



# Milwaukee Fire Department

## FIRE CADET

The Milwaukee Fire and Police Commission invites qualified 17-19 year-olds to apply for this exciting full-time employment opportunity that may lead to a career as a Firefighter with the City of Milwaukee Fire Department. This unique position provides the opportunity to make a difference in our community, while also advancing individual educational, physical fitness and professional development.

### THE PURPOSE:

**Fire Cadets** are uniformed civilian employees who work in an apprentice-style program designed to prepare Cadets for a career as Firefighters. Duties include administrative and clerical functions, as well as engine house duties. The assignments are widely varied so that the Fire Cadet will gain a broad range of operational and administrative experience. Fire Cadets are required to meet established program criteria to complete a prescribed course of college curriculum and a physical fitness program prior to being considered for appointment to Firefighter.

### ESSENTIAL FUNCTIONS:

#### Duties include, but are not limited to:

- ❖ Complete physical training program in preparation for future Firefighter duties.
- ❖ Lift, carry and operate heavy tools and equipment.
- ❖ Perform maintenance of department equipment, buildings and grounds.
- ❖ Perform administrative and clerical duties such as typing, filing and data entry.
- ❖ Answer and direct phone calls.
- ❖ Perform general housekeeping duties.
- ❖ Perform physical duties of a Fire Cadet.
- ❖ Assist with safety education, community and recruitment events.
- ❖ Assist with special projects as assigned.

*The Milwaukee Fire Department values and encourages diversity as an Equal Opportunity Employer.*

### MINIMUM REQUIREMENTS:

- Must be at least 17 years old at time of application; and may not be more than 19 years old at time of appointment. Individuals born after February 23, 1995 –or– before September 17, 1992 do not qualify.
- High School graduation prior to August 1, 2012, with a four-year cumulative high school grade point average of at least 2.0 upon graduation.
- Residency in the City of Milwaukee must be established within six months of hire and maintained throughout employment.
- Physically able to perform Fire Cadet – and eventually Firefighter – training and job duties.
- Must possess a valid State of Wisconsin driver's license within six months of date of hire, and maintain a valid driver's license throughout time of employment with the department.
- Must successfully pass a Background Investigation. Applicants who have failed a Department background investigation may not apply for two years after the date of disqualification.
- You may not have been terminated / discharged or resigned with charges pending from either the Milwaukee Fire Department or Milwaukee Police Department within the last two years from the date of application.
- United States citizenship, or must have resided in the United States for at least five years immediately prior to the date of application and be legally authorized to work for any employer in the United States. Non-citizen applicants should request information regarding Fire and Police Commission rules and citizenship requirements at time of application.

### KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Ability to communicate effectively with a diverse population, in-person and via telephone.
- Excellent customer-service skills.
- Ability to take direction from supervisors.
- Maintain a positive attitude, have good moral character, be honest, responsible and trustworthy.
- Possess good moral character exhibiting honesty, responsibility, and trustworthiness with a positive attitude.
- Ability to complete the required firefighting educational and other collegiate programs.
- Ability to complete the required strength and conditioning physical fitness programs.

**SALARY RANGE AND BENEFITS:** \$22,862 - \$31,587 annually with a generous benefit package that includes two weeks of paid vacation after one year of service; 11 paid days off in lieu of holidays; 12 days paid sick leave per year; health, dental, and life insurance; and tuition and textbook reimbursement.

### WORKING CONDITIONS:

- A 40-hour work week, with off-days by assignment.  
**Note:** Firefighters work one 24-hour shift every three days.
- Work assignments include various fire department and training sites.
- Must earn 12 college credits per year and maintain a minimum 2.0 GPA.

- Tuition reimbursement benefit.

#### **FIREFIGHTER APPOINTMENT:**

A Fire Cadet may become eligible for appointment to the next Firefighter recruit class upon meeting all of the following:

- Favorable recommendation of the Chief.
- Reaching the age of 21 years.
- Serving in the program a minimum of two years (maximum of four years).
- Satisfactorily completing the approved training program.
- Attainment of the required college credits.
- Possession of a valid Emergency Medical Technician certification by the National Registry of Emergency Medical Technicians and by the State of Wisconsin.
- Possession of a valid State of Wisconsin driver's license.
- Successfully passing a Firefighter physical ability test.
- Successfully completing pre-employment tests administered by the Fire & Police Commission.
- United States citizenship.

**SELECTION PROCESS:** The examination process may include a written test, a physical ability test, an oral interview, a writing sample exercise, and background investigation. All phases of the examination must be successfully completed in order to continue in the selection process. Failure in any segment of the examination disqualifies an applicant. The test takes into consideration the Firefighter job, since Fire Cadets who successfully complete the program may become Firefighters.

Candidates who successfully complete the written examination will receive information about the date, time, and location of the other testing components. The written examination is tentatively scheduled for March 2012 with an anticipated date of hire in September 2012.

*If you will be unavailable for one or more portions of the examination due to military service or training, you must provide written notification to the Fire and Police Commission, City Hall Room 706 prior to the examination.*

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**ELIGIBLE LIST:** Candidates who successfully complete all phases of the examination will be placed on an eligible list. Candidates who turn twenty years old over the life of the eligible list will have their name removed from the list.

**PRE-EMPLOYMENT TESTS - MEDICAL EXAMINATION, PSYCHOLOGICAL EVALUATION and DRUG TEST:** Persons offered employment must pass a pre-employment medical examination, psychological evaluation, and drug test as a condition of employment.

**APPOINTMENTS:** Final appointment to the position of Fire Cadet is contingent upon passing all pre-employment components, the number of vacancies, and approval by the Fire and Police Commission.

**PREFERENCE POINTS:** Preference points may be added to the final passing score, if you are a bona fide resident of the City of Milwaukee when you apply. Proof of residency must be provided by a date determined by the Fire and Police Commission. Qualified veterans will receive military preference points added to the final passing score in accordance with State Statutes and Fire and Police Commission Rules.

**APPLICATIONS** will be available on December 16, 2011 and accepted through **February 24, 2012**. Applications and further information may be obtained from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs) or in person or via mail from City of Milwaukee Fire and Police Commission, Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI 53202-3554, or by calling 414.286.3751. Applications will not be accepted after the deadline, unless extended.

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