



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-179

October 17, 2025

TO: All Personnel

FROM: HR Deputy Director Calogero Ricotta

SUBJECT: Engineer Promotional Announcement

UNIFIED FIRE AUTHORITY

INTERNAL RECRUITMENT AND EXAMINATION PROCESS NOTICE FOR

FIREFIGHTER SPECIALIST (Engineer)

Recruitment period: October 17, 2025, to November 17, 2025

TO APPLY TO PARTICIPATE IN THE EXAMINATION PROCESS:

If you are a current Firefighters who meets the minimum requirements listed below and are interested in testing for this promotional process, please apply online using the iSolved link (<https://unifiedfire.applicantpro.com/internaljobs>) **by November 17, 2025**. This promotional process will result in a two (2) year promotional registry.

MINIMUM REQUIREMENTS TO PARTICIPATE:

- Valid Driver's License and a valid EMT, AEMT or Paramedic licensure.
- Currently serving as a UFA Firefighter and have completed all requirements of a Firefighter.
- Successful completion of two (2) years of full-time employment in a sworn Firefighter position with UFA.
- Successful completion of UFA's Engineer School (or another comparable course approved by the Fire Training Division).
- Successful completion of a UFA Tractor Drawn Aerial (TDA) bridge class within six months of selection.

TESTING PROCESS COMPONENTS:

- **Written Examination**

- Written examinations will be held on **December 2nd and 3rd** at 0900.
 - The location will be at UFA's Fire Training Tower
 - Candidates are able to attend either of the testing dates at their discretion.
- The examination is anticipated to last two hours and will consist of 100 - 115 multiple-choice and fill-in-the blank questions. Candidates may use scratch paper during the examination, but will not have access to reference materials, phones, or calculators. The examination questions will be drawn from the IFSTA Pumping and Aerial Apparatus Operator Handbook, 3rd edition, (ADO) and UFA policy, Volume II, Chapter 9, Section 10, Safe Vehicle Operations.
- If more than 24 qualified candidates apply by the Nov. 16th deadline, then the written examination will determine the top 24 candidates based on scores to move onto the practical portion of the examination. Seniority will serve as the tiebreaker if needed. Only the top 24 qualified candidates will move onto the practical portion of the examination.
- If there are 24 or fewer qualified candidates who apply by the Nov. 16th deadline, then the written examination will still be held for the purpose of computing the final score, but all qualified candidates will move onto the practical portion of the examination.

- **Practical Examination**

This section of the examination will have a pass/fail element. Candidates **must score an overall practical score of 60% or higher to be considered a passing score**. If the candidate scores below 60% in this portion of the test, the candidate will not be placed on the promotional register.

Practical Examinations are anticipated to be held on **December 9, 10, and 11th at UFA's Fire Training Tower**. Following the written examination, the top 24 candidates will be sent an email that will include their assigned date and time to begin the examination process. **Candidates are expected to report to the Fire Training Tower in station uniform and with their full PPE.**

- The Practical portion of this examination will consist of the following:
 - Inspection Exercise
 - Aerial Exercise
 - Pumping Exercise
 - Driving Exercise
- This part of the process is anticipated to last approximately 3 hours.
- Study material can be found in the following areas:
 - Engineer Education folder on LMS (LMS-File Center- Fire Training- Engineer Education)
 - UFA Approved Engineer Course
 - IFSTA Pumping and Aerial Apparatus Operator Handbook, 3rd edition
- (ADO) and UFA Policy 1200-040 Safe Vehicle Operations:
<https://public.powerdms.com/unifiedfire/documents/1817366>
- Candidates will be given a limited amount of time to familiarize themselves with and ask questions about the equipment that will be used in each of the skills assessments.

- The evaluators will be comprised of UFA employees and individuals from outside of the organization. In addition, Local 1696 will be invited to observe the overall process.
- Seniority
Candidates will receive one-half point for each year (up to a maximum of 10 points) of UFA- credited employment as a merit firefighter employee.

ESTABLISHING AND PROMOTING FROM THE FINAL PROMOTIONAL LIST:

Once all testing is complete, scores will be calculated for each component.

Final scores will be calculated for the individuals who are eligible to be placed on the final promotional list according to the following weights:

WRITTEN EXAMINATION	30%
PRACTICAL EXAMINATION	65%
SENIORITY	5%

Individuals will be rank ordered on the final promotional list according to their final score. Individuals must meet the requirements listed in the “minimum requirements” section above to be eligible for promotion.

As vacancies occur, promoted specialists will have the opportunity to apply for an “*Engineer Lateral Transfer*” if they meet all the qualifications outlined in the PDP. After lateral transfers are considered, any remaining vacancies will then be filled by the top three ranking active candidates (plus one additional candidate for each additional vacancy) will be considered for promotion.

IMPORTANT NOTES:

- Participation in the testing process is considered personal time. Therefore, candidates should plan to take the written examination on an off-duty day. Upon request, reasonable accommodation for individuals with disabilities will be considered in the application/selection process.