



candidate information

Thank you for your interest in a career position with Anne Arundel County Fire Department.

This packet provides some general information that should be helpful to you during the hiring process for our entry-level firefighter/EMT position (FIREFIGHTER II). This information is not comprehensive; however it should give you insight about the department, the job, and recruit training.

In addition to this document, the following information and preparatory guides are available online at www.aacounty.org (click on Employment; Job Announcements; Fire Department Information). Printed copies of these documents are available from the Office of Personnel (2660 Riva Road, Annapolis, Maryland 21401) and from the Fire Department Headquarters (8501 Veterans Highway, Millersville, Maryland 21108).

1. Written Exam Study Guide
2. Interview Preparation Sheet
3. Background Investigation Info Sheet
4. Benefits/Promotions Information Packet
5. Driving Directions (to various locations)
6. Anne Arundel County Fire Department Background Book
7. Workplace Harassment and Discrimination Policy and Complaint Procedure

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Job announcements with the job application are posted online on the county's web site. Apply online at www.aacounty.org (click on Employment; Job Announcements; County External Job Openings and scroll down to the position title)

Office of Personnel
Heritage Office Complex
2660 Riva Road
Annapolis, MD 21401
TEL 410-222-7595
EMAIL recruiter@aacounty.org

Fire Training Academy
8437 Maxwell Frye Road
Millersville, MD 21108
TEL 410-222-8360
FAX 410-987-8704
EMAIL firetraining@aacounty.org

Fire Marshal's Office
(Background Investigation)
Heritage Office Complex
2660 Riva Road
Suite 290
Annapolis, MD 21401
TEL 410-222-8200
FAX 410-222-7874

Fire Dept Employment Hotline
TEL 410-222-8282
EMAIL [fdrecruit @aacounty.org](mailto:fdrecruit@aacounty.org)



THE COUNTY

COUNTY EXECUTIVE

John R. Leopold

Anne Arundel County, Maryland, is an area rich in history, natural resources and economic opportunity. Anne Arundel County attracts business and new residents because of its central location between Baltimore and Washington, its superior transportation networks, and the natural beauty and recreational opportunities its 533 miles of shoreline offer. The population of Anne Arundel County is projected to grow throughout the twenty-first century from 485,800 in 2000 to 563,000 in 2030.

