



PARK CITY FIRE DISTRICT

June 2021

FIREFIGHTER EXAMINATION INFORMATIONAL BOOKLET

If you have questions not covered in this booklet, call the Human Resource office at 435.940.2513 (Monday-Thursday, 8:00 a.m. to 6:00 p.m.) excluding holidays.

APPLICATION PERIOD

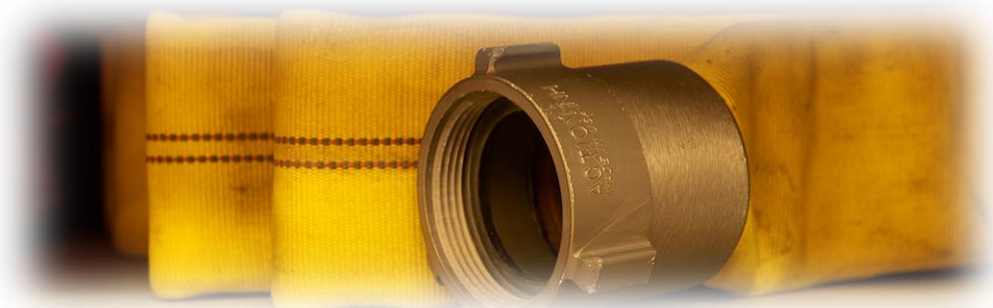
The Application Period will open at 9:00 a.m. on Saturday, May 1, 2021 and will remain open until 5:00 p.m. on Monday, June 7, 2021.

It is the applicant’s responsibility to read the information contained in this booklet. This booklet details the minimum qualifications required to be considered as a Park City Firefighter and provides applicants with an informational summary of the examination process.

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The provisions contained in this informational booklet do not create or constitute any contractual rights between or among the Park City Fire Service District and any applicant or employee.



REQUEST FOR REASONABLE ACCOMMODATION

Park City Fire Service District (PCFSD) is an Equal Opportunity Employer. If any applicant or prospective applicant requires reasonable accommodation (per the Americans with Disabilities Act) in order to participate in any examination phase noted herein, the applicant must advise Human Resources in advance, in writing, and provide supporting medical documentation. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

THE ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS

Applicants must be capable of performing the essential job functions of a Firefighter with or without reasonable accommodation. All phases of the examination are designed to measure an applicant's ability to perform the essential functions of the job.

DISQUALIFICATION

The District reserves the right to reject any application which is incomplete or indicates on its face that the applicant does not possess the minimum qualifications required for the position. Applicants and subsequently hired applicants who make false or misleading statements, or who are found to have engaged in any type of deception or fraud in the application or testing process shall be rejected or immediately terminated.

MINIMUM QUALIFICATIONS

At the time of application, applicants must meet all of the employment requirements and the minimum qualifications established by the Park City Fire Service District and must maintain those qualifications while employed with PCFSD. Any failure to meet the qualifications or one or more of the requirements will result in an automatic disqualification.

- Current State of Utah or National Registry Emergency Medical Technician (EMT) certification. Must obtain Advanced EMT certification within one year of appointment. Firefighters are required to maintain certification as an AEMT. Renewal training and testing is required to ensure compliance;
- Current Cardiopulmonary Resuscitation (CPR) certification (must meet Healthcare Provider or Professional Rescuer qualification); and
- At least twenty-one (21) years of age on or before the date of application. Acceptable proof of age will be required if selected to proceed beyond the written test.

FIREFIGHTER/EMT or FIREFIGHTER/PARAMEDIC

Successful candidates will be hired and paid at the Firefighter/EMT level during the 13-week recruit class. Following successful completion of the recruit class, new-hire Paramedics may request consideration for a Firefighter/Paramedic position, if one is available.

TATTOOS/BRANDING/BODY PIERCING

Tattoos, brandings, and body piercings shall not be visible while in uniform (**a short-sleeve uniform shirt**) and working in the public eye. Compliance may not be achieved by the ongoing use of bandaging or sleeves to cover a tattoo, branding, or piercing.

EMPLOYMENT REQUIREMENTS

Applicants must meet all of the employment requirements and minimum qualifications established by the Park City Fire Service District.

