
BUTTE-SILVER BOW FIRE FIGHTER (PROBATIONARY)



THE CITY AND COUNTY OF BUTTE-SILVER BOW INVITES ALL QUALIFIED PERSONS WHO WOULD LIKE TO APPLY FOR EMPLOYMENT* AS A PAID FIRE FIGHTER WITH THE BUTTE-SILVER BOW FIRE DEPARTMENT TO PARTICIPATE IN THE PRE-EMPLOYMENT PROCESS. THOSE PERSONS WHO SUCCESSFULLY COMPLETE THE PRE-EMPLOYMENT PROCESS WILL BE PLACED ON AN ELIGIBILITY LIST FOR EMPLOYMENT CONSIDERATION AS VACANCIES OCCUR.

*PLEASE NOTE THAT APPLICATIONS TO BE CONSIDERED FOR THE PRE-EMPLOYMENT PROCESS WILL ONLY BE TAKEN IF THERE IS A VACANCY. VACANCIES WILL BE LISTED ON WWW.BSB.MT.GOV



APPLICANT SCREENING PROCESS



MINIMUM QUALIFICATIONS: MUST BE A HIGH-SCHOOL GRADUATE OR POSSESS AN ACCEPTABLE EQUIVALENCY DIPLOMA; SHALL NOT BE LESS THAN EIGHTEEN YEARS OF AGE; MUST BE A CITIZEN OF THE UNITED STATES; IF SERVED IN ANY OF THE ARMED FORCES, MUST HAVE RECEIVED AN HONORABLE DISCHARGE; MUST HAVE SUCCESSFULLY PASSED ALL THE REQUIRED EXAMINATIONS; MUST NOT HAVE BEEN CONVICTED OF A FELONY OR OTHER CRIME INVOLVING MORAL TURPITUDE; MUST POSSESS A VALID DRIVER'S LICENSE FROM STATE OF RESIDENCE AT TIME OF APPLICATION AND HAVE NO RESTRICTIONS OR TRAFFIC INFRACTIONS WHICH WOULD PRECLUDE OBTAINING A MONTANA DRIVER'S LICENSE IMMEDIATELY UPON APPOINTMENT; MUST BE A CERTIFIED EMT AT THE TIME OF APPLICATION; AND MUST MEET ALL QUALIFICATION STANDARDS AS SET FORTH BY MONTANA STATUTE 7-33-4107, MCA.



APPLICATION MATERIALS REQUIRED: UNLESS OTHERWISE NOTICED, THE FOLLOWING MATERIALS ARE REQUIRED:

- TIMELY SUBMITTED AND COMPLETED ON-LINE CITY AND COUNTY OF BUTTE-SILVER BOW APPLICATION FOR EMPLOYMENT (WWW.BSB.MT.GOV);
- COPY OF HIGH SCHOOL DIPLOMA OR AN ACCEPTABLE CERTIFICATE OF EQUIVALENCY;
- COPY OF MILITARY DISCHARGE RECORD IF APPLICANT HAS SERVED IN ANY OF THE ARMED FORCES;
- APPLICANTS CLAIMING THE VETERAN'S OR HANDICAPPED PERSON'S EMPLOYMENT PREFERENCE MUST PROVIDE VERIFICATION OF ELIGIBILITY WITH THE APPLICATION MATERIALS. THE REQUIRED DOCUMENTATION INCLUDES A DD-214 OR SRS CERTIFICATION OF DISABILITY FORM.

NOTE: ALL APPLICATIONS MUST BE SUBMITTED ONLINE AT WWW.BSB.MT.GOV UNDER THE "EMPLOYMENT" TAB. APPLICATION WILL BE REJECTED IF INCOMPLETE. NO LATE APPLICATIONS AND NO PAPER APPLICATIONS!



WRITTEN TEST. AS CONDUCTED BY THE MONTANA FIRE FIGHTERS' TESTING CONSORTIUM ON JUNE 4, 2012 IN BOZEMAN, MONTANA.



