



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

25-025

February 11, 2025

TO: All Personnel

FROM: Fire Training

SUBJECT: Engineer School Recruitment

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Fire Training will be holding Engineer School starting June 2025. The format will be as follows:

- School will be delivered over 5 weeks from June 23, 2025 - July 23, 2025, at the Fire Training Tower.
- It is anticipated to be held Monday through Thursday from 0700hrs-1700hrs.
- Students are asked to allow for some minor flexibility with the class schedule if the need arises.

We are capping the number of students able to participate to 20, alleviating some of the burden to Operations and delivering a quality product to those attending. If the number of candidates interested in attending is greater than 20, a competitive exam will be administered. The exam will be a multiple-choice test from the **IFSTA Handbook (Pumping and Aerial Apparatus Driver Handbook Third Edition)**. The dates for the exam will be May 20(B) and May 21(C). The highest scores will determine which candidates are eligible to attend Engineer School. If two or more candidates have the same score on the exam, Seniority will be the tiebreaker. Individuals will be scheduled to attend one of the two testing dates listed above. More information about the exam will be provided by the HR Division to those who are interested in attending Engineer School.

Each candidate will be responsible for attending school on their days off with no monetary reimbursement, however if the candidate is on duty, their time attending school will be covered by the department. Any backfill will be at the discretion of the Operations Chief. The candidate will **not** be responsible for getting trades or cover their shift while on duty.

Engineer School will not be tied to the promotional process. The promotional process will be separate from Engineer School and will be administered at a separate time designated by Command Staff and the Human Resources Division.

The goal is to deliver an Engineer School every two years. Fire Training and Operations would like Engineer School to be an educational experience and a benefit to anyone interested. Those who attend or have previously attended Engineer School and successfully completed the course will be designated as “Qualified” with Operations and the Staffing Office for future testing and promotions.

If interested in attending the 2025 Engineer School, please submit a resume and cover letter through Applicant Pro by May 2, 2025, at <https://unifiedfire.applicantpro.com/internaljobs>. Candidates will receive information from the HR Division about the next part of the process by May 9, 2025. If you have questions about the process, contact Calogero Ricotta. Questions about the class please contact Captain Dinkel or 801-259-5575.