

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

DEADLINE TO APPLY IS 9/11/2020

POSITION OPENING: 21-05 **Post Dates:** 8/14/20 – 9/11/20

Title and Salary: Firefighter Recruit - \$36,000 or
Firefighter I (Experienced) - \$39,100 or
Firefighter II (Experienced) - \$43,300
(Classification will depend on experience and certifications)

Location: Perry Fire & Emergency Services Department

Term of Appointment: Full-time Regular

Probationary Period: 12-months

GENERAL NATURE OF WORK:

Perform the duties of a Firefighter. Controls and extinguishes fire, protects life and property, maintains equipment. Performs assigned duties in maintaining apparatus, quarters, buildings, equipment, grounds and hydrants.

REQUIREMENTS:

Must have current/valid Georgia driver's license. Candidates must successfully complete the pre-employment Physical Agility Test and Entrance Assessment. Candidates selected for hire will also be required to pass a polygraph/voice stress examination, fit for duty physical exam, pre-employment drug screen and GBI fingerprint check. Firefighters work 24/48-hour shift assignments.

MINIMUM QUALIFICATIONS:

Firefighter Recruit: High school diploma or GED equivalent. Must be at least 18 years of age or older and capable of obtaining a class F driver's license. No Previous Experience or State Firefighter Certification required.

Firefighter I: Must meet minimum qualifications for Firefighter Recruit plus must possess NPQ FF 1; NIMS 100; and NIMS 700 certifications.

Firefighter II: Must meet qualifications for Firefighter 1 and have completed 2 years as Firefighter 1; possess NPQ FF 2; NIMS 200; NIMS 800; Interior Search & Rescue; Structural Fire Control; and Crash Victim Extrication certifications.

(Out of State Firefighter Certification transition to Georgia Firefighter Certification requires the following: Candidates must be members of a Georgia fire department, have IFSAC, DoD, or Pro Board certifications, and pass the Georgia State Certification written and skills exams.)

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER AND
A CERTIFIED DRUG FREE WORKPLACE**



Perry



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Perry GA Fire & Emergency Services Department

August 14, 2020

Dear Firefighter Applicant,

To provide the best possible service and quality fire protection for the citizens of Perry, all applicants for Fire and Emergency Services are required to participate in a structured evaluation process. In order to participate in the upcoming evaluation process scheduled to begin Saturday, September 12, 2020, the documents listed below must be completed and returned to the City of Perry Human Resources Office no later than the close of business on Friday, September 11, 2020. Your application can be returned in person (Monday thru Friday, 8:00am – 5:00pm), mailed to the City of Perry, Attn: Human Resources, P.O. Box 2030, Perry, GA 31069, faxed to 478-988-2716, or e-mailed to either karen.bycenski@perry-ga.gov or matt.white@perry-ga.gov

To be accepted your application package must contain the following documents when it is submitted:

- **Application for employment to include a copy of your:**
 - **High School Diploma or GED certificate. (A copy of a high school transcript will be accepted provided it has been notarized to be a true and exact copy of the original.)**
 - **College degree if you have one**
 - **State Certified Firefighter I or II certificate, if already certified**
- **Pre-application for firefighter**
- **City of Perry Notice to Firefighter Applicants**
- **Supplemental Application**
- **Non-Criminal Justice Applicant's Privacy Rights form**

The following documents in this package provide the testing information and should be kept for your reference.

Schedules for:

- Practice firefighter physical agility test
- Firefighter physical agility test
- Entrance assessment center

Please feel free to contact the Personnel Office if you have any questions. Contact information is:

Karen Bycenski, 478-988-2713, karen.bycenski@perry-ga.gov
Matt White, 478-988-2762, matt.white@perry-ga.gov

HEADQUARTERS Station 1207 Washington Street
P.O. Box 2030 | Perry, Georgia 31069-6030
Telephone 478-988-2850 | www.perry-ga.gov



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APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition or handicap, or any other legally protected status.