- A citizen of the United States of America at the time of application, or provide proof of appropriate work permit;
- Have a high school diploma or a General Equivalency Diploma (GED) on or before the date of application;
- Applicants must possess a valid automobile driver's license on or before the date of application and up to and including the date of appointment. Must possess or be able to obtain a valid Utah Driver's License by time of employment. Must have a stable driving history without record of suspension or revocation in any State;
- No felony convictions or disqualifying criminal history within the past seven years. Must be of good moral character and of temperate and industrious habits;
- Must be able to read and write the English language. Must have the ability to follow verbal and written instructions, and the ability to communicate effectively orally and in writing;
- Must have the ability to learn the operation of fire suppression and other emergency equipment. Must have the ability to learn to apply standard firefighting, basic and advanced life support, and fire prevention techniques; and
- Must be able to perform strenuously or to peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

Firefighters are required to maintain a specified level of physical stamina and conditioning throughout their career. **As a condition of employment, annual task performance tests are conducted to ensure compliance.**

Please note: It is applicant's responsibility to inform the Human Resource Office in a timely manner of any issue or concern that may affect eligibility.

DUTIES AND WORK RESPONSIBILITIES

Under the supervision of a Fire District Officer, and in compliance with Utah Law and Fire District Policies and Procedures, a firefighter protects life and property by performing firefighting, basic and advanced life support, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

- Assists in the coordination, instruction, and/or supervision of part time firefighter/EMT's or new recruits, as assigned.
- Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
- Responds to medical emergency calls with companies, examines patients on an emergency scene and initiates basic and advanced life support as required.
- Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- Participates in the preplan and inspection of buildings, the inspection of hydrants, and other fire suppression systems as required.
- Maintains firefighting equipment, apparatus and facilities. Performs minor repairs to district equipment.

- Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
- Presents programs to the community on safety, medical, and fire prevention topics.
- Performs salvage operations such as throwing salvage covers, water evacuation and debris removal.
- Participates in physical fitness activities in order to maintain the capacity for sustained physical exertion.
- Performs other job related duties as required by the PCFSD administration.

FIREFIGHTER WORK SCHEDULE

The work schedule consists of a 56-hour average work week. Each Firefighter works two days (48 hours) and then has four days (96 hours) off.

SALARY AND BENEFITS (Effective July 2021)

Entry-level Firefighter/EMT: \$46,302 Entry-level Firefighter/Paramedic: \$51,611

Benefits:

- Paid Vacation and Sick Leave
- Medical Insurance 100% Employer Paid
- Dental Insurance
- District Contribution to Health Savings Account
- 401(k) Matching Program
- Post-Employment Health Plan
- Uniforms Furnished
- Pension Plan
- Tuition Reimbursement



CHANGE IN APPLICANT'S PERSONAL INFORMATION

Applicants are required to notify the Human Resource Office in writing of any change in personal information such as legal name, address, telephone/cell number and e-mail. Additionally applicants called on for further screening/processing must notify the Human Resource Office in writing of any change to their supplemental application or background information.

Failure to receive notice of and keep any scheduled appointment because of outdated contact information may be cause for disqualification from further testing.

SOLICITATION OF PREFERENTIAL TREATMENT – PROHIBITED

An applicant may provide, as part of the background investigation process, letters of reference and the names, contact information, and nature of relationship for references he or she believes should be contacted during the background investigation. Personal references and letters of recommendation are only considered during the background investigation phase of testing. An applicant engaging in solicitation of preferential treatment may be disqualified.

Except for providing relevant background or reference information, any member of the Park City Fire Service District or any District Administrative Control Board member is prohibited from intervening on behalf of any applicant or soliciting or attempting to solicit preferential treatment in consideration of any applicant.

APPLICATION PERIOD

The application period will open at **9:00 a.m. on Saturday, May 1, 2021** and will remain open until **5:00 p.m. on Monday, June 7, 2021**.

HOW TO APPLY

Prospective applicants may apply at www.pcfcd.org/employment/. Select “Job Opportunities” then select Firefighter Job announcement to read full description. Click “Apply” button to create an account or sign in to an existing account. Applications will be reviewed for eligibility and adherence to stated minimum qualifications and selection criteria.

WRITTEN TEST

The written test will be administered to select applicants.

Wednesday, June 16, 2021

Session Start Times to be Determined

Park City High School Lecture Hall
1750 Kearns Blvd., Park City, Utah, 84060

Photo ID is required at check in. Backpacks and cell phones are not allowed in the testing area.

