



City of Keokuk

FIRE Recruitment

ATTENTION APPLICANTS: Please read this information carefully and note application deadline, testing dates and times. It is your responsibility to meet these requirements and take the test as required. Alternative deadlines, testing dates and times will not be possible.

Return applications to:

**City Clerk's Office
City of Keokuk
501 Main Street
Keokuk, Iowa 52632**

- *The City of Keokuk is an Equal Opportunity Employer and supports workforce diversity. Applications from females, minorities and persons with disabilities are encouraged.*

GENERAL INFORMATION

CIVIL SERVICE ENTRANCE APPLICANT
FOR FIRE DEPARTMENT

(PLEASE READ CAREFULLY)

Your examination begins with the attached application. Your written answers speak for you. The information you provide will be used to determine your final rating.

BE SURE YOU TELL THE FULL TRUTH ABOUT YOURSELF AND YOUR BACKGROUND. A materially false answer will automatically disqualify you. The fact that you admit an offense or an incidental poor conduct record does NOT necessarily mean that your examination will be rejected, nor that you will be barred from City employment. However, if you have been convicted of a felony or if you have been convicted of any traffic violations that would make you uninsurable (i.e. OWI convictions in the last five years) your application will not be accepted.

The sequence of events is as follows: application is submitted, criminal history check is made, letter to you indicating conditional acceptance of your application. After the Civil Service Commission has reviewed the applications, a letter is mailed to you notifying you of this, usually at least five days before the examination. If you fail to meet the requirements a letter is also sent, notifying you of the reason. You must pass the physical agility test before qualifying for the written examination, both of which are given on the same day.

If you have served in the Armed Forces and wish to claim Veteran's Preference, as set out in the Iowa State Code, please attach a copy of your DD Form 214 to your application.

You must provide picture ID at both the physical fitness test and the written examination.

The examination is based upon the following content areas: reading comprehension, interpreting tables, situational judgment, logical reasoning, reading gauges, applying basic math rules, mechanical aptitude, spatial sense, map reading and vocabulary.

The Commission will notify you in writing as to whether or not you have passed the written exam test. After the process is completed, the Civil Service Commission will present a certified eligibility list consisting of applicants in the order of their scoring.

PLEASE BE PROMPT FOR ALL PHASES OF THE TESTING PROCEDURES. NO ONE WILL BE SEATED AT THE WRITTEN EXAM AFTER THE INITIAL STARTING TIME OF THE EXAM.

If your name is placed on the certified list, it does not mean you are now employed by the City. It does mean, however, that any appointments made must be made from this list and can be anyone on the list, at the option of the appointing authorities. The appointing authorities will make selections in the order in which they deem they are obtaining the most over-all qualified person. When selected, however, the applicant must take a rigid physical exam and drug screening. The determination of the medical authority is final.

Upon employment to the Keokuk Fire Department, the new member shall have a valid Iowa driver's license.

It is the intent of the Commission to hold police and fire exams as often as required by law, with each past list expiring when the new one is certified. This means that if you have not been appointed by next exam, you would again have to qualify. When a list is depleted, a special exam may be given, with the same conditions applying.

Return the application to the office of the City Clerk. Because of the processing time involved we require that you return your application by **4:00 P.M., on Friday, September 13, 2024.**

ALL QUESTIONS ON THE APPLICATION MUST BE ANSWERED, AND ALL ANSWERS MUST BE COMPLETE.

The Civil Service system in the City of Keokuk is administered by a three member Civil Service Commission, appointed by the Mayor and confirmed by the City Council for six-year overlapping terms.

The present Civil Service Commission membership consists of LeeAnn Shaffer-Smith and Chad Campbell. A third position is currently vacant. This commission serves as a policy making and appeals body as charged by Iowa Code for the City of Keokuk.

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| July 17, 2024 | Applications available for Fire Entrance Examinations |
| September 13, 2024 | 4:00 P. M. Deadline for filing applications |
| September 21, 2024 | 8:00 a.m., Testing begins – Physical Agility
Keokuk Fire Department
111 South 13th Street
Keokuk, Iowa 52632 |
| September 21, 2024 | 1:00 p.m., Written Examination –
TBD |

**KEOKUK, IOWA CIVIL SERVICE COMMISSION
TESTING PROCEDURE AND SCORING SUMMARY
FOR ENTRY LEVEL FIREFIGHTER EXAMINATION**

The Keokuk Civil Service Commission entry level firefighter examination will be given to qualified applicants on the date stated in the public notice requesting applicants to test for the position. The examination consists of both written and physical agility tests. The written test will be scored using a point system.

The physical agility portion of the examination will start promptly at 8:00 a.m. on the date contained in the public notice requesting applicants. The written portion of the examination will start promptly at 11:30 a.m. the same day. Qualified candidates should report to the Fire Station, 111 South 13th Street, no later than 7:30 a.m. on the testing date for the physical examination. In the event of inclement weather on the testing date, the Keokuk Civil Service Commission reserves the right to postpone the physical agility portion of the examination to another date.

The physical agility portion of the examination consists of a modified *Phoenix Agility test*. All tasks required for this examination will be performed while wearing approximately forty–five pounds of protective firefighting clothes and gear. This test is scored based entirely upon the total time it takes for the applicant to successfully complete the seven tasks contained in the examination. Time penalties will be added to the applicant’s total time should the tasks required be completed in an unacceptable manner. These time penalties are described in detail in the *Phoenix Test* study guide. You may “try out” this physical agility course anytime between 1:00 p.m. to 6:00 p.m. on Friday, September 20, 2024 at the Fire Station, 111 South 13th Street.

A detailed description of the *Phoenix Agility* test, to help you prepare, is included with your application form.

Applicants must successfully pass this physical agility portion of the examination before taking the written examination.

FIRE DEPARTMENT

QUALIFICATIONS FOR APPLICATION

AT THE TIME OF HIRE:

- Be a United States citizen and resident of Iowa and live within ten miles of the Keokuk city limits and have a Keokuk telephone number;
- Be 21 years of age at the time of testing;
- Have a valid Iowa driver's license or chauffeur's license;
- Not be addicted to drugs or alcohol;
- Be of good moral character as determined by a thorough background investigation including fingerprint search, and not have been convicted of a felony or crime involving moral turpitude or domestic violence;
- Successfully pass physical agility tests;
- Be a high school graduate or hold a valid GED certificate;
- Have physician-approved vision and color vision consistent with the occupational demands of firefighting.
- Have normal hearing in each ear
- Be examined by a physician and meet the physical requirements necessary to fulfill the responsibilities of a fire fighter as per Municipal Fire and Police Retirement System of Iowa (MFPRSI) regulations.

WHAT MIGHT DISQUALIFY AN APPLICANT

- If you are late for any phase of the testing or hiring procedure;
- If picture ID is not presented at testing time;
- If you have been convicted of, or committed, a felony;
- If you have been convicted of any traffic violations that would make you uninsurable (i.e. O.W.I. convictions in the last five years);
- If you do not pass a comprehensive medical exam and meet physical protocol as set by the Municipal Fire and Police Retirement Systems of Iowa Board of Directors.
- Incomplete or improper application