Please Print

Position applied for: _____ Date: _____

I. PERSONAL

Name: _____ Phone: _____

Present Address: _____ City: _____ State: _____ Zip: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No N/A

Have you ever filed an application with us before? Yes No If yes, give date: _____

Have you ever been employed with us before? Yes No If yes, give date: _____

Do you have a valid Driver's License? Yes No If yes, State Issued: _____ Class: _____

Do you have a Commercial Driver's License (CDL)? Yes No If yes, Class: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment

Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment If yes, please explain:

II. MILITARY

Have you ever had any job-related training in the United States military? Yes No If yes, please explain:

List professional trade, business or civic activities and offices held:

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status

III. EDUCATION:

	High School	Undergraduate College/University	Graduate/ Professional
School Name & Location			
Years Completed Diploma/Degree			
Describe course of study			
Describe any specialized training, apprenticeship, skills and extra-curricular activities			
Describe any honors you have received			

IV. EMPLOYMENT HISTORY – BEGIN WITH YOUR PRESENT OR MOST RECENT EMPLOYMENT

1. Name of Employer		Address			
From	To:	Name & Title of Immediate Supervisor		Telephone	
Position or Title held		Starting Salary \$	Year	Ending Salary \$	Year
Type of Work or Major Duties/Responsibilities:					
Major Accomplishments:					
Reason for Leaving:					
2. Name of Employer		Address			
From	To:	Name & Title of Immediate Supervisor		Telephone	
Position or Title held		Starting Salary \$	Year	Ending Salary \$	Year
Type of Work or Major Duties/Responsibilities:					
Major Accomplishments:					
Reason for Leaving:					
3. Name of Employer		Address			
From	To:	Name & Title of Immediate Supervisor		Telephone	
Position or Title held		Starting Salary \$	Year	Ending Salary \$	Year
Type of Work or Major Duties/Responsibilities:					
Major Accomplishments:					
Reason for Leaving:					

4. Name of Employer		Address			
From	To:	Name & Title of Immediate Supervisor		Telephone	
Position or Title held		Starting Salary \$	Year	Ending Salary \$	Year
Type of Work or Major Duties/Responsibilities:					
Major Accomplishments:					
Reason for Leaving:					

List what computer programs/software you can use and your skill level:

V. REFERENCES

If presently employed, have you provided formal resignation? Yes No

May we make inquiries of your present employer? Yes No

PERSONAL REFERENCES: Give names of three citizens personally acquainted with your reputation. Do not give names of relatives or former employers.

Name	Address	Years Known	Occupation	Phone
1.				
2.				
3.				

VI. POSITION YOU ARE APPLYING FOR: _____

REASON: (Include your own personal reasons why you feel you can do this job.)

If employed, how soon could you start work? _____

OTHER COMMENTS:

I UNDERSTAND that as part of your procedure for processing my application, an investigative report may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living, whichever may be applicable. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. understand that the CITY will notify me if my application is turned down due to any credit information obtained by the CITY. At this time, the CITY will supply me with the name and address of the person or agency giving the adverse information.

I HEREBY CERTIFY that the answers given by me to the foregoing questions and the statements made by me are full and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentation of facts called for in this application, or any supplements thereto, are cause for rejection of my application or discharge at any time during my employment. I voluntarily authorize my former employers, schools, and persons named herein to give information regarding me, whether or not such information is a part of their records. I hereby release said organizations or persons from any liability or damages whatsoever for issuing this information.

I UNDERSTAND that as a condition of employment, I may be required to pass an employment physical and any future physical examination required by the CITY. I understand that such employment is subject to the policies of the CITY and the passing of any required written, physical ability or skill examination. It is understood that the use of this form does not indicate that there are any position openings and does not in any way obligate the CITY.

Furthermore, I understand that this application will remain active for 60 days from date of signature. After that time, I must request by person, mail, or phone continued activation of this application or file a new one.

Signed: _____ **Date:** _____

THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER.