CONTENT

The written test will be a general aptitude test that measures reading comprehension, mathematical ability, mechanical reasoning; and teamwork, public relations and community living. Use of a calculator is not allowed. Applicants should plan on 2 hours for testing. Passing score is set by PCFSD test administrator.

Applicants should arrive at least 30 minutes prior to their scheduled start time to check-in. **LATE ARRIVALS WILL NOT BE ADMITTED!**

LENGTH OF TEST

Applicants will be given 2 hours to complete the written test.

ORAL BOARD INTERVIEW (By Invitation)

Friday, June 18 or Saturday, June 19

Park City Fire District Administrative Offices
736 W. Bitner Rd., Park City, UT, 84098

TEST TIME

(By Self-Scheduled Appointment) 8:00 AM to 5:00 PM. Applicants should arrive at least 15 minutes prior to their scheduled start time.

To be considered for an award of Veteran preference points, a DD-214 must be provided, at the time of the oral board interview, for evaluation of eligibility.

PHYSICAL ABILITY TEST (By Invitation)

Saturday, June 19

Park City Fire District Administrative Offices
736 W. Bitner Rd., Park City, UT, 84098
Photo ID is required at check in.

TEST TIME

(By Assigned Appointment) 8:00 AM to 12:00 PM. Applicants should arrive at least 15 minutes prior to their scheduled start time.

CONTENT

See Description Starting on Page 6



STEP 1 – COMPUTERIZED APPLICATION**Qualified/Not Qualified**

Applications will be reviewed for minimum qualifications. Qualified applicants may be invited to participate in the “Written Test”. *Applications may be rejected if incomplete.*

- If this is the first time applying using our online job application, applicants will need to create an account and select a Username and Password. After an account has been established, applicants can build an application by clicking on the "Build Job Application" link.
- Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.
- TIP: It is important that applications show all relevant education and experience. Applications are reviewed more thoroughly during Step 6.
- Park City Fire Service District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

STEP 2 – WRITTEN TEST**Scored Passing/Not Passing**

The written test is a general aptitude test with 100 questions. Test sections include reading comprehension, mathematical ability, mechanical reasoning, and teamwork, public relations, and community living.

- Many sample tests and study guides can be found on line at your local library, or at many book stores. Two examples available on Amazon are:
 - ✓ Barron’s Firefighter Candidate Exams
 - ✓ ARCO Firefighter
- Applicants approved for testing will be able to schedule a written test for one of the sessions offered. The written test will be scheduled for Wednesday, June 16. Applicants not scheduling their written test prior to Tuesday, June 15th will be removed from the process.
- The Day of the Written Test:
 - ✓ Arrive 30 minutes prior to scheduled start time. Applicants arriving after the scheduled start time will not be allowed to test.
 - ✓ Bring a government issued photo ID.
 - ✓ Two, #2 Pencils.
 - ✓ CALCULATORS and CELL PHONES will not be allowed.
- Applicants will receive a pass/fail notification by email by 10:00 PM on June 16th. Applicants passing the written test will be invited to participate in the physical ability Task Performance Test and Oral Board Interview. Applicants passing the written test must log on to their accounts and select an interview time for either Friday, June 18th or Saturday, June 19th.

STEP 3 – ORAL BOARD INTERVIEW**Scored**

Oral board interviews will take place on June 18th and June 19th. Applicants will be allowed to schedule an interview time via the application website.

STEP 4 – PHYSICAL ABILITY TASK PERFORMANCE TEST

Pass/Fail

The physical ability task performance test will be June 19th. Applicants that successfully complete the written test will be assigned a physical ability test start time in groups of ten. Applicants not completing the physical ability test within the allotted time will not be considered for hire.

The job of Firefighter is physically demanding. Firefighters must be in good physical condition - both at the time of hire and throughout their career. To measure physical readiness, Park City Fire Service District has developed a validated Task Performance Test (TPT). To be considered for hire, applicants must demonstrate their ability to meet this minimum standard by successfully completing the TPT in 4:04 or less. The following is a brief description of the TPT.

DESCRIPTION**ATTIRE**

Applicant shall wear turnout coat, helmet, SCBA (without the face piece), work gloves, athletic shoes, and jeans or sweat pants. Shorts will not be allowed. Applicant will use District-provided equipment. Applicant may opt to use their own “work gloves” (subject to approval). A test administrator will inspect and insure that all applicants are properly attired and have equipment that fits and is properly adjusted.

