**Job Requirements**

**Age:** At least 18 years of age on the date of examination

**Citizenship Required:** Applicants must be a citizen of the United States of America

**High School Grad/GED:** Applicants must possess a high school diploma or the equivalent

**Valid WYOMING Driver's License:** A valid Driver’s License (from any state) is required

**Ability to Read/Speak English:** Yes

**Vision:** Correctable to 20/20

**Academy Certification:** Fire Academy after hire

**Prior Experience:** No prior experience required

**Legal Record:** Not have been convicted of any felony

**Necessary Certifications:** A valid, current CPAT card is not required to test. **HOWEVER**, a valid, current CPAT card is required to be submitted with the Application to the City of Cheyenne, no exceptions.

**Hiring Process:**

* National Testing Network (NTN) Application Submission and Screening.
* Complete NTN Personal History Questionnaire (PHQ.)
* Schedule and complete NTN written exams.
* **ALL** National Testing Network exams must be completed by 11:59pm. March 1, 2025
* The top 75 Successful candidates with a passing score of 75% or higher will be emailed a link and invited to the interview phase the week of March 10, 2025. Interviews **MUST** be completed on NTN by April 15, 2025.
* Interview scoring will take place the week of April 21, 2025.
* The City of Cheyenne Application link will be emailed to successful candidates through the City of Cheyenne Human Resources Department.
* Completed applications **MUST** be submitted to the City of Cheyenne Human Resources Department by May 15th, 2025 at 5pm.
* Screening of successful applications and NTN scores will be completed by June 1, 2025.
* Eligibility list established for future openings in late June 2025.
* Administrative (Chief Officer) interview(s) will take place as needed throughout the year as positions become available.
* Post offer background check, fitness-for-duty evaluation, driving record check, and credential verification will be conducted.
* Pre-employment drug testing will be conducted.

**Preference Points** :
Firefighter I certification...............1 point
Firefighter II certification...............1 point
EMT Certification...............1 point
Assoc. Degree in Fire Science...............3 points
Assoc. Degree, any field...............1.5 points
Bachelor’s Degree, any field...............3 points

Veteran Points will be awarded for qualifying candidates as specified in W.S. 19-14-102(c).

Only one credit will be awarded for educational point, i.e. Associates or Bachelor’s Degree. No certification points will be added to scores after the eligibility list has been established.

Certification points for education may be awarded only for degrees that are awarded by accredited institutions of higher learning.

Certificates **MUST** be uploaded to NTN before exam closing on March 1, 2025, No exceptions.

**Essential Duties and Responsibilities:**

* Provides outstanding service and performs duties as necessary to best serve citizens in the Cheyenne Fire Rescue response area.
* First responder to fire alarms, EMS, and other emergency calls.
* Inspects buildings for fire hazards and compliance with Fire Prevention Ordinances, resulting in directing fire regulation violations to be corrected.
* Maintains fire apparatus, quarters, buildings, equipment, and grounds.
* Provides EMS treatment in accordance with Wyoming Laws, WDHS Rules and Regulations, Regional Protocols, and Base Station direction.
* Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning or unsafe structures.
* Creates openings in buildings for ventilation or entrance.
* Protects property from water and smoke damage by use of waterproof salvage covers and fans.
* Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques.
* Drives and operates firefighting vehicles and equipment.
* Conducts public education activities and responds to calls or inquiries from the general public.
* Uses computers for preparing reports and e-mail communication.

**EOE** : Cheyenne Fire Rescue is an equal opportunity employer.