

ALVA

OKLAHOMA

WHERE CHARM AND ADVENTURE MEET

TITLE: Firefighter I (1 Full-Time Position)
DEPARTMENT: Fire
REPORTS TO: Fire Chief
FLSA STATUS: Non-Exempt
GRADE: FF1
SALARY: \$33,288 to \$44,498.59 (Applications can be obtained in the City Business Offices)

Applications are due by the end of business on May 1, 2026, at 5:00 p.m.

Physical Agility Test May 2, 2026, 8am at the Alva Fire Department Located at 415 4th Street.

Workout attire recommended for physical agility test.

Must have Physician Physical Agility Release Signed before Physical Agility Test.

NATURE OF WORK

This is a non-exempt position performing fire suppression, prevention, life safety duties, and driving apparatus in the fire department.

ESSENTIAL JOB FUNCTIONS

- Performs firefighting duties such as combating, extinguishing and preventing fires, and answering emergency calls with an engine, ladder or miscellaneous vehicles. Lays and connects hoses, direct water onto burning structures, raises and climbs ladders; uses other firefighting techniques such as ventilating burning buildings (chopping holes in floors or roofs); administers first aid to injured persons; performs salvage operations; and inspects assigned district to assure knowledge of access, fire hazards, etc.

- Trains for and participates in the protection of life and property by firefighting and rescue activities. Participates in fire drills and attends training classes in firefighting, first aid and related subjects.
- Handles routine custodial maintenance of the fire department equipment (such as oxygen breathing equipment, resuscitation equipment, etc.), apparatus and quarters.
- Conforms to the safety requirements of the department.
- Performs other duties as assigned.

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED

Since this is an entry level classification, most of the qualifications include the ability to: learn firefighting skills, first aid, apparatus and equipment maintenance, etc. The applicant is required to pass a state required physical examination.

SUPERVISORY RESPONSIBILITY

None

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

Must possess a valid driver's/chauffeurs license and have a driving record acceptable to City's insurance carrier.

KNOWLEDGE, SKILLS AND ABILITIES

- Operate both as a member of a team and independently at incidents of uncertain duration.
- Perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow of 40 liters per minute.
- Perform complex tasks during life-threatening emergencies.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Face life or death decisions during emergency conditions.
- Exposed to grotesque sights and smells associated with major trauma and burn victims.
- Make rapid transitions from rest to near maximal exertion without warm-up periods.
- Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
- Use manual and power tools in the performance of duties.
- Rely on speech, as well as senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.
- Lift varying weights and carry said weights, without stopping, for various distances.
- Drives assigned piece of firefighting or rescue apparatus to fires and other emergencies, transporting emergency personnel; operates pumps and other mechanical equipment.
- Relays and receives radio messages from superior to fire dispatchers.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

REVISED: September 2022

- Cleans and services the assigned apparatus; reports mechanical failures to superior.

PHYSICAL/MENTAL REQUIREMENTS

- Wear personal protective equipment that weighs approximately 50 pounds while performing work related tasks.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

- Spend extensive time outside exposed to the elements.
- Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400° F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body cooling mechanisms.
- Experience frequent transition from hot to cold and from humid to dry atmospheres.
- Work in wet, icy, or muddy areas.
- Perform a variety of tasks on slippery, hazardous surfaces such as on roof tops or from ladders.
- Work in areas where sustaining traumatic or thermal injuries is possible.
- Face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, carbon monoxide, or organic solvents either through inhalation or skin contact.
- Face exposure to infectious agents such as hepatitis B or HIV.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

REVISED: September 2022

ALVA

OKLAHOMA

WHERE CHARM AND ADVENTURE MEET

Application for Employment

Candidate's Name: _____ Date: _____

Address: _____ Email: _____

Telephone Number: _____ Date of Birth: _____

Are you 18 years of age or older?

Yes No

Are you either a U.S. citizen or an alien authorized to work in the U.S.?

Yes No

Have you ever worked or attended school under another name? If so, under what name?

