

# FIREFIGHTER

CITY OF HARRISBURG, PENNSYLVANIA

[www.harrisburgpa.gov/careers](http://www.harrisburgpa.gov/careers)

**STARTING SALARY: \$31,200.00, plus basic medical insurance.**

**Upon successful completion of a 14-week training program, salary increases to \$47,349.37.**

Effective May 13, 2019, the City of Harrisburg, Bureau of Fire, will open recruitment to establish a new civil service eligibility list for the position of Firefighter. Applicants must be at least 19 years of age by June 28, 2019; be a U.S. Citizen; have a High School Diploma, GED, or equivalent education acceptable to the Commission; and possess a valid driver's license that has not been suspended and/or restored since June 28, 2016. Applicants who reside outside the Commonwealth of Pennsylvania must obtain a valid Pennsylvania driver's license on or before the completion of the training program.

Application packets may be secured in person or by written request through U.S. mail from the Bureau of Human Resources, 10 North Second Street, Suite 406, Harrisburg, PA 17101, weekdays between 8:00 a.m. and 4:00 p.m. A \$10.00 postage and handling fee (**check or money order payable to "City Treasurer"**) must be submitted with each request for an application to be mailed.

Applicants must submit an **Official Application for the Position of Firefighter** to be considered for the position. No resumes or other employment applications will be accepted. A completed and notarized application, together with all required supporting documents, **must be delivered in person by the applicant or his/her appointed designee** to the City of Harrisburg, Bureau of Human Resources, 10 North Second Street, Suite 406, Harrisburg, PA 17101, Monday through Friday (May 13 through June 27, 2019, 8:00 a.m. to 4:00 p.m.), and on Friday, June 28, 2019 from 8:00 a.m. to 2:00 p.m. A **\$50.00 non-refundable processing fee (check or money order payable to "City Treasurer") is due at the time of filing the application.** An applicant who demonstrates a financial hardship may petition the Secretary of the Commission for a waiver of the processing fee by completing the **Waiver Certificate** section of the **Civil Service Application Processing Fee** form.

**Each application must also include legible copies of the following documents: birth certificate or naturalization papers; valid driver's license; automobile insurance card; social security card; official high school diploma, G.E.D. certificate or other official document demonstrating attainment of high school equivalent or higher education; and a DD 214, Member Copy 4, (indicating the type of discharge and the dates of entrance into and separation from military) if claiming veteran's preference. Incomplete applications will not be accepted. Applications submitted by mail will not be accepted and will be returned to the applicant.**

Examination elements for the position of Firefighter include a written examination, candidate physical ability test, background investigation, pre-employment interview, and other evaluation processes. During the recruitment process, each eligible candidate will be provided the necessary information for the next phase of examination. Attendance at each phase is **mandatory**. Candidates who miss any scheduled phase will be automatically disqualified.

Qualified applicants will be scheduled for a written examination that will be given on Saturday, July 20, 2019, at 10:00 a.m. The examination will be administered at the Scottish Rite Cathedral, located at 2701 North Third Street, Harrisburg, PA 17110. More information pertaining to the written examination will be distributed to each applicant at the time of returning their application.

**All applications must be returned in person by the applicant, or applicant's designee with a written signatory authorization, to the Bureau of Human Resources in accordance with the scheduled times published in the job announcement. The deadline for filing an application is 2:00 p.m. on Friday, June 28, 2019.**

The City of Harrisburg is an Equal Opportunity Employer  
Eric Papenfuse, Mayor  
Harrisburg Civil Service Commission