

JOIN OUR TEAM!

Entry Firefighter/Operator Employment



The City of Minden Fire Department was established in 1908 and has grown into a combination department striving to provide the highest level of emergency services to the citizens of Minden. The City of Minden Fire Department offers exciting and rewarding careers to qualified individuals on a non-discriminatory basis.

The starting salary is currently \$30,458.50 annually. Once a firefighter has completed one year of service, the State of Louisiana provides an additional \$7,200.00 annually, which increases the salary to \$37,658.50. The schedule is 24/24 for 5 shifts and then off 6 days. Benefits also include retirement, health, dental, vision, and life insurance. Those interested in employment as a Firefighter/Operator with MFD must complete the three-phase application process, including submission of the Application for Employment and supporting documents to the Human Resource Department by the application deadline to be eligible and considered for employment. Applications are valid for one year and may be considered for any Firefighter/Operator vacancies filled within one year of submission. Questions regarding the application process may be directed to the Human Resource Department.

Important Dates

- Application Deadline: June 6, 2025
- Candidate Interview with Hiring Board: June 18, 2025
- Candidate Physical Ability Test: June 19, 2025

Three-Phase Application Process

PHASE 1 : PASS THE LOUISIANA OSE ENTRANCE FIREFIGHTER EXAM

- You **MUST** have a valid passing score on the Louisiana Office of State Examiner's Entrance Firefighter Exam or you will **NOT** be considered for this hiring process. The exam score is valid for 18 months and must be valid on the first day of employment.
- Information about the exam including in-person and online testing options, a study guide, and the exam application process can be found at <https://ose.louisiana.gov/testing-employment/competitive-applicants/>. Contact the OSE directly at (225) 925-4400 for more information.
- Applicants are encouraged to submit a copy of their Entrance Firefighter Exam Score with their Application Form.

Three-Phase Application Process

Phase 2 : SUBMIT THE APPLICATION FORM & ELIGIBILITY DOCUMENTS TO THE HUMAN RESOURCE OFFICER

- The City of Minden Application Form is available for download at <https://www.mindenla.org/job-listings/>.
- Copies of documents that prove the applicant meets the following four eligibility requirements must be attached to the Application Form.
 - Proof you are a citizen of the United States, and
 - Proof you meet the age requirement of the civil service board, which is 18 years old, and have not reached the age of 28 prior to the date of the conditional offer of employment, and
 - Proof you have a high school diploma or a valid certificate of equivalency issued by a state department of education, and
 - Proof you have a valid driver's license (copy of driver's license)
- Applications forms and documents may be submitted by:
 - Email to HR@mindenusa.com. The applicant is required to confirm their application was received by either phone call to the HR at (318) 377-2144 ext. 486 or separate email to vholcomb@mindenusa.com.
 - Deliver or mail to City of Minden, Human Resource Department, 520 Broadway, Minden, LA 71055. Mailed applications must be received by the application deadline.

Phase 3 : PASS THE HIRING BOARD INTERVIEW AND THE CANDIDATE PHYSICAL ABILITY TEST (CPAT)

- The Minden Fire Department will provide a date for the applicant to report to the Central Fire Station at 1213 Sheppard Street to be interviewed by the hiring board. If the applicant is ranked in the top three, he/she will return the following day to complete the CPAT.
- Applicants must pass the Candidate Physical Ability Test (CPAT) offered by the Minden Fire Department. Applicants will be given a sheet listing the skill stations that must be completed prior to their interview date.
- The Fire Chief will notify Human Resources which CPAT candidates have passed.

Final Steps

❑ SELECTION

The Fire Chief and Human Resources will review applications submitted and schedule each applicant for an in-person interview with the hiring board. The top three applicants will then report for a CPAT test.

❑ PREHIRE

The Fire Chief will extend a written conditional job offer with pre-hire requirements to those selected for employment. An offer of employment as a Recruit Firefighter with the City of Minden Fire Department will be contingent upon the applicant's satisfactory completion of pre-employment screenings including background and motor vehicle record checks, drug screen, and physical evaluation by the City's occupational health physicians meeting NFPA 1582, latest edition on Medical Requirements for Firefighters.

❑ HIRING

The Fire Chief will submit the names of those selected for employment that have completed all pre-hire requirements to the Mayor for consideration of hire by the Minden City Council.

❑ TRAINING

After the Minden City Council approves hiring, the Minden Fire Department Recruit Firefighters must satisfactorily complete a Recruit Academy (location and date to be determined by availability) and pass Firefighter I and II and the Driver-Operator certification exams.