



City of Tupelo

Jason L. Shelton
Mayor

Human Resources Department
Contanna B. Purnell, Deputy Director

COUNCIL

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Ward Two

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Ward Four

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Ward Five

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Ward Six

Willie Jennings
Ward Seven

Friday, March 16, 2018

"All requested documentation must be turned into the Human Resources Department by Friday, June 1, 2018. All eligible candidates must attend a mandatory orientation on Monday, June 4, 2018."

Dear Applicant:

The City of Tupelo Fire Department is accepting applications for the position of fire fighter. You must be 18 years of age. A copy of a high school diploma or G.E.D., a copy of a valid driver's license, and a copy of your Work Keys certificate must be submitted to the City of Tupelo Human Resources Department by Friday, June 1, 2018 to be considered for an entry-level firefighter position. PLEASE HAVE COPIES ALREADY MADE.

The City of Tupelo Fire Department will be giving a mandatory orientation at 5:30 p.m. on Monday, June 4, 2018 at the BancorpSouth Arena. Any applicant that does not attend this orientation will be ineligible for testing.

This orientation will also include a spousal orientation which will give your significant other a chance to ask questions and learn more about what is required in order to be a part of the City of Tupelo Fire Department. It is strongly recommended that you bring your significant other with you for this orientation.

The Physical Agility Date: Friday, June 8, 2018

The Field Day: Saturday, June 9, 2018

If you have any questions, please contact Eric Lindley with the Human Resources Department at (662)841-6487. Also, please feel free to contact Ro Traylor, Training Officer with the Tupelo Fire Department at (662) 841-6439.

Sincerely,

Contanna B. Purnell
Human Resources Deputy Director



Tupelo Fire Department Fire Fighter Application Process

Fire Department Candidates:

Persons wishing to seek employment with the Tupelo Fire Department (TFD) may do so by bringing a copy of their High School Diploma or GED, Work Keys Certificate with a minimum score of Silver and completing an application with the City of Tupelo Human Resources Department by the scheduled deadline. **“FRIDAY, JUNE 1st, 2018”**

Once an application has been completed it will be placed on an active status but must be updated every ninety days to remain active.

When the Tupelo Fire Department needs eligible candidates for the position of fire fighter the City Human Resources Department will provide and/or mail a notice to everyone on the active status that a test will be given. All eligible candidates will be notified of the date and location of the orientation class for the mandatory test examination. At the orientation class, the candidates will be given the physical abilities test date and location.

The hiring process for new fire fighters will be given in (5) five phases: Written Exam (Work Keys), Mandatory Orientation, Physical Fitness exam, Oral interview, and Firefighter Field Day*. The fire fighter candidate must complete each phase with a passing score to become eligible for hiring. The City of Tupelo Fire Department will be giving a mandatory orientation at 5:30 p.m. on Monday, June 4, 2018 at the BancorpSouth Arena. Any applicant that does not attend this orientation will be ineligible for testing.

This orientation will also include a spousal orientation which will give your significant other a chance to ask questions and learn more about what is required in order to be a part of the City of Tupelo Fire Department. It is strongly recommended that you bring your significant other with you for this orientation.

*** The Firefighter Field Day is the only phase that is optional.**

Phase One – Written Examination

Prior to taking the test, the candidate must have possession of a valid driver’s license and social security card to verify identification for testing. The test site is:

WIN JOB CENTER

3200 Adams Farm Road Suite 2

Belden, MS 38826

Proctor: Stephanie Kitchens/ srkitchensn@iccms.edu

Phone: (662)407-1203

The written examination will have (3) three individual tests:

- AM – Applied Math
- LI – Locating Information
- RFI – Reading for Information

All three tests must have a minimum score of Silver to move to the next phase. You may take the tests as many times as needed up to the deadline of **Friday, June 1st, 2018**. First attempt is free; to retake any part of the written examination there is a cost per individual test that must be paid by the firefighter candidate.

Please note that once you complete the WorkKeys test, you will need to bring a copy of the certificate to Human Resources in order to be considered for employment.

Phase Two- Mandatory Orientation: Monday, June 4th, 2018

The City of Tupelo Fire Department will be giving a mandatory orientation at 5:30 p.m. on Monday, June 4, 2018 at the BancorpSouth Arena. Any applicant that does not attend this orientation will be ineligible for testing.

This orientation will also include a spousal orientation which will give your significant other a chance to ask questions and learn more about what is required in order to be a part of the City of Tupelo Fire Department. It is strongly recommended that you bring your significant other with you for this orientation.

Phase Three- Physical Abilities: Friday, June 8th, 2018

The candidate must complete a one and a half mile run in 13 minutes or less, do 25 push-ups in 2 minutes or less, do 35 bent knee sit-ups in 2 minutes or less, and do 3 palms away pull-ups in 1 minute or less.

Probationary Firefighter Requirements:

Once hired, the applicant then becomes a Probationary Fire Fighter.

The candidate will be required to complete a two-week firefighter's orientation class. (The training division, promotional committee, and the evaluation committee will develop this class.) The probationary Firefighter will be required to make 70% or better on a written test at the end of the class.

The probationary Firefighter must successfully complete "NIMS online courses ICS 100, 200, 700 and 800." www.fema.gov

Each probationary Firefighter will be given 2 chances per skill for successful completion.

The probationary Firefighter will be evaluated in 60 and 90 days from hire date. (The Evaluation committee will develop an evaluation form.)

The probationary Firefighter will hold this rank for a period of one year or until successful completion of the basic fire fighter recruit class (NFPA 1001-I-II). The fire fighter must successfully complete the MS Minimum Standards Board training course or equivalent to remain employed with the Tupelo Fire Department. Equivalent certifications must be accepted by the MS Minimum Standards Board.

The probationary Firefighter will be given one (1) opportunity to pass the State Fire Academy's entrance exam (CPAT) and attending the basic recruit class (NFPA 1001-I-II) with the exception of extenuating circumstances. Each incident will be judged separately and be at the discretion of the Command Staff.

The firefighter must also successfully complete the required training to meet the standard for Hazardous Materials, First Responder Operations per 40 CFR 311. After the firefighter has completed these requirements, then he/she will be classified as a Fire Fighter I.

Within the first year of employment, the firefighter must successfully complete an Emergency Medical Responder course. The firefighter can complete the EMT-Basic in place of the EMR course, provided they have completed the basic recruit class (NFPA 1001-I-II).

TUPELO FIRE DEPARTMENT

Deadline for applying: June 1st 2018 @ 1700hrs
Mandatory Orientation: June 4th 2018 @ 1730 hrs

(Orientation will be located at Bancorpsouth Arena)

Physical Agility Test: June 8th 2018 @ 0700hrs

(Agility test will be at Fire Station #3 by Veterans Park)

Field Day: June 9th 2018 @ 0900hrs

(TFD Training Facility: 1 Finney Ln, Tupelo, MS 38804)



106 W Jefferson St, Tupelo, MS 38801
662-841-6439

