

FIRE CADET

Recruitment #1708-2413-001

List Type Original

Requesting Department MILWAUKEE FIRE DEPARTMENT

Open Date 9/2/2016

Filing Deadline 12/2/2016 11:59:00 PM

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INTRODUCTION

The City of Milwaukee Fire Department is an Equal Opportunity Employer

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 focusing on the individual's educational, physical fitness, personal and professional development. The City of Milwaukee is dedicated to developing a diverse Fire Department to serve the community's needs.

PURPOSE

Fire Cadets are uniformed civilian employees who work in an apprentice-style program designed to prepare Cadets for a career as Milwaukee Firefighters. Duties include training, 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:

- Participate in and complete academic and physical training program in preparation for future Firefighter duties.
- Participate in classroom instruction and clinical medical endorsements.
- Lift, carry and operate heavy tools and equipment.
- Perform maintenance of departmental 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.
- Assist with safety education, community and recruitment events.
- Assist with special projects as assigned.

CONDITIONS OF EMPLOYMENT

- 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.
- Attain and maintain licensure as a Nationally Registered EMT-Basic.
- Must complete 24 college credits prior to completion of the Fire Cadet program and maintain a minimum 2.0 GPA on applicable credits.

NOTE: Effective October 11, 2016, Fire Cadets will be subject to the residency requirement for the City of Milwaukee. This means that within six months of being hired, the candidates must establish an actual and bona fide residence within 15 miles of the city of Milwaukee's jurisdictional border.

For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414-286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

MINIMUM REQUIREMENTS

- Must be at least 17 years old at time of application; and may not be more than 19 years old on the starting date of the Fire Cadet Class. Individuals born after December 2nd, 1999 – or– before September 1st, 1997 are not qualified for this Fire Cadet examination.
- High School graduation prior to July 1, 2017, with a four-year cumulative high school grade point average of at least 2.0 upon graduation.
- 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 employment with the department.
- 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.
- 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.
- 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. [FPC Rule VI.4.(b). and Rule XI.2.(b)]

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Willingness and aptitude to learn the skills necessary to communicate effectively with a diverse population, in person and via telephone.
- Willingness and aptitude to learn excellent customer-service skills.
- Ability to take direction from supervisors.
- Possess good moral character exhibiting honesty, responsibility, and trustworthiness with a positive attitude.
- Ability to complete the required firefighting educational and training programs.

Fire Cadet (Milwaukee Fire Department)

- Ability to complete the required strength and conditioning physical fitness programs.

CURRENT SALARY

The current annual starting salary is \$23,437 for City of Milwaukee residents. The non-resident annual starting salary is \$22,859. The city offers a generous benefits package including 12 days of vacation, 11 paid holidays and 12 days paid sick leave per year; health, dental, and life insurance, and tuition and textbook reimbursement.

SELECTION PROCESS

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 MEDICAL EVALUATION, 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 as a 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 in accordance with State Statutes and Fire and Police Commission Rules.

- Qualified veterans will receive military preference points added to the final passing score; a DD-214 is required as proof of service.
- 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.

In order to receive military veteran or residency preference points, the DD-214 or proof of residency must be provided as part of the application. The preference points claims forms are included within the online application, and the necessary supporting documentation may be uploaded to the online application, mailed to the Fire and Police Commission at Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI 53202-3554, or emailed to fpc@milwaukee.gov. Supporting documentation must be received or postmarked by 4:45 p.m. on December 2, 2016.

APPLICATION PROCESS:

The application process must be completed online. The online application will be available on September 2, 2016 and accepted through December 2, 2016. Further information may be obtained from www.milwaukee.gov/jobs or by calling (414) 286-3751. Online applications may not be submitted after the deadline, unless extended.