Submit completed and signed applications using one of the following methods:

- **Mail:** City of Perry, Attn: Human Resources, P.O. Box 2030, Perry, GA 31069
- **Email:** matt.white@perry-ga.gov
- **Fax:** (478) 988-2716
- **In-Person:** Human Resources Office, City Hall, 2nd Floor, 1211 Washington Street

FOR OFFICE USE ONLY:

DATE HIRED: _____ **DEPARTMENT:** _____

JOB TITLE: _____ **SALARY:** _____ **POSITION:** _____

VII. INTERVIEWERS COMMENTS: _____



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Perry GA Fire & Emergency Services Department

NOTICE TO FIREFIGHTER APPLICANTS

The City of Perry welcomes you as an applicant for a position with the Fire & Emergency Services Department. If you cannot meet or abide by the conditions and/or requirements listed below we suggest you do not complete a formal application. Exceptions cannot be made to these conditions/requirements.

- A. A high school education or its equivalent as recognized by the Georgia Department of Education. GED must be awarded by a state. The United States Armed Forces Institute (USAFI) must be converted to a state awarded certificate.
- B. Minimum age limit for Firefighter Certification is eighteen (18) years old at the time of application. This is necessary so that you are certifiable by the Georgia Fire Standards and Training Council to satisfy our hiring requirements.
- C. Pass the required physical readiness test, physical examination, and pre-employment drug test, criminal history, and voice-stress test.
- D. Willing to work in harmony and on any shift assigned. Work shifts will include holidays and weekends.
- E. Must be a U.S. citizen.
- F. Must have a valid Georgia Driver's License or the ability to obtain one as required by law.

I have read the above conditions/requirements and desire to apply for the position with the Perry GA Fire & Emergency Services Department.

Applicant's Full Signature

Date

HEADQUARTERS Station 1207 Washington Street
P.O. Box 2030 | Perry, Georgia 31069-6030
Telephone 478-988-2850 | www.perry-ga.gov



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Non-Criminal Justice Applicant's Privacy Rights

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. §35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

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If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

I have read and consent to the above: _____

NAME

DATE



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Perry GA Fire & Emergency Services Department

Job Announcement Posting Dates: Friday, August 14, 2020 – Friday, September 11, 2020

PLEASE KEEP THIS PAGE FOR YOUR REFERENCE

As part of the hiring process for the Perry Fire & Emergency Services Department, applicants are required to pass a Physical Agility Test (PAT) to advance to the Assessment Lab Process.

Practice for the Firefighter PAT has been scheduled for the following date and at the following location, rain or shine:

Saturday, September 12, 2020 - **Practice PAT** will begin at **9:00 am**

Perry Fire Department Station #2
150 Commodore Drive
Perry, GA 31069

(Please arrive prepared for a physical assessment: Athletic attire and hydration for both the practice PAT and the Firefighter PAT is expected.)

The Firefighter PAT will be held on the following date at the location indicated, rain or shine:

Saturday, September 19, 2020 - **PAT** will begin at **9:00 am** at the

Perry Fire Department Station #2
150 Commodore Drive
Perry, GA 31069

{Multiple days may be set aside and will be used based upon the number of applicants. You will be notified via email of the day you are to attend the PAT.}

The gates are closed at the 9:00 start time, and no one else is admitted!

Those who successfully complete the PAT will then move on to the assessment lab.

HEADQUARTERS Station 1207 Washington Street
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Wednesday, September 23, 2020 - **Assessment Lab** is a single day classroom event 8:00 a.m. -until approximately 4:00 p.m. located at:

Perry Fire Department Station #2
150 Commodore Drive
Perry, GA 31069

The classroom door for the assessment center will be locked promptly at the 8:00 start time, and no one else is admitted!

Following the assessment lab, application files will be reviewed by the hiring board and those selected for the personal interview will be notified of the date/time and location of the interview appointment.

Interviews – Date, time and location to be determined as the process proceeds.

Candidates selected to advance beyond the interviews will undergo a criminal background and driver's history check.