Applicant will wear an SCBA (fully charged, without face piece) that has been weighted to approximate the full weight of the standard firefighter protective ensemble. (e.g., turnouts, helmet, boots, and SCBA).

PRE-TEST

At the time of check-in, applicant will be required to sign a hold-harmless agreement. Applicants should be in good physical condition before attempting the TPT.

Baseline vitals shall be taken prior to test administration. If the applicant’s vitals do not meet established requirements (BP <160/100, Pulse<120), after 4 separate readings 5 minutes apart, applicant may not be allowed to proceed. This will constitute an unsuccessful TPT.

DURING TESTING

If at any time the test administrators feel as though the applicant is struggling and/or is in danger, the test may be stopped.

TASK DESCRIPTION

1. **Ladder Dismount and Carry** - Applicant walks forward from the start line 6 feet to the supports for the external stairwell where the ladder is hanging on two brackets. Upon reaching the ladder, applicant grasps the 24’ single fly aluminum ladder (72.5 lbs.) with both hands and removes it from the brackets (the midpoint of the ladder’s bottom edge will be at 62” in height). Subject moves left maintaining control of the ladder such that no part of the ladder touches the ground; subject walks 21’ 6” and places the ladder on edge on the ground mark that is 24” from the wall and at the mid-point of the doorway. Once the ladder is on its edge on the ground, the applicant will push the top edge toward the building so

that it falls toward the building and lands flat. Once the applicant pushes the ladder, applicant will turn left and walk to the hydrant valve & tool bag carry task.

(Note - If any part of the ladder touches the ground at any time, the applicant must place the entire ladder on a side edge on the ground, re-grasp the ladder and then lift it such that both edges remain off the ground and control is maintained. Two such touches and re-grasps are permitted. On the third touch, the applicant will not be permitted to complete the course (disqualified).)

2. **LDH and Hydrant Bag Carry** - Applicant walks 78 feet from the ladder to the LDH tray. Applicant grasps the LDH coupling and picks up the end of 100 feet of 5" inch hose with one hand and, at the same time with the other hand, using a good biomechanical lifting technique, picks up a 40-pound kettle bell, which simulates a tool bag. Carrying both items, applicant then walks a distance of 100 feet and lays both items on the ground just across the task finish line. Applicant then walks to charged line advance task. Running is not allowed during this task, but fast walking is.
3. **Charged Line Advance** - Applicant walks about 27 feet from the end of the LDH task to the nozzle end of an S-laid, charged 1¾-inch attack line. Applicant grabs the nozzle, lifts the hose and drags it (walking or jogging) 90 feet using an over-the-shoulder grip. Once the hose nozzle crosses the task finish line, applicant drops the hose and moves to Task 4, the Stair Climb.
4. **Stair Climb** - Applicant walks from the end of the charged line advance about 67 feet to the bottom of the external stairway on the training building, picks up a 50-lb. hose pack at the bottom and proceeds up the stairs. Applicant will climb to the top landing, turn around and descend back to the middle landing, turn around again and climb to the top landing a second time placing both feet on the landing. Applicant then descends the stairs to the bottom, drops the hose pack and moves to the crawl task.

(Note: When climbing the stairs, applicant may skip stairs and may use the railing. However, when descending the stairs, applicant must hit every stair and use at least one railing. Applicant must place both feet on the top landing both times applicant climbs to it.)

5. **Crawl Task** - From the bottom of the stairway, applicant walks forward about 5 feet to the crawl task start line. Applicant drops to all fours and crawls forward through the out-and-back course. From the start line, applicant crawls 9 feet to a barrier, proceeds *under* the barrier, continues crawling 17 feet forward to a traffic cone, executes a 180° turn and crawls back the way he/she came this time climbing over the barrier. After surmounting the barrier, applicant crawls 9-feet to the task finish line. Total crawl distance is 52 feet. When the applicant's hands cross the finish line, applicant stands and walks to the Victim Rescue task.
6. **Victim Rescue** - From the crawl task applicant walks about 36 feet approaching the 184-pound rescue mannequin (175-pound mannequin with approximately nine pounds of turnout gear for a total of approximately 184 pounds) from the head end. The applicant must drag the mannequin by walking backward while gripping the drag handles (the drag handles are a triceps extension rope). The applicant must grasp the handles with both

hands (one in each hand). Applicant lifts the mannequin's upper torso off of the ground and then drags the mannequin backward. The upper body of the mannequin does not have to be lifted fully off the ground during the pull, as this depends on the applicant's height and arm length. Applicant drags the mannequin backward 50 feet to a barrel, drags the mannequin around the barrel (executing a 180° turn) and then drags the mannequin 50 feet back to the start/finish line continuing the drag until the mannequin's feet cross the end line. Once the mannequin's feet are across the line, the test ends.

