



CLARK COUNTY HUMAN RESOURCES

FIREFIGHTER OUTREACH PROGRAM

INTRODUCTION:

Congratulations. You are about to embark on a process to secure one of the most rewarding and challenging occupations in the world today, the position of FIREFIGHTER. The recruitment process for this position is extensive, as it is intended to select the most qualified and capable candidates. The position is rigorous and demanding. It will press you to the limits of physical ability, manual dexterity and mental alertness. To assist you in preparing for this challenge, we have constructed this informational study guide.

This guide is designed to provide you with information about the Clark County entry level firefighter examination process, from the written test to the oral hiring interview. Sample questions, illustrations, and test-taking strategies are included for each of the examination phases. This material is merely intended as a resource to share with you important information regarding the firefighter recruitment and the examination process and should in no way be viewed as an exhaustive preparation tool. If, when reviewing the information, you find that your skills are weak in certain areas, we suggest that you study by utilizing materials designed specifically for those areas; or by using any of the preparatory firefighter exam publications.

CLARK COUNTY FIRE DEPARTMENT FACTS:

The Clark County Fire Department is the largest fire department in Nevada. The Clark County Fire Department is the largest non-volunteer fire department in the State of Nevada. We employ 631 Fire Suppression, 60 Prevention, 50 Administration, and 31 Training and Support employees. We are also proud to have Nevada's largest volunteer force of approximately 240 employees. We operate 29 fire stations with paid employees and 13 volunteer fire stations.

RECRUITMENT PROCESS:

The recruitment process for entry-level firefighter/firefighter paramedic consists of three phases: a written examination, physical ability examination and an oral hiring interview. The written examination will contribute to 100 percent of your overall score. You must pass the written examination in order to proceed onto the next phase of the examination process.

The physical ability test is designed to test your endurance and ability to perform basic strenuous tasks that professional firefighters must perform. The physical ability test is a pass or fail test. You must pass the physical ability test in order to be considered for the third phase of the process, the oral hiring interview. The Human Resources Department reserves the right to call only the most qualified candidates to the oral hiring interview. Top scoring candidates who are successful in this phase and are selected to participate in rookie school will be required to pass a medical examination including a drug screening, psychological exam and pulmonary function test, and a background check.

WRITTEN EXAMINATION:

The following are the areas covered in the written examination: ability to understand and follow written instructions; information ordering ability; deductive and inductive reasoning ability; knowledge of basic mechanical tools; the ability to read and understand methods of fire fighting duties and techniques; the ability to read and understand technical materials; knowledge of simple machines and its associated principles; number facility; the ability to read maps; visualization ability; the ability to understand and interpret readings in natural science; and problem sensitivity. Sample written examination questions are included. These questions are actual items from previously used exams and reflect the types of questions you will be required to answer on the written examination. The answers for each of the questions are provided at the end of the written examination portion of this study guide. If you find that you are weak in any of the areas demonstrated, we suggest you brush up on your skills by reviewing the appropriate study materials designed for the subject matter you are deficient in.

SUGGESTED STUDY MATERIAL FOR THE WRITTEN EXAMINATION:

Suggested Study Materials	Edition	Year	ISBN	Publisher
Arco Master The Firefighter Exam	15	2005	0768918340	ARCO
Firefighter Exam 2e	2	2003	157685440X	Learning Express
Norman Hall's Firefighter Exam Preparation Book, Revised and Updated	2	2004	1580629326	Adams Media Corporation
501 Challenging Logic and Reasoning Problems	2	2006	1576855341	Learning Express
501 Word Analogy Questions	1	2002	1576854221	Learning Express

A. HELPFUL TIPS FOR TAKING THE WRITTEN EXAM

• **Cooperate with the Examination Proctors** - The examination proctors have the duty to create a situation in which you can be as much at ease as possible. They will give instructions, tell you when to begin, and check to see that you are marking your answer sheet correctly. They are not there to guard you. However, they will see that your competitors do not have an unfair advantage. They want you to do your best.

