

SPOKANE COUNTY FIRE DISTRICT 10  
929 S GARFIELD ROAD  
AIRWAY HEIGHTS WA 99001  
509-244-2425

**Position Opening:** *Entry Level Firefighter (Eligibility list created for any future openings)*

**Posting Open:** *November 6, 2024*

**Posting Close:** *January 3, 2025*

**Application Packet Requirements:** *Interested applicants need to submit an application packet no later than 4pm on Friday, January 3, 2025. Packet MUST INCLUDE: Cover Letter, Resume, Application, current driving abstract (within the last three months) and required/desired certifications (Firefighter I, Haz Mat Ops and EMT-B (Washington State or NREMT) are required; Firefighter II and Red Card are desired). Incomplete or late application packets will not be accepted.*

**Written Test:** *Qualified applicants will be invited to take a written test which will be held on January 7, 2025. Firefighter Essentials 7<sup>th</sup> Edition will be the source document for the written test. A passing score of 70% or higher is required in order to be considered for the position. Preference points will be added to a passing score on the written test. Points will be given for seniority (up to 5 points), Firefighter II Certification (5 points) and Red Card certification (3 points). The test will be held at Spokane County Fire District 10 (929 S Garfield Road, Airway Heights WA 99001) starting at 9:00am. Additional testing time may be required depending on number of applications received from qualified candidates. Candidates will be notified of their testing date/time/location. Candidates will need to bring their CPAT Certification to the written test in order to be allowed entry.*

**Physical Ability Test:** *Current, valid CPAT certification from a verifiable CPAT program administered between January 5, 2024 and January 3, 2025 will be accepted. The department will not offer a CPAT test. All CPAT certifications will be verified by SCFD10. Candidates can submit an application packet with their CPAT pending but will need to bring their CPAT to the written test in order to be allowed entry.*

**Oral Interview:** *Applicants will be notified via email by SCFD10 if they are selected to participate in an interview panel. Interviews will be held on January 9, 2025. Time and location to be announced.*

**Salary:** \$6,239.74 per Month

**Benefits:** Retirement through Washington State Department of Retirement Services LEOFF II; Department contributes \$75/month toward employee's Medical Expense Reimbursement Plan (MERP); \$100/month toward employee's VEBA account; Medical/Dental/Vision Insurance provided for employee with up to 85% of dependent premium covered by department; Paid Vacation earned at an initial rate of 12 hours per month; Paid Sick Leave earned at an initial rate of 12 hours per month; 132 hours of holiday pay per year.

**Minimum Qualifications:**

- High school diploma or GED equivalency
- Must be at least 18 years of age at the time of application
- Must be a U.S. Citizen
- Must hold and maintain a valid state driver's license
- Must hold Washington State EMT or NREMT certification as a condition of employment

2025 Entry Level Firefighter

- Firefighter 1 IFSAC or ProBoard Certification
- Haz Mat Operations IFSAC or ProBoard Certification

**Desired Qualifications:**

- Firefighter II IFSAC or ProBoard Certification
- Red Card

Completed application packets shall be emailed to: [pcallahan@scfd10.org](mailto:pcallahan@scfd10.org). Incomplete or late applications will be not accepted.

**Attached:**      **Promotional Application (for current SCFD10 members)**  
                     **New Hire Application**  
                     **Job Description**  
                     **Release of Information**

Spokane County Fire District 10 is an equal opportunity employer and will not base hiring decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status. If you require disability accommodations to complete the testing process, please contact Pegy Callahan ([pcallahan@scfd10.org](mailto:pcallahan@scfd10.org))

SPOKANE COUNTY FIRE DISTRICT 10  
**APPLICATION FOR PROMOTIONAL EXAMINATION**

NOTE: All of the questions on this application must be answered in ink in the applicant's own handwriting or typed. A false statement or material omission knowingly made on this application is good cause for exclusion from the eligibility list. If a question is not applicable, mark it "N/A."

I HEREBY MAKE APPLICATION to be examined for promotion to the position of

\_\_\_\_\_ at Spokane County Fire District 10.

