

# CITY OF BRADFORD - Notice

## Firefighter Examination

The Municipal Civil Service Commission for the City of Bradford (the "Commission") will be administering an **entry level** examination for the position of **Firefighter EMT/Paramedic**. The written examination will be **November 1, 2024 at 9:00 AM**. The location of exam will be the Greater Bradford Senior Center 60 Campus Drive, Bradford, PA 16701. The City of Bradford is located in Northwestern Pennsylvania and has a population of approximately 7,800 residents. The Bradford Fire Department currently has 20 sworn, full-time firefighters. The 2024 current salary of **first year Firefighter** is \$41,618.75 EMT, \$44,193.75 Paramedic that increase at the beginning of the second year (*salaries are subject to change based on IAFF Union contract*). Firefighters are entitled to an employee benefits package and scheduled longevity pay increases. Entry level applicant candidates **MUST successfully complete EMT/Paramedic and EVOC/EVDT certifications must be current valid at the time of a conditional offer of employment with the City of Bradford.**

Test applications for the position of **Entry Level Firefighter EMT/Paramedic** are available online ([www.bradfordpa.org](http://www.bradfordpa.org)) or in person during regular business hours (8:00 AM to 4:30 PM Monday thru Friday) at City Hall, 24 Kennedy Street, Bradford, Pennsylvania 16701. Applications must be returned to the Human Resources Department by **Thursday, October 24th, 2024 at 4:30 PM** with a non-refundable test fee for twenty-five **\$25.00**. Payment can be in the form of cash, check or money order payable to:

**"City of Bradford Treasurer."**

Applicants that receive a passing score on the Physical Agility Testing can proceed to the written examination. Which will be competitive with a minimum passing score of 70%. Only the top scores on the written examination, with a score of 70% or higher, can proceed to the next step in the overall selection process—the Oral Examination. Any tying scores on the written examination will be broken based on the date and time of filing the application with the Human Resources Department; the earlier date and time will declare the higher position. Eligible candidates will then be required to undergo Background Investigation and Drug Screening.

Each applicant must successfully attain a passing score on **each** element of the examination to be considered for employment subject to such other weighing, preferences and criteria required by the Civil Service Commission's Rules and Classifications and by law. Successfully hired firefighters **MUST establish residency** within Bradford City limit parameter within 90 days from date of hire. Eligible candidates must review the Bradford Fire Department policies and meet the requirements upon a conditional offer of employment.

### 1. OVERALL SCORING:

#### ELEMENT PASSING SCORE WEIGHING

Written Examination 70%  
Oral Examination 70%  
Physical Agility Pass/Fail  
Background Investigation Pass/Fail  
Medical Examination/Drug Screening Pass/Fail

### 2. PHYSICAL AGILITY REQUIREMENTS

Applicants who receive passing scores on their Oral Examination will receive written notification advising them that they have been scheduled for one day processing.

### 3. MANDATORY ELIGIBILITY REQUIREMENTS

In order to be an eligible candidate for appointment to the position of Firefighter, an applicant must have the following qualifications:

- EMT/Paramedic certification and EVOC/EVDT, evidenced by providing written verification to the Human Resources Department at the time of a conditional offer of employment with the City of Bradford;
- U.S. Citizenship, evidenced by a copy of a Birth Certificate or Naturalization Papers, with a copy attached to the candidate's application;

- High School Diploma or GED completion, with a copy of diploma or GED attached to candidate's application;
- Valid driver's license in good standing, with a copy attached to the candidate's application;
- At least 18 years of age on the date of the written examination;
- Be of excellent moral character; able to submit to and obtain current Act 34 Pennsylvania criminal history clearance, Act 151 Pennsylvania Child Abuse history clearance and FBI federal criminal history fingerprint based clearance.

In addition, a candidate must attain a residence in the City of Bradford within 90 days from date of his or her appointment to the Fire Department, proven by deed, rent receipt, lease, and/or utility bills.

#### **4. VETERANS' PREFERENCE**

Qualified veterans who receive a passing score on both the written and oral examination will receive an additional ten (10) points added to their total score in recognition of their military service. A photocopy of service discharge, DD Form 214, or other military document(s) showing date of entry, successful completion of basic training, character of service, and completion of military service commitment must be provided to the Human Resource Department at the time of application.

#### **5. DURATION OF LIST**

The list of the successful candidates for appointment may be maintained for a period of two (2) years from the date that said list is certified by the Commission, unless extended by the Commission for good cause shown. The list will be certified by the Commission after the compilation of all eligibility criteria described above and in accordance with the Commission's Rules and Classifications. The Commission reserves the right to de-certify the list after the expiration of six (6) months.

#### **6. PLACEMENT ON COMMISSION LIST**

Placement on a list certified by the Commission does not guarantee an appointment as a Firefighter. Appointment is at discretion of the appointing authority within the rule of (3).

#### **7. REASON FOR TESTING**

This Firefighter examination is being offered at the request of the appointing authority to permit the filling of vacancies as they occur.

#### **8. FALSE INFORMATION OR ISSUANCE OF BAD CHECKS**

Providing false information on an application, cheating or any other attempt to defraud the Commission's Examination process is strictly prohibited and will result in disqualification, decertification and/or criminal prosecution, as determined by the Commission and by law. Submission of bad checks will disqualify an applicant from sitting for the written examination.

#### **9. AMERICAN WITH DISABILITIES ACT NOTICE**

Any applicant seeking accommodation under the American with Disabilities Act in any examination must submit a written request with supporting documentation from a treating physician or other qualified professional by Thursday, October 24, 2024 to the Commission at the address: Civil Service Commission - City of Bradford, 24 Kennedy Street, Bradford, PA 16701.