• **Listen to All Instructions** - Don't jump the gun! Wait until you understand all of the instructions. You will have ample time to answer all of the questions so don't be in a hurry. Read each word of instruction until you clearly understand the meaning. Study any examples provided. Listen to all announcements. Follow directions and ask questions if you do not understand what to do.

• **Plan Your Time** - Unless you are told that an exam is a "speed" or "rate-of-work" exam, speed is not typically important. There will be enough time to answer all the questions; however, this does not mean that you have all day. An overall time limit has been set. Divide the total time in minutes by the number of questions to get the approximate time you have for each question.

• **Don't Linger Over Difficult Questions** - If you come across a difficult question, mark it with a paper clip (not provided by proctors) and come back to it when you have been through the booklet. In addition, write the question number down on the scratch paper provided to you. This will reduce your chances of answering the wrong question and getting off track. Do not make an additional mark on the answer sheet to identify missed questions as this could cause a question to be scored incorrectly.

• **Read the Questions Carefully** - Be sure that you know what the question is asking before you answer it. Many people misread questions, causing them to answer the questions incorrectly.

• **Answer All of the Questions** - Unless you have been told that there will be a penalty for incorrect answers, answer each and every question. Remember to: choose the one best answer; use the process of elimination; and as a last resort, **GUESS!** If you guess, at least you have a chance at getting an answer correct. If you leave an answer blank, it will most definitely be marked wrong.

• **Review Your Answers** - If you finish before time is called, review your answer sheet to make sure there are no unanswered questions. Also review and give further thought to the questions you guessed at or had trouble with.

B. THE BASIC STRUCTURE OF EXAMINATION QUESTIONS

MULTIPLE CHOICE - Multiple-choice questions are usually constructed in three forms: (1) they can begin with an incomplete statement followed by several possible endings; (2) they can be a complete statement in the form of a question; (3) they can be in the form of a problem. When answering multiple-choice questions, your task is to select the ***one best*** answer. There may be some answer choices that are partly correct. These partly-correct answer choices are included to force you to think and prove that you know the right answer.

Use these helpful hints to answer multiple-choice questions correctly:

- Read each item carefully to find out what the question is asking or the statement is implying. Re-read it if necessary. Pay attention to *key words* and phrases in the items such as: primarily, chiefly, most nearly, least likely, etc. These words provide help in getting to what the item is really after.
- If possible, try to answer the practice questions or complete the statements on your own before reviewing the suggested answers. If your response is among the answer choices provided, it is likely to be the correct answer.
- Beware of broad general answer choices containing absolute words such as: absolutely, always, entirely, only, never, completely, nobody, everybody, etc. Answers containing these words are usually wrong, because they are too difficult to defend.
- Discount those suggested answers that are obviously wrong and concentrate on the ones remaining. Think! Sometimes you must make intelligent inferences based on previous knowledge to arrive at the correct answer.

C. SAMPLE WRITTEN EXAMINATION QUESTIONS

1. Ask is to order as may is to

- a. can
- b. could
- ✓ c. might
- d. must.

2. Chapter is to book as word is to

- ✓ a. sentence
- b. paragraph
- c. page
- d. verb.

3. Fruit is to juice as meat is to

- a. potatoes
- ✓ b. broth
- c. baste
- d. water.

4. Farmer is to plow as fisherman is to

- a. sea
- b. wave
- c. tide
- ✓ d. net.

5. Mile is to distance as hour is to

- a. day
- ✓ b. time
- c. space
- d. length.

6. Which one of the following numbers best completes the series below?

1, 3, 2, 4, 3, _____

- a. 4
- ✓ b. 5
- c. 6
- d. 7

7. Which one of the following numbers best completes the series below?

5, 10, 30, 20, 40, _____

- a. 60
- b. 80
- ✓ c. 120
- d. 160

PHYSICAL ABILITY EXAMINATION:

The Candidate Physical Ability Test (CPAT) was developed to test fire fighter candidates on their ability to perform simulated tasks consistent with the duties of a fire fighter. The test is designed to ensure that candidates possess the physical ability to complete the critical and essential tasks of fire fighting.

The CPAT consists of eight (8) separate events performed in a continuous manor and is a pass/fail examination.

The CPAT must be completed in 10 minutes 20 seconds (or less) with each event completed correctly.

