

# Marathon Fire Rescue Recruitment Packet



## Table of Contents

Introduction	3
Department Information	4
Organization Chart	5
Career Qualifications	6
Interview Process	7
Benefits	10
Incentive Pay	12
Career Growth	13
Inclusion Efforts	15
Application	16

# Introduction

## Welcome to Marathon Fire Rescue

Proudly serving the vibrant and historic community of Marathon, Florida. Located in the Heart of the Florida Keys, the City of Marathon was incorporated in 1999, officially establishing its boundaries from the East end of the Seven Mile Bridge (approximately Mile Marker 47) to the West end of Toms Harbor Bridge (approximately Mile Marker 60). Positioned just about an hour from both Key West and Key Largo, Marathon is ideally situated in the center of the Keys Island chain.

Our service area encompasses a unique collection of islands rich in history and natural beauty, including Boot Key, Knight Keys, Hog Key, Vaca Key, Stirrup Key, Crawl Key and Little Crawl Key, East and West Sister's Island, Deer Key, Fat Deer Key, Long Pine Key, and Grassy Key. These islands are deeply rooted in Florida's storied past, particularly during the era of Henry Flagler's Overseas Railroad. The name "Marathon" was coined by the relentless efforts of railroad workers who, faced with grueling conditions, remarked, "This is getting to be a real Marathon." The name stuck and has become a proud part of our heritage.

Long before the railroad, early settlers in the region were farmers, wreckers, and fishermen—traditions that still echo in the community today. Marathon remains a world-renowned destination for its exceptional fishing, stunning beaches, and warm, tropical climate. Visitors are welcomed by a close-knit community of residents who are proud to call Marathon home.

## Department Information

At **Marathon Fire Rescue**, we are proud to serve one of the most populated cities in the Florida Keys—the **City of Marathon**, home to approximately **9,690 residents**. Our dedicated team works tirelessly to protect both our vibrant local community and the countless visitors who travel to enjoy the natural beauty, history, and recreation that Marathon has to offer.

With honor and dedication, we provide emergency response, fire suppression, ARFF, rescue operations, SWAT medics, community education and outreach, and public safety education throughout the city.

We currently operate out of **two fully staffed fire stations—Station 14 and Station 15—with a third station actively in development** to meet the growing needs of our city. Each station is strategically placed to ensure rapid emergency response throughout our jurisdiction, which spans a diverse group of islands from the East end of the Seven Mile Bridge to the West end of Toms Harbor Bridge.

With a team of **32 full-time firefighters** and a committed **administrative staff** who keep our operations running efficiently every day. Together, we provide exceptional fire protection, emergency response, and medical services to our community.

Our department is also home to a highly trained **Critical Care Transport team**, which delivers advanced medical care and transportation from **Fishermen’s Hospital to Miami**, ensuring patients receive timely, lifesaving treatment when every second counts.