THE FIRE DEPARTMENT

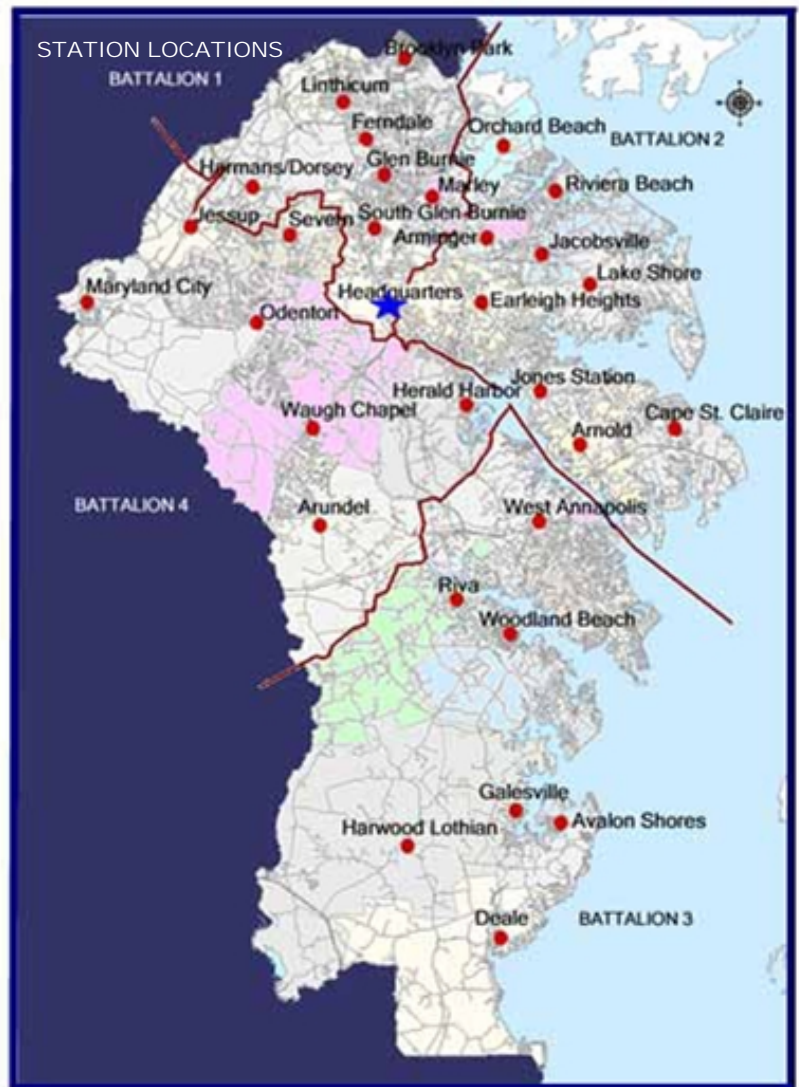
FIRE DEPARTMENT CHIEF

David Stokes, Sr.

Anne Arundel County Fire Department provides emergency medical services, fire protection, fire prevention education, fire investigation and fire code enforcement to this unique place in Maryland. The challenges facing the Fire Department range from providing the highest level of emergency medical services possible to extinguishing fires, performing specialized rescues, mitigating hazardous material spills, dispatching 9-1-1 calls, educating county residents about safety, and handling fire investigations and code enforcement.

Services are provided by a staff of over 800 uniformed and civilian employees with over 450 certified volunteer personnel operating out of 30 Fire Stations, the Training Academy, the Logistics Support Center, Heritage Office Complex, and Department Headquarters.

(February 2006)





The position of Firefighter II provides direct service to the citizens of Anne Arundel County government primarily in emergency medical service followed by rescue and fire suppression response and mitigation

ESSENTIAL FUNCTIONS OF FIREFIGHTER II

Provides Emergency Medical Services (EMS):

(emotional, mental requirements)

Performs medical support for citizens involved in injury or illness including trauma

Lifts onto and carries individuals on stretchers and into transport units (protocols- quick thinking, reacting, typical situations)

Performs water rescues including from boat or pier

Responds to Fire Alarms:

Carries out and follows responsibilities in full turn out gear including face-mask of self contained breathing apparatus weighing approximately 55 lbs.

Lays out hoses- requires pulling and dragging about a 115 lb. uncharged hose

Connects hose and nozzle- requires quick manual dexterity and physical strength in hands

Directs water streams- requires control over 75 lb. hose line with visual and mental acuity to quickly and properly direct stream on fire

Removes ladders from apparatus- positions, raises, climbs and replaces ladders on apparatus. Each individual must complete this procedure with a 24 ft. ladder weighing 120 lbs. in addition to assisting with other ladder evolutions as part of a ladder crew. Climbs or spots climber on both extension and aerial ladders which can be extended up to 110 ft. above the ground.

Crawls on hands and knees over debris, hard surfaces and in confined spaces, across roof joists etc.

Climbs and crosses roofs and repels from high rise buildings. Operates various types of equipment on a variety of fire department apparatus including extinguishers, rescue tools, axes, shovels, valves, nozzles, deck pipes smoke ejectors, etc.

Creates openings in buildings for ventilation or entrance, using ax, chisel, crowbar, electric saw, rabbit tool and other power equipment weighing up to 60 lbs.

Removes persons from danger, carries victims to safety, drag bodies or removes obstructions to provide assistance to trapped individuals using proper techniques and requiring application of ingenuity to effect rescue.

Must be able to recognize, define, and explain hazardous material placarding

Must be able to hear and recognize sounds associated with emergency situations and take proper measures to react and respond to audio information

Performs Maintenance and Repair to Include:

Minor repairs and preventative maintenance of assigned equipment

Station maintenance and repair

Reads and interprets policies, procedures, logs and inspection reports.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Ability to learn and apply firefighting and emergency medical principles, practices, methods, techniques, and equipment to work situations.

Ability to climb ladders, work at heights, lift heavy weights with assistance, and crawl in confined spaces or over physically hazardous terrain.

Ability to perform arduous work under adverse conditions over extended periods of time.

Ability to operate motor vehicles and emergency tools and equipment safely.

Ability to do routine station house maintenance.

Ability to read, interpret, and follow rules, regulations, written or oral instructions or orders.

Ability to establish and maintain effective work relationships with superiors, and employees, volunteer firefighters, and the public.