1. Name \_\_\_\_\_  
(Last) (First) (MI)

2. Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

3. Phone \_\_\_\_\_  
(Home) (Work) (Cell)

4. E-mail Address \_\_\_\_\_

5. What is your original membership start date? \_\_\_\_\_

6. Do you meet all the occupational qualifications as listed in the job description for the  
position you are applying? \_\_\_\_\_

THE FOREGOING AND FOLLOWING DECLARATIONS ARE MADE UNDER PENALTY OF  
PERJURY.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Spokane County Fire District 10 is an equal opportunity employer and will not base promotional decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status.**

Revised 07/28/2016

OFFICE USE ONLY  
DATE RECEIVED



929 S GARFIELD ROAD AIRWAY HEIGHTS WA 99001  
PHONE (509) 244-2425 FAX (509) 244-2421  
www.scf10.org

## DEPARTMENT APPLICATION

Dear Applicant:

Thank you for your interest in joining Spokane County Fire District 10. You must complete all sections of this application. Please print clearly or type the required information using black or blue ink.

PROGRAM INTEREST				
Please mark the program you are interested in providing volunteer service with:				
<input type="checkbox"/> Deputy Chief				
<input type="checkbox"/> Division Chief				
<input type="checkbox"/> Lieutenant				
<input type="checkbox"/> Firefighter				
PERSONAL INFORMATION				
First, Middle, Last				
Address:				
City:		State:	Zip:	
Primary Phone:				
Email Address				
Driver's License Number:		State:		
Are you over 18 years of age?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you learn of this opportunity?		<input type="checkbox"/> Website <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Open House <input type="checkbox"/> Other		
IN CASE OF EMERGENCY NOTIFY				
Name:				
Phone:				
Relationship:				
MEDICAL CONDITIONS				
List any allergies or other conditions that could affect emergency treatment:				
List physical or health restrictions that could limit effectiveness:				

EDUCaTIONAL BACKGROUND					
<b>High School</b>					
Graduated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If not, GED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name School(s) Attended:			City/State:		
<b>College or Vocational School</b>					
Graduated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Major:		
School(s) Attended:			City/State:		
EMPLOYMENT HISTORY (List 3)					
List most recent employer first. Include fire and/or U.S. Military Service and volunteer service if applicable. If employment was under a different name, please indicate name.					
Employer:				Description of Duties and/or Responsibilities:	
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of		to		Reason for Leaving:	
Employer:				Description of Duties and/or Responsibilities:	
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of Employment:		to		Reason for Leaving:	
Employer:				Description of Duties and/or Responsibilities:	
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of Employment:		to		Reason for Leaving:	
<i>If you wish to include additional experience, please attach the above information for each position on a separate sheet of paper.</i>					
REFERENCES					
List three (3) non-family references:					
Name:				Relation:	
Phone:				E-Mail Address:	
Name:				Relation:	
Phone:				E-Mail Address:	
Name:				Relation:	
Phone:				E-Mail Address:	

**QUALIFICATIONS, SKILLS, & TRAINING**

List any Fire/Rescue, EMS, and/or emergency management certifications you currently hold. Include expiration dates and certifying state, department, or agency. Please attach copies of your certifications to this application.

Certification	Certifying State/Department/Agency	Expiration Date

List any special qualifications, skills, certificates, training and/or licenses you hold.

**CERTIFICATION & AGREEMENT**

**This statement must be signed.  
Please read the following statement carefully before signing.**

I understand that any information contained within this application may be verified and that all information obtained as a result of this application is confidential and will be used only for the purpose of determining membership. I understand that if I am accepted by Fire District 10, I may be subjected to drug and/or alcohol testing and/or physical examinations. I agree to keep Fire District 10 informed as to any changes of the information contained in this application (change of address, phone, convictions, traffic violations, etc.) I also understand that false statements or omissions of information will make this application void and may terminate my membership.

*Applicants receiving a conditional offer of employment will be required to undergo and successfully pass a criminal background check. Criminal convictions are not an automatic bar to employment with Spokane County Fire Protection District 10. Considerations include, but are not limited to, the nature of the conviction, when the event occurred, and the relationship between the position applied for and the type of crime.*

Signature of Applicant

Date

Printed Name of Applicant

**YOUR APPLICATION PACKET IS NOT CONSIDERED COMPLETE UNTIL ALL THE FOLLOWING DOCUMENTS ARE RECEIVED:**

- Signed and dated application
- Copy of Driving Abstract
- Resume and Cover Letter
- Copy of Certifications
- Notarized Release of Information

**SPOKANE COUNTY FIRE PROTECTION DISTRICT 10  
JOB DESCRIPTION**

Position: Probationary Firefighter  
Firefighter  
Senior Firefighter

Reports To: District Lieutenant

Division: N/A

FLSA Status: Non-Exempt

**I. Function**

Under direction of the Fire Chief, Deputy Chiefs, and District Lieutenants, the Firefighter is responsible for assisting in the development, preparation, implementation and evaluation of District programs. The Firefighter also provides records, reports and incident documentation as assigned.