The physical ability examination may consist of the following type of events:

Stair Climb: Candidate's will be required to wear a vest weighing approximately 50-pounds and two 12.5-pound weights on the shoulders to simulate the weight of a high-rise pack (hose bundle). The candidate will have a 20-second warm-up on the StepMill at a set stepping rate of 50 steps per minute. For the test, you must walk on the StepMill at a set stepping rate of 60 steps per minute for 3 minutes.

Hose Drag: The applicant will grasp an automatic nozzle attached to 200 feet of 1 3/4 inch hose and drag the hose a total of 100 feet and required to pull the hoseline until the hoseline's 50 foot mark is across the finish line.

Equipment Carry: During this event, the candidate removes the two saws from the tool cabinet, one at a time and places them on the ground. Then the candidate carries them while walking 75 feet around a drum and then back to the starting point. Candidates will then replace the saw in the designated space in the cabinet.

Ladder Raise and Extension: The candidate will walk to the top rung of the 24-foot aluminum extension ladder, lift the unhinged end from the ground, hand-over-hand walk it up until it is stationary against the wall. Applicants must use a hand-over-hand motion and must also control the lowering of the ladder. If applicants drop the ladder, they must repeat the evolution from the beginning.

Forcible Entry: For this event, candidate's must use a 10-pound sledgehammer to strike the measuring device in the target area until the buzzer is activated. During this event, candidate's must keep feet outside the toe-box at all times. After the buzzer is activated, candidate will place the sledgehammer on the ground and continue on to the next event.

Search: During this event, the candidate crawls on hands and knees through a tunnel maze and is required to navigate around, over and under obstacles. In addition, two locations are a narrowed space where the dimensions of the tunnel are reduced.

Victim Rescue: The applicant will grasp a mannequin weighing approximately 165-pounds by the handle(s) on the shoulder(s) of the harness and drag it 35 feet, around a marked drum and continue back to the finish line 35 feet.

Ceiling Breach and Pull: The candidate will fully push up the hinged door in the ceiling with a pike pole three times, they will then be required to hook the pike pole to the ceiling device and pull the pole down five times. The exercise consists of three pushes and five pulls. Timing concludes with this event.

ORAL HIRING INTERVIEW:

Candidates who pass the written and physical ability test MAY be called to the oral hiring interview. The Human Resources Department reserves the right to call only the most qualified candidates to the oral hiring interview. The oral hiring interview is your opportunity to convince the employer that you are the right person for the job. The interview will give the Fire Department the opportunity to judge your qualifications and general fitness for the job of firefighter. It is in your best interest to be as prepared as possible for this interview.

Be aware of the exact date, time and place of the oral hiring interview. **Plan to arrive for your appointment at least 15 minutes early.** Late arrivals will **NOT** be allowed to participate in the interview process. Dress appropriately.

When you arrive, a representative from the department will greet you. You will then be taken to the interview room, introduced to the board members and asked to be seated.

During the interview, you should be ready to answer questions such as those outlined below. However, these are not necessarily the exact questions you will be asked, so be prepared.

1. Why are you applying for this job?
2. Why do you want to work for the Clark County Fire Department?
3. Tell us how your previous work experience or training has prepared you for the position of firefighter.
4. What are the major assets you bring to the position of firefighter?
5. In what areas, related to the position of firefighter, do you need to improve yourself the most?

When interviewing follow these few simple rules:

1. Be pleasant and friendly but always conduct yourself in a professional manner. Remember to be self-confident, alert, and always remain courteous towards the interviewers.
2. Let the exam panel control the interview. Your answers should be frank and brief but complete. Do not ramble or try to change the subject.
3. If you are asked to discuss any previous jobs and work situations avoid criticizing former employers or co-workers.
4. The oral board members realize that it is normal for people to feel nervous. Remember, self-confidence is the best remedy for nervousness.
5. Toward the end of the interview, you may be asked if you would like to add anything. If you believe that there is something concerning your qualifications the interviewers should know, this is the chance to mention these items to them. This is also the time to sum up what you believe makes you a good candidate for the position.

We wish each of you luck as you advance through the process.