PHYSICAL ABILITY TEST. AS CONDUCTED BY THE MONTANA FIRE FIGHTERS' TESTING CONSORTIUM JUNE 5-7, 2012 IN BOZEMAN, MONTANA.



ORAL INTERVIEW. APPLICANTS WHO PASS THE ABOVE TESTS MAY BE CONTACTED TO PARTICIPATE IN AN ORAL INTERVIEW AT A DATE AND TIME TO BE ANNOUNCED. THOSE SELECTED WILL BE NOTIFIED AS TO WHERE THEY WILL MEET WITH THE BUTTE-SILVER BOW FIRE COMMISSION FOR THIS PHASE OF THE SCREENING PROCESS.



OTHER. IF A CONDITIONAL OFFER OF EMPLOYMENT IS MADE, THE APPLICANT MUST THEN UNDERGO THE FOLLOWING PROCEDURES:

- PSYCHOLOGICAL EVALUATION
- PHYSICAL EXAMINATION
- VISUAL ACUITY/COLOR PERCEPTION TEST
- ESTIMATED FUNCTIONAL CAPACITY ASSESSMENT
- IN DEPTH BACKGROUND CHECK

FURTHER INFORMATION REGARDING THESE PROCEDURES WILL BE MADE AVAILABLE AT THE APPROPRIATE TIME.



QUALIFICATIONS



THE NECESSARY MINIMUM QUALIFICATIONS, SKILLS, KNOWLEDGE, AND ABILITIES ARE DETAILED ON THE ATTACHED JOB DESCRIPTION.



SALARY AND BENEFITS



ALL APPOINTMENTS TO THE FIRE DEPARTMENT ARE MADE BY THE CHIEF EXECUTIVE AND CONFIRMED BY THE COUNCIL OF COMMISSIONERS. THE APPOINTEE SERVES A SIX (6) MONTH PROBATIONARY PERIOD WITH THE SALARY SCHEDULE AS FOLLOWS:

CLASSIFICATION	MONTHLY SALARY BASED ON 2190 HOURS
PROBATIONARY FIRST THREE MONTHS	\$3,427.76
PROBATIONARY SECOND THREE MONTHS	\$3,634.89
APPOINTED FIRE FIGHTER	\$4,254.78
CONFIRMED FIRE FIGHTER I	\$4,288.65
FIRE FIGHTER II	\$4,324.32

FIRE FIGHTER III	\$4,358.22
CAPTAIN	\$5,294.88



LONGEVITY SCHEDULE:

- 1 YEAR THROUGH 15 YEARS - \$13.00 PER MONTH FOR EACH YEAR OF SERVICE FROM DATE OF HIRE.
- 16 PLUS YEARS - \$13.50 PER MONTH FOR EACH YEAR OF SERVICE FROM DATE OF HIRE.

BENEFITS OFFERED INCLUDE HEALTH AND LIFE INSURANCE PLAN FOR EMPLOYEE AND ELIGIBLE DEPENDENTS, RETIREMENT BENEFITS, SICK AND VACATION LEAVE, HOLIDAYS, AND SECTION 125 DEFERRED COMPENSATION PLAN.

* THE CURRENT COLLECTIVE BARGAINING AGREEMENT PROVIDING FOR THE WAGE AND BENEFIT SCHEDULE COVERS THE PERIOD OF JULY 1, 2011 – JUNE 30, 2013. YOU MAY REQUEST A COPY OF THE COLLECTIVE BARGAINING AGREEMENT FROM THE BUTTE-SILVER BOW CLERK AND RECORDER'S OFFICE. 497-6335



FURTHER INFORMATION



CONTACT THE BUTTE-SILVER BOW HUMAN RESOURCES DEPARTMENT, 155 W. GRANITE STREET SUITE 209, BUTTE, MONTANA 59701, PHONE (406) 497-6430, E-MAIL: MMSHEA@BSB.MT.GOV.

BUTTE-SILVER BOW IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER



City and County of Butte - Silver Bow

Class Specification

Class Title	Probationary Firefighter
Class Code Number	33-2011.01
Administrative Service Category	Classified Service
Adopted	<INSERT>

General Statement of Duties

Carries out firefighting activities; does related work as required.

