



City of Tumwater Fire Department

RECRUITMENT

SECTION 3

GOAL: To employ and retain a talented, committed, and diverse employee group for the Tumwater Fire Department in an effort to continue the strong legacy of service to the community and sustain the organization for the future.

Fire Department Recruitment

The current economic situation continues to improve. With the east annexation efforts completed, the department is positioning itself to hire and promote additional personnel over the next few years. It would behoove the department to re-establish efforts so candidates are screened as such to provide for the highest quality of candidates to choose from.

Recruitment Efforts in conjunction with HR will consist of:

- Advertisements on Electronic bulletin boards and direct contacts through social media
- Tumwater Fire Department Website, which should be updated for recruitment and testing information with links to the City Website emphasizing Equal Employment Opportunities that encourages diversity
- Word of mouth by department members, which is always a strong recruitment tool for any organization
- Personal appearances in classes at high schools and local colleges
- Participation in local job fairs utilizing department members and display boards
- Establishing a recruitment booth at citywide events
- Posting of recruitment information in fitness centers and other appropriate venues such as Firecareers.com
- Working cooperatively with a local college, Women's Athletic Department, to increase awareness in potential female candidates of this career opportunity
- Work with Joint Base Lewis McCord's military recruiter's outplacement program
- Conducting pre-test orientations to help insure candidates understand the nature of the job and the testing process

Firefighter

Qualities the department is looking for in a firefighter include: a person who is honest and dependable, and who cares about and respects co-workers and members of the community. Someone who learns quickly; can remember and use this knowledge in stressful situations; uses common sense; has the ability to get along in confined living quarters; has organizational loyalty and strong personal values; is physically fit and



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committed to healthy lifestyle which includes maintaining fitness, and is dedicated to their profession.

The testing process for firefighter selection will be conducted annually, (or as needed) in conjunction with Human Resources Department. This process includes at a minimum: a general aptitude test, Candidate Physical Ability Test (CPAT), panel interviews, extensive background checks, and a pre-employment medical examination along with a drug screening.

An aggressive and proactive approach is taken to make all eligible candidates in the job market aware of an upcoming testing process, and to acquaint candidates with the nature of the job, expectations, challenges, and opportunities that the position presents. Additionally, we must take action to ensure quality recruitment efforts attract the most highly qualified applicants. Recruitments include strong efforts to notify, attract, and recruit qualified women and minority candidates.

2016 -2021 ACTION PLAN OBJECTIVES

- Conduct recruitment emphasizing diversity and establish an eligibility list for the firefighter position as needed
- Develop recruitment, selection, promotion and training strategies that address the personnel needs of the department while ensuring a productive and well trained workforce
- Staff the department at a sufficient level striving for compliance with NFPA 1710

FOLLOW UP RESPONSIBILITY: Fire Chief, Human Resources

WORKING ENVIRONMENT – LABOR/MANAGEMENT – MEMBER RELATIONS

SECTION 4

GOAL: To deliver highly effective services to the citizens and visitors through a positive and cooperative working relationship between Fire Department Management and the Tumwater Firefighters Union Local 2409 of the International Association of Firefighters, Reserves, Administrative Staff and City Stakeholders.

The purpose of the Labor/Management and Member Relations process is to make the Tumwater Fire Department more effective as an organization.

The delivery of effective emergency services, fire prevention and public educations services and support programs is highly dependent on positive working relationships and a positive approach to the care of and the development of our members.