City of Marshalltown, Iowa
Firefighter Entrance Testing

Saturday, October 10, 2020

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Civil Service Commission
Mary Stevens, Chair
Nancy Harris, Commissioner
Paul Peglow, Commissioner
Gregg Davison, Ex-officio, Human Rights Commission
Minimum Requirements

To become a firefighter for the City of Marshalltown, all minimum hiring standards must be satisfied. A person must:

- Be a U.S. Citizen and a resident of Iowa, or intend to become a resident upon being employed;
- Be at least 18 years of age on, or as of October 9, 2020;
- As per Chapter 400 Section 17, Code of Iowa, the maximum age for a firefighter is sixty-five years of age;
- Hold a valid Iowa Drivers license at time of hire;
- Not be addicted to drugs or alcohol;
- Must be licensed as an Emergency Medical Technician (National Registry or State of Iowa) prior to job offer;
- Must be certified at the Firefighter I level (prior to job offer), Firefighter II preferred.
- Must be certified at the Hazmat Awareness and Operations level (prior to job offer).
- Successfully pass the physical fitness/agility testing and written exam;
- Be a high school graduate or posses a GED certificate;
- Have uncorrected vision of not less than 20/100 in both eyes, corrected to 20/30 and color vision consistent with the occupational demands;
- Have normal hearing in each ear and;
- Be examined by a physician and meet the physical requirements necessary to fulfill the responsibilities of a firefighter including drug testing.
- Applicants must meet the requirements of Section 400.17, Code of Iowa, which appears in this brochure.

Veterans’ preference points, in accordance with Chapter 35 and 35C, Code of Iowa, will be added to eligible candidate’s final score once a Civil Service Hiring List is established.

Hiring preference will be given to those who do not currently use tobacco products.

Hiring preference will be given to Firefighter II certified individuals.

Hiring preference will be given to individuals with previous firefighting experience.

Notice of Civil Service Firefighter Entrance Testing

The City of Marshalltown will conduct competitive entrance examinations for firefighters on October 10, 2020. Applications are available online at www.marshalltown-ia.gov.

Completed applications and the $15 non-refundable testing fee must be received by Friday, September 25th at 12:00 pm at the City Human Resource Department. If submitting the application by email, the testing fee may be paid on the day of testing.
The testing process will consist of:
- A physical fitness/agility test
- A written exam
- A panel interview
- Chief Officer interview
- A background investigation with criminal history check

**Physical Fitness/Agility Test**

The occupation of Firefighter is a physically demanding profession. The Marshalltown Fire Department Physical Fitness/Agility Test is designed to assess a candidate’s aerobic capacity, anaerobic power, muscular strength and endurance. These fitness areas are predictive factors to determine a person’s ability to perform essential job functions. The test, which is a CPAT style test, is pass/fail and will consist of the following:

- Stair climb
- Hose drag
- Equipment carry
- Ladder Raise & extension
- Forcible entry
- Search event
- Rescue event
- Ceiling breach and pull

In addition, the candidate will participate in a non-timed ladder climb: While wearing a safety belt and safety line, the Candidate will climb an aerial ladder extended to a height of 65’ and angle of 70 degrees. Candidate will complete the climb and remain at the top for 30 seconds. The candidate will be instructed after 30 seconds to descend the ladder. Candidates must complete the climb to pass.

Candidates possessing a valid CPAT certificate will not be required to participate in the agility testing. The certificate, valid for a period of one year, must be valid based on the testing date of October 10, 2020. Those possessing CPAT will be required to complete and pass the ladder climb prior to written test administration.

The physical fitness/agility testing will be conducted Saturday, October 10, 2020 at Marshalltown Fire Department, located at 909 S. 2nd Street, beginning at 8:00 am. Candidates are encouraged to arrive between 15 and 30 minutes early to stretch and warm-up prior to testing. **The physical fitness/agility test is pass/fail.** Candidates will be required to sign a release of liability waiver prior to participating.

Those candidates passing the physical fitness/agility testing will advance to the next step in the process, the written exam.
Written Exam
The written exam contains questions that measure the candidates reasoning and interpretation skills, situational judgment, reading comprehension, basic math skills, map reading, mechanical aptitude, and vocabulary. Prior knowledge of firefighting is not necessary to answer the test questions. The candidate will be allotted two (2) hours to take the test. To continue in the process, a passing score of 70 is required. The written examination makes up 33% of total score.

