The City of Milwaukee Fire Department is an Equal Opportunity Employer

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 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.

THE 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:

- 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.
- Assist with safety education, community and recruitment events.
- Assist with special projects as assigned.

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 5th, 1997 *–or–* before September 1st, 1995 are not qualified for this Fire Cadet examination.
- High School graduation prior to July 1, 2015, 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)]

KNOWLEDGE, SKILLS, ABILITIES AND 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.

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

SALARY RANGE AND BENEFITS

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.

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.
- 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.

FIREFIGHTER APPOINTMENT

A Fire Cadet may become eligible for appointment to a 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 Candidate Physical Ability Test.
- Passing a Firefighter medical examination, psychological evaluation, drug screen test, and updated background investigation prior to appointment to Firefighter.
- United States citizenship.

SELECTION PROCESS

The examination process may include a written test, oral interview, physical ability test, 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 examinations are tentatively scheduled for January 2015 with an anticipated class start date in August 2015.

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 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 may be obtained from www.milwaukee.gov/jobs. Preference points claim forms and supporting documentation must be received or postmarked by December 5, 2014 by the Fire and Police Commission, Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI 53202-3554 or at fpc@milwaukee.gov.

APPLICATION PROCESS

The application process must be completed online. The online application will be available on **September 19, 2014** and accepted through **December 5, 2014**. The online application form and 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.

FIRE CADET – 2015