



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 position. 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/fire, click on Employment. 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. Candidate Information Packet
2. Fire Department Background Book
3. Background Investigation Information Sheet
4. Interview Preparation Guide
5. Written Exam Study Guide
6. Candidate Physical Agility Test (CPAT)
7. Workplace Harassment & Discrimination Policy
8. Driving Directions to the Written Test

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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 Jobs; Job Announcements; and scroll down to the position title)

Office of Personnel

Heritage Office Complex
2660 Riva Road
Annapolis, MD 21401
TEL 410-222-7595

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 410-222-7884
FAX 410-222-7874



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THE COUNTY

COUNTY EXECUTIVE

Steven R. Schuh

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.

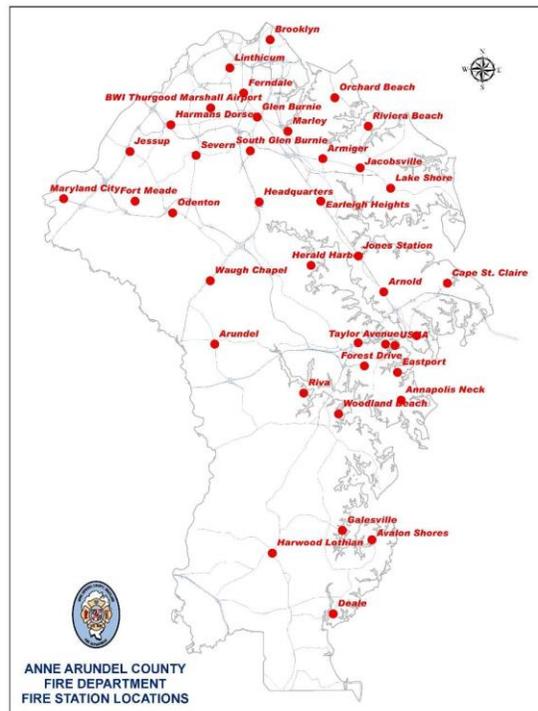
THE FIRE DEPARTMENT

FIRE DEPARTMENT CHIEF

Allan C. Graves

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 850 uniformed and civilian employees with over 550 certified volunteer personnel operating out of 31 Fire Stations, the Training Academy, the Logistics Support Center, Heritage Office Complex, and Department Headquarters.





CANDIDATE INFORMATION

ENTRY LEVEL FIREFIGHTER

The position of entry level Firefighter 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 ENTRY LEVEL FIREFIGHTER

Provides Emergency Medical Services (EMS):

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

Job entails heavy lifting of patients and medical equipment. Requires quick thinking in accordance with protocols and training.

Performs water rescues including from boat or pier

Responds to Fire Incidents:

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.

Directs water streams- requires control over 75 lb. hose line 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, 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.

Interpretation and application of 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 without 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

Firefighters are generally assigned to one of the 31 county fire stations and work a rotational shift.



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 the Anne Arundel County Fire Department's Training Academy, although some activities and classes are scheduled offsite.

Physical Fitness

The job of an Entry Level Firefighter is one of the most physically demanding jobs in the world. It requires high levels of cardiopulmonary endurance, flexibility, muscular strength and muscular endurance.

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 8 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 in a lecture setting.

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.



Several texts (Essentials of Firefighting, Rescue Technician, Hazmat, EMTB) will be issued during Fire School. It is impossible to learn all that is necessary from these manuals during regular class hours. 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 successfully complete any portion of their training 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.