The written test will be administered on Saturday, October 9, 2020 at the Marshalltown Fire Station, located at 909 S. 2nd Street. The exam will begin promptly at 2:30 P.M. Candidates should plan to arrive 15 minutes prior and must present a photo I.D. as they enter the test site.

Panel Interview
All candidates that pass the physical fitness/agility and written testing will be contacted and scheduled for an interview with a panel of Marshalltown Fire Department personnel and the City Human Resources Director. Candidates are asked a series of situational & behavioral based questions designed to evaluate a candidate’s level composure, perseverance, integrity & trust, approachability, humor, and ethics & values. Candidates should allow up to one (1) hour for the interview. Panel interview scores are averaged and make up 33% of the total score.

Chief Officer Interview
On completion of the Panel Interview, candidates will complete a Chief Officer interview. Candidates will be asked a series of situational based questions designed to evaluate a candidate’s initiative, communication skills, level of responsibility, acceptance of criticism, conflict resolution skills, learning agility, willingness to compromise, and problem solving skills. Candidates should allow up to one (1) hour for the interview. Chief Officer Interviews will be averaged and make up 34% of the total score.

Preference Points
Non-Tobacco User: 2 points.
Firefighter II Certification: 2 points.
Previous Firefighting Experience: Volunteer = 1 point Career = 2 points

Background Investigation
When a job offer is made, candidates will be required to sign a release form that grants permission for the investigation. The background investigation will consist of reference checks, educational verification, and criminal history.
Work Schedule

The Marshalltown Fire Department is divided into three (3) shifts, each working a 24 hours on – 48 hours off schedule.

Salary

Starting salary as of July 1, 2020 is $51,218.29.

Benefits

Benefits include State of Iowa Police and Firefighter Retirement System, individual and family insurance and dental plans, life insurance, employee assistance program, flexible benefit plan, paid vacation and holidays, and sick leave accrual. Uniforms are provided.

Employees Under Civil Service – Qualifications

Except as otherwise provided in section 400.7 (Preference by Service) a person shall not be appointed, promoted, or employed in any capacity, including a new classification, in the fire or police department, or any department which is governed by the civil service, until the person has passed a civil service examination as provided in this chapter, and has been certified to the city council as being eligible for the appointment. However, in an emergency in which the peace and order of the city is threatened by reason of fire, flood, storm, or mob violence, making additional protection of life and property necessary, the person having the appointing power may deputize additional persons, without examination, to act as peace officers until the emergency has passed. A person may be appointed to a position subject to successfully completing a civil service medical examination. A person shall not be appointed or employed in any capacity in the fire or police department if the person is unable to meet reasonable physical condition training requirements and reasonable level of experience requirements necessary for the performance of the position; if the person is a habitual criminal; if the person is addicted to narcotics or alcohol and has not been rehabilitated for a period of one year or more, or is not presently undergoing treatment; or if the person has attempted a deception or fraud in connection with a civil service examination.

Except as otherwise provided in this section and section 400.7, a person shall not be appointed or employed in any capacity in any department which is governed by civil service if the person is unable to meet reasonable physical condition training requirements and reasonable level of experience requirements necessary for the performance of the position; if the person is addicted to narcotics or alcohol and has not been rehabilitated for a period of one year or more, or is not presently undergoing treatment; or if the person has attempted a deception or fraud in connection with a civil service examination. Employees shall not be required to be a resident of the city in which they are employed, but they shall become a resident of the state at the time such appointment or employment begins and shall remain a resident of the state.
during employment. Cities may set reasonable maximum distances outside of the corporate limits of the city that police officers, firefighters and other critical municipal employees may live.

A person shall not be appointed, promoted, discharged, or demoted to or from a civil service position or in any other way favored or discriminated against in that position because of political or religious opinions or affiliations, race, national origin, sex, or age. However, the maximum age for a police officer or firefighter covered by this chapter and employed for police duty or the duty of fighting fires is sixty-five years of age.

Fire Department personnel, except non-sworn civilian employees, shall live within a thirty-minute drive time of the City limits of Marshalltown. Driving time shall mean driving under normal conditions and within speed limits, per Marshalltown City Council resolution 2019-309.