(Note: Applicant must maintain grip of one rope handle in each hand throughout the rearward drag. If the applicant loses grip on one of the handles, the applicant must stop, regain a grip on the handle and continue the two-handed, backward drag. Applicant must walk backward and not turn sideways to drag the mannequin.)



STEP 5 – MILITARY PREFERENCE POINT

Eligible/Ineligible

To be considered for an award of Veteran preference points, a DD-214 must be provided, at the time of the oral board interview, for evaluation of eligibility.

- For purposes of new hires, any eligible veteran of the armed forces of the United States separated from the armed forces under honorable conditions following more than six months of active duty shall, in the final determination of scoring, be given a veteran preference pursuant to. This shall be added to the grade earned by such veteran only if the veteran earns a passing score without preference. Military veteran preference points shall be awarded in accordance with Utah Code §71-10-2. A total of either five percentage points or ten percentage points may be awarded to preference eligible veterans or preference eligible veterans' spouse.

STEP 6 – SCORING

The score from the written test and oral board interview will be combined. Military preference points will be added to the combined score to create an initial, overall score.

STEP 7 - APPLICATION and RESUME REVIEW

Pass/Fail

Park City Fire District Administration will conduct a more comprehensive review of the application and resume for completeness and suitability for the position. This review, combined with the initial overall score, will determine applicants selected for further screening.

STEP 8 – RIDE ALONG PHASE

Scored

Top applicants invited to participate in ride-along phase. Each candidate will complete three 11-hour shifts with our full-time crews. Candidates will be evaluated on punctuality, initiative, work ethic, teamwork, communication skills, and appearance as well as having an opportunity to view our day-to-day operations.

STEP 9 – PSYCHOLOGICAL EVALUATION

Suitable/Unsuitable

Selected applicants will be interviewed by a clinical psychologist retained by the Park City Fire District. Following the interview, applicants will complete a Behavioral Questionnaire. The interview and the questionnaire are used by the psychologist in an assessment of an applicant's behavior and character traits to determine if an individual is a significant risk for employment problems as a Park City Firefighter.

STEP 10 – FINAL REVIEW OF RESUME, SCORES, and REFERENCE CHECKS**STEP 11 – FIRE CHIEFS' INTERVIEW**

Pass/Fail

Top applicants will be interviewed by the Fire Chief and Deputy Fire Chief. Successful applicants may receive conditional job offers.

STEP 12 – CONDITIONAL JOB OFFER

Pass/Fail

Job offers are made contingent on successful background investigation, medical evaluation, and pre-employment drug screen.

- **BACKGROUND INVESTIGATION:** The background investigation will include Social Security verification, criminal history, and driving record.
- **MEDICAL EVALUATION:** Applicants shall be required to successfully undergo a medical evaluation at the District's expense. The medical evaluation includes, but is not limited to, a medical examination, a vision and hearing test. In order to be hired, each applicant must be able to perform the essential functions of the job (with or without reasonable accommodation, as appropriate). Further, the applicant shall not pose a direct threat to the health and safety of themselves or others, as determined by a medical evaluation conducted by the approved provider, consistent with the Americans with Disabilities Act. Applicants shall be provided individual consideration in the assessment of any disability-related physical or mental limitations and the ability to provide reasonable accommodation for those limitations.

- **Pre-Employment Drug Screen:** The District shall require a final applicant selected to undergo a drug screen test to detect the presence of illegal drugs, controlled substances or their metabolites in the body. Refusal to take such a test shall be grounds for denial of employment. An applicant, who tests positive for a controlled substance or its metabolites, shall be denied employment with the District.

A conditional offer of employment may be revoked if an applicant is unable to perform the essential functions of the job (with or without reasonable accommodation); poses a direct threat to the health and safety of themselves or others; is unable to comply with the post-conditional offer appointment schedule; or is unable to begin work with the Park City Fire District when scheduled.