Candidates selected for hire will receive a conditional offer of employment which requires they pass a fit for duty physical and pre-employment drug screening as well as a voice stress analysis and state/federal fingerprint check.

Please keep in mind that our process, dates and times are subject to change due to the COVID-19 virus.

Please advise us ahead of time if you are experiencing any symptoms of COVID-19 or have been exposed to anyone with symptoms.

Symptoms include: fever, cough, vomiting, diarrhea, difficulty breathing, chills, muscle pain, sore throat, lost sense of taste/smell, or shortness of breath.

Please contact Karen Bycenski in our personnel department at 478-988-2713 if you have any further questions.

The following are the guidelines we operate by each and every day. Your vital signs will be assessed prior to beginning any physical activity. In the event that your vital signs register outside of our parameters, you will not be allowed to participate until they return to normal range.

Rehab Sector EMS Guidelines:

Each member's vital signs will be taken and recorded prior to the beginning of the physical agility test. The following criteria are used in the evaluation of candidates during the assessment.

Transportation to a healthcare facility is required when the diastolic blood pressure is ≥ 130 .

Transportation to a healthcare facility is also suggested when the diastolic blood pressure is ≥ 110 and the individual is symptomatic.

An individual may be transported to a health care facility for further evaluation when the diastolic blood pressure is ≤ 110 and the individual is symptomatic.

The individual may be transported to a health care facility when the systolic blood pressure is ≥ 200 and after further evaluation and rest the systolic BP is still ≥ 200 .

When a pulse rate of ≥ 140 is found, administer oxygen and fluids, rest for a minimum of 10 minutes, and reassess the individual. If the pulse is less than 140, the individual may return to work.

If after 10 minutes the pulse remains above 140, the individual must rest an additional 30 minutes.

If after 30 minutes the pulses rate remains above 140, it will be requested that the candidate be transported to a health care facility for further evaluation.

NOTE: If the candidate falls outside of the rehab sector guidelines after an adequate rest period, (a rest period may be negated if the candidate is symptomatic) the rehab sector officer will recommend that the candidate be transported to the hospital for further evaluation. If the candidate refuses to be transported, the candidate will be asked to sign an EMS refusal form and sent home to follow up with his/ her physician.

The Perry Fire Department reserves the right to deny the ability to test to any candidate that displays any vital signs outside the normal limits of what is listed in the guidelines above



FIREFIGHTER PHYSICAL AGILITY TEST

Being a firefighter is a very dangerous and physically demanding job. For this reason a physical agility test has been developed. It will ensure each individual hired continues to meet at least a minimum level of physical conditioning needed to perform the job of firefighter.

The physical agility test consists of seven exercises that are to be performed consecutively. Each of the exercises are task related and are performed on a regular basis by firefighters. While you are doing the exercises you will be wearing protective clothing consisting of: firefighting helmet, firefighting gloves, and self-contained breathing apparatus, with no mask and not breathing air. The time to successfully complete the test is seven (7) minutes. Athletic or work-out attire is strongly recommended.

1. STAIR CLIMB

Fires in multi-story units represent one of the greatest threats to life safety. The ability to move personnel and equipment to the floor of the fire for extinguishment or rescue is an essential function for structural firefighters.

CONDITIONS

A shoulder load of hose weighing approximately 40 lbs. should be picked up and carried up four flights of stairs. The hose can be carried over the shoulder or carried under the arm. (Hose will be two sections of 1 3/4" hose).

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

The cardiovascular system is tested in this task along with strength and endurance of the leg muscles. Stair climbing exercises, particularly those performed under a load, have the most positive effects on preparation for this task. Resistance training exercises for the legs are also helpful.

2. HOISTING

There are a number of fire ground activities that necessitate repetitive motions such as pulling or hoisting. Pulling victims from a confined area or hoisting equipment and tools to upper floors or roofs are tasks that call for a combination of grip strength and endurance. The use of gloves while attempting to grasp objects has been demonstrated to reduce grip strength by 50%.