Position Desired

Position: _____ Start date available: _____

Wage rate desired: \$ _____ Hourly Monthly Annually

Do you prefer: Full-time Part-time If part-time, hours per week desired: _____

Hours you are available to work: _____

Days of week you are available to work: _____

Are you able to work: Weekends

Holidays

Nights

Overtime

Have you previously worked for the City of Alva? Yes No

Dates of employment with the City of Alva: from _____ to _____

Reason(s) for leaving: _____

Former supervisor(s) at this company: _____

How did you learn about this opening? _____

Education

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Post-Graduate Education:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education, training or special skills:		

Skills

Typing speed (WPM): _____

Are you experienced in using personal computers? Yes No PC Mac

Are you able to use [name any software programs that are required for the position, e.g., Microsoft Word or Excel? What other programs are you capable of using?

Work Experience

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.			
Employer:		Address:	
From	To	Position Held:	Reason for Leaving:

Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Compensation:		Final Compensation:
Employer:		Address:
From	To	Position Held:
		Reason for Leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Compensation:		Final Compensation:
Employer:		Address:
From	To	Position Held:
		Reason for Leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Compensation:		Final Compensation:
Employer:		Address:
From	To	Position Held:
		Reason for Leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Compensation:		Final Compensation:
Employer:		Address:
From	To	Position Held:
		Reason for Leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Compensation:		Final Compensation:

References

Identify three persons who know your work, beginning with the most recent.

Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

Authorization and Acknowledgements

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

Candidate's Signature

Date

EMPLOYER NOTES:

If you are considering obtaining applicant or employee background checks through a third party provider, it is vitally important that you comply with the federal Fair Credit Reporting Act (FCRA). Background checks typically include a variety of information from various sources, including credit reports. The FCRA imposes a number of requirements on employers who obtain and utilize background checks, including a number of **very specific notice and disclosure requirements, which are not reflected in this sample employment application.**

Please note that your state may also have very specific requirements for conducting background checks. Some states limit or restrict the use of information gained through background checks, including arrest and conviction records as well as credit reports. Employers are strongly advised to consult a knowledgeable employment law attorney before conducting any type of background checks on applicants or current employees.



Oklahoma Firefighters Pension and Retirement System

6601 Broadway Ext., Suite 100
Oklahoma City, Oklahoma 73116-8214
1-800-525-7461 · (405) 522-4600 · Fax (405) 522-4643
www.ok.gov/fprs



MINIMUM PHYSICAL PERFORMANCE TEST/AGILITY

Date _____

Candidate Name _____ SS# _____

The candidate, shall be required to complete and pass a minimum physical performance or agility test. The requirements for the test may be incorporated into actual essential job functions test, if equivalent to the requirements listed below and with prior approval by the State Pension Board of the performance test.

The candidate must sign Form 10, a Waiver and Release of any and all liability from injuries incurred as a result of the physical performance test.

There shall be a minimum of six functions that shall be verified when the candidate is tested. The pass-fail test shall be part of the candidate's pension records. (Form 9)

The Candidate shall complete one of the following:

Check One:

1.
 - (a) _____ Run 1 1/2 miles within 13 minutes.
 - (b) _____ Walk 3 miles within 38 minutes.
 - (c) _____ Bicycle 4 miles within 12 Minutes
 - (d) _____ Swim 500 yards within 8 minutes and 20 seconds.
 - (e) _____ Run in place 75 steps per minute for 15 minutes.
 - (f) _____ Run on motorized horizontal treadmill at 10 miles per hour for 6 minutes.
 - (g) _____ Climb stairs consisting of 10 steps at 9 round trips per minute for 9 minutes.

Time: _____ Pass/Fail _____

Comments: _____

2. The Candidate shall perform 35 bent-knee sit-ups within 2 minutes.

Time: _____ Pass/Fail _____

3. The Candidate shall complete one of the following:

- (a) _____ Flexed arm hang-minimum time: 8 seconds (palms away)
- (b) _____ Pull-ups minimum: 7 (palms away)
- (c) _____ Push-ups (standard) - minimum: 25

Time: _____ Pass/Fail _____

Comments: _____

4. The candidate, given a beam secured to a level floor and measuring 20 ft. (6m) long by 3 to 4 in. (76 to 102mm) wide and given a length of fire hose weighing at least 20 lb. (9 kg.), shall walk the length of the beam, carrying the length of hose, without falling off, or stepping off the beam.

Pass/Fail _____

Comments: _____

5. The candidate, given a weight of 125 lb. (57 kg.) shall lift the weight from the floor and carry the weight 100 ft. (305m) without stopping.