The Firefighter will perform all functions and duties of a firefighter/EMT when needed.

The Firefighter will perform other duties as assigned, to accomplish the mission of the District.

The Firefighter will be classified as a Probationary Firefighter when hired, then appointed to Firefighter, and then Senior Firefighter upon completion of each prior position's requirements.

Position may or may not have to perform all duties listed, nor are all duties of any one position listed.

**II. Job Location and Conditions**

The job location is generally within areas served by Fire District 10 but is subject, from time to time, to areas outside of the District. This may include running errands, picking up parts, tools, apparatus, and training or prevention supplies outside of the District.

Work may be performed outdoors regardless of weather conditions. The Firefighter may be subject to temperature extremes, extreme conditions, confined spaces, dangerous atmospheres, biohazards, heights and other potentially dangerous conditions.

The Firefighter will need full range of motion and may be subjected to repetitive running, walking, stooping, bending, crawling, standing, sitting, climbing and laying, in some cases for extended periods of time. The Firefighter may be required to lift heavy

objects from time to time and must be capable of moving, dragging or otherwise rescuing victims from harm in hazardous conditions.

As part of a crew, the Firefighter may be assigned to perform as a firefighter, driver/operator, or crew leader.

Is subject to the terms and conditions of employment contained in the collective bargaining agreement.

Work Schedule – 24 hours on duty followed by 48 hours off duty with the exception of scheduled Kelly Days. The duty shift shall begin at 0700 hours of the duty day and shall end at 0700 hours the following day.

### **III. Duties**

Performs Firefighter and Emergency Medical duties in a manner consistent with District policies and local and state standards/protocols.

Provides fire suppression and basic life support services under the general supervision of the assigned crew leader. Assumes command in the absence of a superior officer and performs incident scene duties necessary to complete the district's mission.

Drives and operates assigned apparatus in accordance with the laws of Washington State and Fire District 10 policy, procedures and standards, assuring efficient and safe operation, including proper placement at scene, adequate water supply (if pumper or tanker) and correct operation of aerial apparatus. Maintain knowledge/skills/abilities with all District operated firefighting, forcible entry/rescue, hazardous materials, audiovisual, training, and other equipment and be able to instruct on its use.

Participates in training, pre-incident planning, incident investigation, fire prevention, staff training, public fire education/outreach, operation of equipment, maintenance activities, and other duties as may be assigned.

Performs daily, weekly, and monthly unit and equipment checks and minor repairs to ensure peak operating efficiency. Reports equipment, vehicle, or apparatus malfunctions to the Maintenance Officer. Performs routine maintenance of apparatus, vehicles, equipment, grounds, and buildings to assure that they are in a continual state of readiness and safety, in accordance with Washington State standards and regulations and Fire District 10 standards. Assures that apparatus, vehicles, equipment, grounds and buildings are clean and presentable to the public at all times.

Maintains skillful ability to perform any and all associated activities as may be required to complete assigned tasks.



Works cooperatively with other District members, and other agency partners, volunteer and career, on emergency scenes and other events, and strives to promote a positive work environment.

Performs such other duties as may be assigned.

All assigned duties shall be performed in a timely manner within deadlines when applicable and with professionalism and integrity.

#### **IV. Additional Duties**

Assist in Public Fire Education or other prevention activities as assigned.

Assist in the recruitment and retention of volunteers.

Perform research and development on special projects as assigned.

Assist in supervising and performing the inspection of residential, industrial, and commercial property relative to pre-incident planning or risk reduction assessments as coordinated by the Prevention Lieutenant.

Follows procedures and utilizes appropriate documentation for equipment, vehicle and apparatus, and station repair and/or maintenance issues.

Supervises his/her assigned company in completion of fire suppression, emergency medical, housekeeping, and maintenance routines and other assigned task to insure compliance with the district policies and standards.

The firefighter is responsible to ensure fire companies do not destroy fire scene evidence. Provides preliminary fire cause determination and calls for fire investigation as necessary.

Perform such other duties as may be assigned. Examples of these duties include but are not limited to: records and/or documentation management; inventory and supplies oversight; supervision of temporary employees; duties delegated by Lieutenants or Chief Staff.