STEP 13 - FINAL JOB OFFER

Contingent on the number of available positions, final job offers will be made to applicants who have successfully completed all conditional offer testing/screening and who are able to perform the essential functions of the job (with or without reasonable accommodation) and who don't otherwise pose a direct threat to the health and safety of themselves or others.

THE ORDER OF TEST PHASES

The District reserves the right to change the order of test phases as required.

APPLICANT RESPONSIBILITY FOR TEST PHASES

If an applicant anticipates the need to **miss** any scheduled test or appointment, an alternate schedule must be requested in writing. All requests will be evaluated on a case-by-case basis. Rescheduling will occur only if an available time slot exists. If no alternate time exists, and the applicant cannot attend the originally scheduled time, the applicant will be disqualified from further testing.

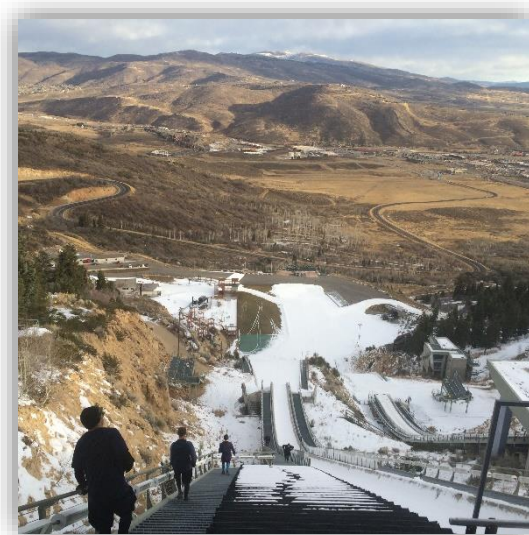
Applicants who fail to show for any scheduled test or appointment will be withdrawn from the testing process. **Failure to appear on time** for any part of the examination or for any other scheduled appointment may also result in disqualification.



PARK CITY FIRE DISTRICT RECRUIT CLASS PHYSICAL FITNESS PROGRAM PREPARATION GUIDE

To be prepared for recruit training, as well as a career as a firefighter, candidates should be following and maintaining a total body program specific to the job as a firefighter, prior to testing or boot camp. This program involves the following components:

- **Cardiopulmonary endurance and fitness**-150-300 minutes a week.
Reduces the chance of cardiovascular events as a firefighter, helps prevent diseases, and keeps candidates at a lower risk profile.
- **Muscular strength, power and endurance**-at least 2x's a week and no more than 3x's a week.
Essential to perform the tasks of the job safely as well as to reduce the risk of injury (specifically back injury) as well as prep recruits for boot camp.
- **Flexibility**-2-3x's a week.
Lack of flexibility can increase chances of injury.
- **Healthy body composition**- Excess body fat increases the workload placed upon the body and therefore decreases the body's ability to dissipate heat. It also increases the pressure and workload on the heart, increasing chances of cardiovascular events and increases risk for all other metabolic diseases.



Recruits should be able to complete the following workouts without symptoms or contraindications.

- **Cardiovascular:**
 - ✓ Run/bike/cross train- 30-60 minutes at a moderate-to-vigorous intensity level (60-80% of predicted max), 2-3x's a week
 - ✓ Interval training for 20 minutes at vigorous intensity (85-95% of predicted max) 1x a week, 1:00 minute on, 1:00 off, Speed at least 6.0 mph.
 - ✓ Stair climbs (5 minute segments, repeat 3 times with 2-3 minute recovery) –Can add weight to this exercise.
- **Strength:**

<ul style="list-style-type: none"> ✓ Circuit training: 10 reps, 30 second rest between each exercise, 3-minute rest between circuits, repeat circuit 3xs. ✓ Squats ✓ Push-ups ✓ Finish with plank held for 60 seconds alternating with 30 seconds of burpees. Rest for 3 minutes between each set. Complete 3 sets. 	<ul style="list-style-type: none"> ✓ Split-Squats (lunges) ✓ Pull-ups- ✓ Step Ups (6-18 inch step)- ✓ Tricep Dips ✓ Squat thrusts ✓ Box jumps
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The recruit class staff has seen many individuals enter at less than an ideal fitness level and the difficulty those individuals experience getting into shape. Your time at the recruit class will be much more enjoyable and much less painful, if you arrive in good physical condition.