Pass/Fail _____

Comments: _____

6. The candidate, starting from an erect position with feet apart, the distance approximately shoulder width, shall move a 15 lb (7kg.) weight in the following manner: bend over, grasp the weight with both hands while it is at a point on the floor between the feet, and lift weight to waist level, then place the weight on the floor approximately 12 in. (305 mm) outside the right foot. The weight shall then be moved alternately in the fashion from left foot to waist level, to right; right to waist level to left until it has been moved 7 times in each direction with the total horizontal distance of travel being at least 21 in. (610 mm) more than the space between the feet for each of the 14 moves. This shall be done in less than 35 seconds.

Pass/Fail _____

Comments: _____

Individual Giving Test _____

Employed By: _____

Position: _____

We the undersigned have read the Physical/Agility Test requirements for fire service candidates. We have witnessed the foregoing agility test of _____, and hereby certify the candidate has Passed/Failed the agility test. _____

Witness: _____ Witness: _____

Employed By: _____ Employed By: _____

Position _____ Position _____

State of Oklahoma)
) SS.
County of _____)

Fire Chief

The foregoing instrument was acknowledged before me this _____ day of _____, _____,
by _____.

My commission expires _____

Notary Public

Alva Fire Department Physical Agility Skills

Candidate Name _____ Date _____

78 ft. Ladder Climb _____ (Pass/Fail) SCBA Exercise _____ (Pass/Fail)

These exercises are scored on a pass/fail basis. Successful completion is the goal. Candidates will not be timed.

78 ft. Ladder Climb

The candidate, wearing a safety harness and tethered with a safety line, will climb the 78 ft. Ladder while it is fully extended and at an appropriate angle for climbing. The candidate will start at the base of the ladder and climb in a slow, safe, and continuous manner to a point where the candidate can grasp the top most rung of the ladder with both hands at the same time. The candidate may pause for a period of no more than 20 seconds, and then return down the ladder in a continuous manner to the base. A momentary pause for readjustment, moving safety harness, etc. will not penalize a candidate.

Self-Contained Breathing Apparatus Exercise

The candidate will be properly instructed on the donning of a self-contained breathing apparatus (SCBA). While using the SCBA, the candidate will carry the rescue manikin a total distance of 100 ft. A traffic cone will be placed at the start and at 50 ft. The rescue manikin will be carried however the candidate sees fit to a second traffic cone at 50 ft., he/she will then walk around the cone. The course will be completed when the rescue manikin has cross the first cone. This task does not have to be completed in a continuous fashion. The candidate will not be penalized if the rescue manikin is dropped.

Signature of Individual Giving Test _____

•



Oklahoma Firefighters Pension and Retirement System

6601 Broadway Ext., Suite 100
Oklahoma City, Oklahoma 73116-8214
1-800-525-7461 · (405) 522-4600 · Fax (405) 522-4643
www.ok.gov/fprs



WAIVER AND RELEASE

I, _____, having filed an application to participate in examinations to be held for the position of an eligible Firefighter for the _____ Fire Department and participation in the Oklahoma Firefighters Pension and Retirement System. Having been advised that as part of these examinations, it will be necessary for me to demonstrate my strength, endurance, and physical ability in a series of tests, do hereby and in consideration of the City or Fire Protection District of _____, Oklahoma, having permitted me to participate in the Department of the City of _____, and the Oklahoma Firefighters Pension and Retirement System, do release these entities from any and all claims whatsoever which might occur or arise as a result of any injury or damage that I may sustain as a result of participating in such examinations. I make this release for myself, my heirs, executors, and administrators and do hereby release the participating employer, local pension board, and the Oklahoma Firefighters Pension and Retirement System as well as it's employees or agents from any or all liability for damages incurred as a result of these tests.

(Applicant writes in his/her own hand: "I certify that I have read the foregoing Waiver and Release and understand it's provisions.")

Date

Signature of Applicant

SS:# _____

NOTE: Applicant must read, write the "statement" legibly, and sign, in order to participate in the PHYSICAL PERFORMANCE/AGILITY TEST.

PHYSICIAN RELEASE

I, _____, do certify that I am a physician, duly licensed by the laws of the State of Oklahoma, and that as such, I have examined the applicant and reviewed the physical performance/agility test, and find applicant (to be/ not to be) physically able to perform said physical performance/agility test.

Date

Signature of Physician

NOTE: Although the physician's release is optional, applicant is strongly advised to obtain said release.