Ability to respond to highly stressful situations and calmly assist individuals involved in traumatic situations which may involve serious injury.

WORK SCHEDULE

FFII's are generally assigned to one of the 30 county fire stations and work a rotational shift.

24 hours worked followed by 72 hours off from work— will be implemented.



Successful candidates who are hired as fire recruits are provided months of preparatory training before they are assigned to the field under the supervision of a field training officer. Most training takes place at Anne Arundel County Fire Department's Training Academy; although some activities and classes are scheduled offsite.

Physical Fitness

The job of a firefighter/EMT is one of the most physically demanding jobs in the world. It requires high levels of cardiopulmonary endurance, flexibility, muscular strength and muscular endurance. Body composition is also considered a key area of physical fitness. Excess body fat increases the workload placed upon the body and decreases the body's ability to dissipate heat. A physically fit firefighter has the ability to perform physical activities, such as job tasks, with enough reserve for emergency situations.

To be successful during your training at the Anne Arundel County Fire Academy, you must be physically fit, as a normal fire school day is 10 hours long. As a recruit in fire school, you will be faced with many physical challenges. Carrying, raising and climbing ladders, moving fire hoses, wearing personal protective equipment (including self contained breathing apparatus) and loading and lifting patients, are just a few of the many activities which require a high level of fitness.

Fire School is physically challenging and it is very important to give yourself advance preparation. To prepare for the academy, you will be well served by participating in a physical fitness program that includes a total body program. This would include aerobic, anaerobic, flexibility and strength training. An individual who has outstanding cardiopulmonary endurance but lacks muscular strength or muscular endurance will not be successful, nor will someone who is physically strong but lacks cardiopulmonary endurance.

You are encouraged to consult with a physician prior to beginning an exercise and fitness training program. Tailor the program to your own personal needs or work with a trainer who can help prepare you. You will want to vary the focus of your training—if you run several miles every other day, then you may want to concentrate on muscular strength on the other days.

Academic/Practical Skills Requirements

Recruit Class academics are mentally rigorous and physically challenging. More than 40% of your training will be spent in a classroom environment. You will be expected to understand basic chemistry concepts as they relate to the science of fire and fire behavior. You will need to understand basic math concepts as they relate to hoses and streams and safe working loads for rope rescue.

Your reasoning skills will be stretched as you are trained to select from a variety of solutions in solving a problem or addressing an emergency. You must have the academic ability to comprehend a wide array of medical terminology, and then recall that terminology during the diagnosis and care of an injured or unconscious patient. Bear in mind that all of the above, in real life, will have to be done in a stressful, sometimes chaotic environment.

Much of your time in Fire School will be spent at a desk, in a lecture setting. You will need the ability to focus and maintain your attention on the instructor. You will need to be a good note taker. Good reading comprehension is an absolute must.



Several texts (Essentials of Firefighting, Rescue Technician, Hazmat, and EMTB) will be issued during Fire School. It is impossible to learn all that is necessary from these manuals during regular class hours only. Therefore, it is imperative that you develop excellent study habits and make the necessary life style adjustments that will give you the best chance of understanding and completing all academics. Homework, especially in the form of studying, will be critical to your academic success.

As a recruit in Fire School you will be trained in a multitude of subject areas. A written quiz will be given at the completion of each subject area to ensure you have mastered the necessary subject matter. Written examinations will be administered at various points throughout the Recruit Training Program to document your comprehension of various medical/firefighting practices, skills and abilities that are presented during classroom sessions, practical sessions and material found in printed texts.

Medical Certifications

Emergency medical training is another component of training for recruits. The level of medical certification you have upon entry into the academy will determine which course(s), if any, you must complete. Recruits who fail to complete any portion of their training successfully will be subject to immediate termination.

A recruit who does not possess either Maryland or National Emergency Medical Technician Basic (EMT-B) will be required to successfully complete the EMT-Basic program. Reciprocity may be possible for out of state EMT-B certification.

Recruits who successfully complete the EMT-B program, must later enroll in and successfully complete Emergency Medical Technician-Paramedic training.

Background Investigations

A background investigation will be conducted into your employment, academic, driving, criminal, and related history. This information will be evaluated when determining which candidates will receive conditional offers of employment.

Complete and honest responses on the Personal History Statement are very important as misrepresentations or incomplete disclosures could lead to your removal from further consideration or even, termination of employment.