#### **V. Required Knowledge, Skills, and Abilities**

Have considerable knowledge of Fire District policies, rules, and guidelines regarding fire fighting methods, hazardous materials operations, motor vehicle accidents, emergency medical procedures and fire prevention methods.

Ability to communicate effectively with assigned personnel, emergency cooperators, as well as the general public.

General aptitude to resolve conflict in an effective and efficient manner.

Knowledgeable of the operation and maintenance of fire fighting apparatus and the equipment used by the fire district and be able to apply that knowledge.

Know the general geography of the district and the location of major roads, intersections, major buildings, and show proficiency at map and preplan reading.

Ability to train, assign and delegate tasks, and supervise others.

Have a working knowledge of the Incident Command System (ICS) and how to establish and apply it to incidents and training evolutions.

Be capable of (and willing to assume) responsibility for command of fire suppression and emergency personnel assigned during emergency conditions.

Maintain physical strength, fitness, agility and coordination as needed to perform job.

## **VI. Basic Qualifications**

These qualifications are required prior to employment and must be maintained while in this position(s):

- Minimum age of 18 years.
- Minimum of a high school education or other educational equivalent.
- Possess and maintain a valid state driver's license
- Possess and maintain Washington State EMT certification (minimum)
- IFSAC/Pro-Board Firefighter I level training or equivalent
- IFSAC/Pro-Board Hazardous Materials Operations level training or equivalent
- Demonstrate the ability to remain calm and function effectively during periods of extreme stress.
- Sufficient good health to perform fully the requirements of this position.
- Not drug/alcohol dependent subject to district policy.
- Capable of using assigned computerized equipment in completing required reports and other activities.
- Aptitude for safety, maintenance, training, and company supervision functions.

## **VII. Position Specific Requirements**

### **Probationary Firefighter (First Year Requirements)**

All newly hired career firefighters will come into District employment as Probationary Firefighter. All Basic Qualifications as outlined above must be achieved and maintained prior to and for continued employment. Within the first twelve months of employment, the Probationary Firefighter must complete or achieve:

- IFSAC/Pro-Board Firefighter I
- IFSAC/Pro-Board Hazardous Materials Operations
- NWCG Wildland Firefighter II
- Fire District 10 Driver/Operator training (to include WA State EVIP course)
- District knowledge, map, and Policies/Procedures testing
- Firefighting, hazardous materials, emergency medical care, and other knowledge/skills/ability evaluation
- Special Requirements

Upon completion of the above, and a minimum of twelve (12) months of employment, the Probationary Firefighter will advance to Firefighter

### **Firefighter (Second Year Requirements)**

In order to advance to Senior Firefighter, the Firefighter must complete or achieve the following:

- Fire District 10 Crew Leader Academy
- NWCG Wildland Firefighter I
- IFSAC/Pro-Board Fire Instructor I
- Basic Fire Cause Determination (District provided instruction)
- Special Requirements
- Minimum of twelve (12) months service as Probationary Firefighter

### **Senior Firefighter**

The Senior Firefighter will have completed all requirements as a Probationary Firefighter and Firefighter and have a minimum of 24 months service in those positions.

## **VIII. Preferred Qualifications**

The following are goals for the Firefighter to work towards to advance his/her career.

- IFSAC/Pro-Board Firefighter II
- IFSAC/Pro-Board Fire Officer I
- NWCG Single Resource Boss - Engine
- NWCG Incident Commander Type IV
- Advanced EMT
- Paramedic
- Fire Science Degree or other applicable college education
- Other qualifications for Lieutenant position



**AUTHORIZATION TO RELEASE INFORMATION**

To whom it may concern,

I authorize you to furnish Spokane County Fire Protection District #10 with any and all information that you have concerning me, my work record and my reputation, not prohibited by the Washington State Law against Discrimination RCW 49.60 and regulations concerning Fair Pre-Employment Inquiries. This will include a criminal background check.

Information of a confidential or privileged nature may be included. Your reply will be used to assist Fire District 10 in determining my qualifications and fitness for the position I am seeking with the Fire District.

I further understand that the District may, from time to time, request an updated driving and/or criminal background check and that I am required to inform the District of any driving changes including violations

I hereby release you, your organization and others from any liability or damage, which may result from furnishing the information requested. Please consider copies of this document to have the same power of authorization as an original document.

**DO NOT SIGN OR DATE THIS DOCUMENT UNTIL YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC**

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Washington Residing at  
Spokane