written examination and will no longer be eligible to continue through the hiring process.

Those applicants tentatively selected by the Fire Department are required to pass a complete physical examination (including drug and alcohol testing) by the City physician prior to the time of employment, in addition to the following:

- a background investigation (including a polygraph examination and fingerprinting)
- ladder climb and maze crawl through a confined space

Please bring **VALID PHOTO IDENTIFICATION**, your required documents, and two #2 lead pencils with you to the written exam.

MISCELLANEOUS INFORMATION

Upon receipt of a requisition to fill vacancies, the Knoxville Fire Department is sent the names of the five highest-ranking applicants on the eligible list for each vacancy. The Knoxville Fire Department then conducts selection interviews of eligible applicants and returns a list of applicants who are tentatively selected. The Human Resources Department notifies the applicants who are selected to continue through the remainder of the selection procedure (i.e., medical examination, background investigation, which includes a polygraph examination and fingerprinting, drug and alcohol testing).

Applicants should NOT give notice to current employer until subsequent notification by HR.

HR staff schedules pre-employment tests as follows:

- Sends application materials to the Knoxville Fire Department to begin background investigation.
- Drug & alcohol test is scheduled.
- Medical exam is scheduled with the City physician. (You will be required to provide your immunization records at your medical appointment date. DO NOT attach them to your on-line application.)
- Fingerprinting is scheduled by the Knoxville Fire Department.
- Polygraph is scheduled with the City polygraph examiner as part of the background investigation.
- Ladder climb and maze crawl is scheduled at the Knoxville Fire Department Training Academy.
- If the background investigation review panel recommends the applicant for employment, the applicant is ready for the academy.

The applicant is notified by the Human Resources Department when he or she has completed all of the requirements for employment as a Firefighter Recruit.