Distinguishing Features of the Class

This is responsible firefighting and fire suppression work involving firefighting activities, pre-planning, emergency medical response, and fire. The work is performed under the general direction and supervision of the Fire Captain but some leeway is granted for the exercise of independent judgment and initiative. This class differs from that of Appointed Firefighter by being in a training program for the first six months of employment. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with other Fire Fighters, Fire Captain, other command personnel in the department, property owners, business owners and the general public. Because the work involves suppression of fires and rescue of persons in an unpredictable work environment, the work involves an element of personal danger.

Examples of Essential Work (Illustrative Only)

- Responds to fire alarms and carries out firefighting techniques to rescue victims and protect property;
- Implements entry, ventilation, fire suppression, and salvage work;
- Lays and connects hoses;
- Holds nozzle and directs chemical, water, or fog streams;
- Administers first aid and other emergency medical treatment;
- Drives engine, ladder, and related equipment;
- Operates fire pumps, ladders, and elevated platforms according to standards;
- Uses judgment in conducting firefighting procedures;
- Demonstrates a high level of teamwork to minimize risk to firefighting personnel;

- Maintains and cleans department equipment and property;
- Participates in continuing and advanced training programs and drills;
- Responds to non-emergency calls for assistance from the public;
- Provides immediate medical assistance in administering first aid to victims;
- Plans and inspects fire station and equipment maintenance and repair activities on a daily basis;
- Performs inspections and inspects buildings for familiarization;
- Studies training materials to stay current on new technologies and processes in firefighting, hazardous materials, fire prevention, management and other areas related to assigned duties and responsibilities;
- Participates in meetings with public regarding fire protection, fire education, and to maintain goodwill;
- Attends meetings, conferences and workshops as requested and authorized;
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Some knowledge of the principles, practices and techniques representing the state-of-the-art in fields of fire prevention, fire suppression, hazardous materials and related technologies;
- Some knowledge of the geography of the area of responsibility, including its layout and location of public utilities and hazardous materials and substances;
- Some knowledge of fire records systems, communications equipment and use, fire computer applications, fire reporting procedures, modern office practices and administration;
- Skill in the operation, use and care of fire suppression equipment, supplies and vehicles;
- Ability to communicate well and establish and maintain effective working relationships with command personnel, supervisory personnel and other department employees, representatives of other public safety agencies and the general public;
- Ability to handle potentially dangerous and hazardous situations;
- Ability to function on a day-to-day basis with close supervision or assistance;
- Ability to communicate well with others both orally and in writing, using both technical and non-technical language, in both ordinary and high stress and emergency situations;
- Ability to use logical thought processes to develop solutions according to written specifications and oral instructions;
- Ability to perform a wide variety of difficult technical tasks with accuracy and speed under the pressure of time-sensitive deadlines and emergency situations;
- Ability to make sound judgments and decisions in high stress and emergency situations and conditions;

- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned tasks.

Minimum Qualifications

- As established in 2.16.370, Butte-Silver Bow Municipal Code; and
- Some experience in firefighting is highly preferred.

Required Special Qualifications

- Ability to pass all tests required in the specified sections of the Butte-Silver Bow Municipal Code.
- Must be a Certified EMT.
- Must be a resident of Butte-Silver Bow during employment according to Butte-Silver Bow Ordinance. See below.

"2.08.010 Residence during employment.

From and after October 1, 1979, all employees of the local government of Butte-Silver Bow shall be bona fide residents within the boundaries of Butte-Silver Bow during the period of their employment by the government of Butte-Silver Bow.

(Ord. 85 § 1, 1979)"

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with department personnel, other employees, and the general public in person and by telephone in both normal and emergency situations;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to observe and inspect a wide variety of fire prevention, fire suppression and related operations and situations;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a wide variety of firefighting equipment in emergency situations;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to visit and inspect a wide variety of locations and to take vigorous physical actions in emergency situations and conditions.

The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities. Tasks and duties of the employee may differ from those outlined above.

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