

Bismarck

Capital City of North Dakota



BISMARCK FIRE DEPARTMENT

Firefighter Applicant Information

Applications Due March 4th, 2019

The following information is provided to give firefighter applicants a better understanding of the firefighter position and the elements involved in the selection process utilized by the Bismarck Fire Department. The department's goal is to maintain an active certification list of qualified candidates for the purpose of filling firefighter vacancies.

Position Information

Bismarck's firefighters perform challenging and rewarding work in preventing, combating, and extinguishing fires, responding to EMS incidents, training, operating and maintaining equipment. The work involves duties of protecting life and property through the performance of firefighting and rescue activities. Firefighters are also required to train and participate in the operation of equipment and apparatus on a very routine basis. Firefighters perform hazardous tasks under emergency conditions. These tasks may require strenuous exertion under conditions as fire, heat, smoke, cramped and hazardous surroundings.

While rescue and firefighting work is the primary area of responsibility, a significant portion of time is also spent inspecting premises for the purposes of fire prevention, preplanning, and delivering public fire education. Firefighters also spend a large part of their day training and drilling, performing routine station and equipment maintenance duties, as well as performing other duties as assigned.



Application Requirements

You must be at least 18 years old, a high school graduate or have a GED, and possess a valid driver's license to apply. If you are team and goal oriented and are interested in a challenging and a rewarding career with the Bismarck Fire Department, submit a completed City of Bismarck application, online at <http://www.bismarcknd.gov/hr>. You will need to upload your resume and supporting credentials including college transcripts, licenses, certifications, training summaries, and any other supporting documentation. A job description is also available on the same website.

In addition, the department has general grooming principles that include but not limited to no gaged ears or facial or tongue piercings. Also, tattoos that could reasonably be interpreted as offensive, obscene, sexual, racial, or religiously discriminatory may not be exhibited while on duty. Head, face, or neck tattoos are not permitted.

Selection Process:

Approximately two weeks prior to the scheduled test date, applications from qualified candidates will be reviewed. After the applications are reviewed we will invite the top applicants to participate in the written test. This is tentatively scheduled to be held in mid to late March. Candidates with the highest aggregate score on the written test and qualification points will advance to the interview and physical ability testing. The interviews and physical ability testing will tentatively be held two weeks after written testing is complete (candidates would be scheduled for one of the two days).

A list of qualified candidates established by the department based on a matrix of all testing components will be placed on a certification list. Candidates will remain on the certification list for a period of approximately one calendar year or until the list is closed by the Director of Human Resources.

When a vacancy is to be filled the three highest ranked candidates on the certification list will be evaluated. The department may make a conditional offer of employment to any one of the three candidates. The candidate would then need successful completion of a medical examination, drug test, and background check before a final offer of employment is made.



Physical Ability Testing

The Bismarck Fire Department requires that candidates successfully complete the physical ability test. Failure of the test will disqualify a candidate from the process. Once employed, all firefighters must participate in a fitness program and successfully complete the test annually. Applicants should participate in a regular fitness program to prepare themselves for the test. It is recommended that applicants receive a medical examination from their personal physician before beginning any fitness program or participating in the test. A detailed description of the physical ability test is available upon request.

Salary

The 2019 firefighter annual salary range is \$49,180. - \$73,770. The starting salary is \$49,180.

City of Bismarck Fringe Benefit Program



EMPLOYER PAID

EMPLOYEE PAID

Health Insurance - 100% employer paid

Dental Insurance

Life Insurance - \$30,000 policy for employee

Pension Plan: employee contribution (non-optimal)

Workers compensation

Voluntary Life Insurance for employee

Unemployment compensation

Dependent Life Insurance for spouse & children

Employee Assistance Program

Vision Insurance

Long Term Disability

Flexible Spending Accounts (125 Cafeteria Plan)

ICMA 457 Deferred Compensation plan - optional

Additional Benefits

- Annual and Sick Leave
- Wellness Program
- Tuition Reimbursement Program
- 10 paid Holidays per year
- Annual Medical Examinations
- Uniforms and Equipment
- In-service Training
- On-duty fitness training
- Annual fitness evaluation and fitness prescription

For details and to apply online: www.bismarcknd.gov/jobs

For more information: Wes Long Feather at 701.355.1334 or wlongfeather@bismarcknd.gov

Must be legally authorized to work in the United States. No sponsorships considered. Subject to physical, pre-employment drug testing and background checks.

The City of Bismarck is an Equal Opportunity Employer

Department Strategies

Emergency Response

Safeguard the community by providing appropriate personnel and equipment capable of effectively mitigating natural and man-made emergencies, which are common or have significant potential to occur in our community.

Prevention

Work to reduce the occurrence or impact of natural and man-made emergencies that are common or have significant potential to occur in our community by enforcing codes, planning, and educating the public.

Administration

Provide the administrative organization processes and policies necessary to accomplish the mission of the department in order to provide the best value for the City of Bismarck.

Workplace

Provide a work setting that helps the employees use their abilities to accomplish the mission of the department while fulfilling their professional ambitions.



Mission Statement

To be an innovative leader in fire services and emergency management.

Vision

To be a proactive organization protecting life and property for the City of Bismarck.

Core Values

The standards for behavior that all employees are to model in their personal work behaviors, decision making, contribution, and interpersonal interaction.

Integrity

- Trust, adherence to moral and ethical principles

Nice

- Kind, pleasant, caring

Commitment

- Engaging, involvement, dedication

Honesty

- Uprightness, fairness, reliability

Excellence

- Talent or quality which is unusually good and surpasses ordinary standards

Support our Neighbors

- Lend a helping hand