CONDITIONS

The hoist evolution will be done by hoisting a section of 3" hose up to the second floor of the training tower two times. The hoisting will be done with a hand-over-hand motion and the section of hose will be brought into the window and placed on the floor.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

The exercise requires upper body strength and grip strength. Any weight training that includes grasping and manipulation of heavy weights will have a beneficial effect on forearm flexors and grip strength.

3. FORCIBLE ENTRY AND VENTILATION

Gaining access to a building for the purpose of effecting rescue and extinguishment or performing ventilation is an essential function for fire suppression personnel. There are a variety of forcible entry tools that are used to perform this task. Two of the most common used tools are the axe and sledge hammer. The use of these tools is one of the most physically demanding jobs a firefighter could do.

CONDITIONS

For the purpose of testing the forcible entry/ventilation skills, the sledge hammer is the safest and least skill-dependent tool. The act of chopping is one of the most basic fire ground activities. For the exercise, the firefighter shall straddle a weight while standing on two platforms (The Perry Fire Department uses a Keiser Sled). Using an 9 lb. dead blow sledge hammer, the firefighter strikes the weight repetitively, driving it a distance of 5 ft.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

The explosive power and endurance of the upper body muscle groups are demonstrated in the performance of this task. Resistance training of the upper body muscle groups is recommended.

4. THE VICTIM DRAG

The most critical task of a firefighter is the rescue of a citizen or a fellow firefighter. The importance of this task is directly related to the mission of the fire service.

CONDITIONS

The use of an anatomically correct rescue prop weighing about 175 lbs. will be utilized. The task is accomplished as follows: a mannequin is placed on the ground in a lying down position. The rescuer approaches the head, grasps the harness which is around the victim, lifts the victim off the ground while leaning against the weight of the victim. Then, while keeping his/her back straight and walking backwards, the rescuer shall drag the victim 100 ft. The rescuer may grasp the mannequin under the arms and drag it or place the rescue strap under the arms and drag it. The legs of the mannequin must touch the ground.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

Muscular strength and endurance are necessary for the victim drag. Resistance training with weights on the various muscle groups will provide the basic foundation for the performance of this task.

5. HOSE ADVANCE

Large and small diameter hose are routinely used in the job of firefighter. Carrying, dragging, and advancing charged hose lines are an essential function of firefighters. The weight of water is 8.33 lbs. per gallon. The weight of a charged hose line can easily reach weights in excess of 400 lbs., depending on the size and length of the hose lay.

CONDITIONS

The lead end of a charged 100 ft. 1 ¼" hose line should be placed over the shoulder. While walking at a rapid pace without stopping, the line should be stretched by pulling it from a pre-connected water source a total distance of 75 ft.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

Pulling hose demands muscular strength and endurance of the large muscles of the legs. There is some need for torso strength so stabilize the upper body. Resistive training such as squats, knee flexing, and extensions are recommended.

6. CARRY EVOLUTION

Firefighters need to carry tools and equipment at a fire. Completion of this task demonstrates that the candidate has adequate strength to pick up and then carry an object an appropriate distance.

CONDITIONS

The candidate shall pick up an exhaust fan and carry it a distance of 75 ft. The fan shall be carried continuously without being dropped or placed down.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

Muscular strength and isometric endurance are required for this task. Resistance training for the arms and legs are most effective for this task.

7. LADDER EXTENSION

Ladders are commonly used on the fire ground to assist firefighters with gaining access to elevated positions, as well as serving as a means of egress in fires above the ground level.

CONDITIONS

The candidate, given a 24-foot extension ladder firmly secured to an object in the vertical position, must completely extend the fly section (top) to the top of the base using a controlled, hand over hand locking motion to keep continual upward movement. Once the ladder will no longer extend upward, the candidate must then lower the fly section until it has returned to the starting position with the fly touching the ground. This must be done in a controlled fashion.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

The exercise requires upper body strength and grip strength. Any weight training that includes grasping and manipulation of heavy weights will have a beneficial effect on forearm flexors and grip strength.