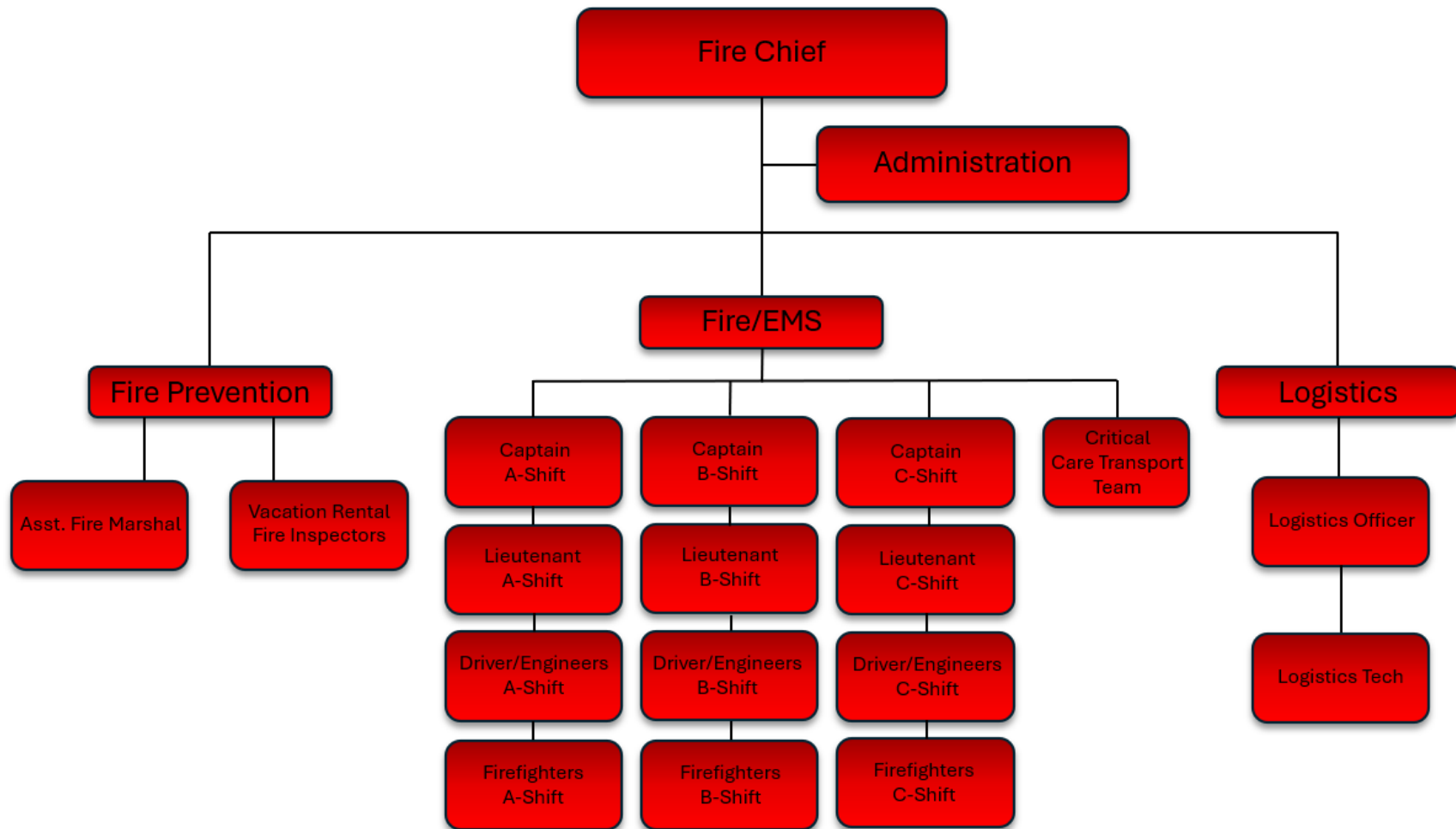
We work in close partnership with the **Monroe County Sheriff’s Office** and **Trauma Star**, strengthening our ability to respond to emergencies with speed, precision, and coordinated care.

In addition to land-based emergency response, we are excited to announce that **a specialized rescue boat is currently under construction**. This addition will enhance our marine rescue capabilities, allowing us to better serve the unique geography of our coastal and island-based community.

At Marathon Fire Rescue, we are committed to progress, preparedness, and protecting what matters most. With every call, we proudly stand ready to serve the Heart of the Florida Keys.

**Marathon Fire Rescue** — Serving with Pride in the Heart of the Florida Keys.

## Organization Chart





## Career Qualifications

### **Critical Care Transportation (CCT) Team**

EMT Certified – Starting pay \$19.80	Paramedic Certified – Starting pay \$21.12
1) High School Diploma or GED	1) High School Diploma or GED
2) College Diplomas (If Applicable)	2) College Diplomas (If Applicable)
3) Driver's License	3) Driver's License
4) Florida EMT License	4) Florida Paramedic License
5) BLS/CPR Card	5) ACLS Certified/PALS (if applicable)
6) EVOC	6) BLS/CPR Card
7) Interview	7) EVOC
	8) Interview

### **Firefighter**

EMT Certified – Starting pay \$66,243.84	Paramedic Certified – Starting pay \$68,390.40
1) High School Diploma or GED	1) High School Diploma or GED
2) College Diplomas (If Applicable)	2) College Diplomas (If Applicable)
3) Driver's License	3) Driver's License
4) Florida EMT License	4) Florida Paramedic License
5) Fire I & Fire II	5) Fire I & Fire II
6) State of FL Certificate of Compliance	6) State of FL Certificate of Compliance
7) BLS/CPR Card	7) ACLS Certified/PALS (if applicable)
8) EVOC	8) BLS/CPR Card
9) NTN FireTeams/PSSA Test	9) EVOC
10) NTN Personal History Questionnaire	10) NTN FireTeams/PSSA Test
11) NTN CPAT Passing Letter	11) NTN Personal History Questionnaire
12) Pass a Fire/EMS/Swim test with MFR	12) NTN CPAT Passing Letter
13) Interview	13) Pass a Fire/EMS/Swim test with MFR
	14) Interview

# Interview Process

## **Critical Care Transport (CCT) Application & Interview Process**

Thank you for your interest in joining the Critical Care Transport team at Marathon Fire Rescue. We are committed to selecting highly skilled, compassionate professionals who are dedicated to providing advanced medical care in high-pressure environments. Below is an overview of our CCT team application and interview process.

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### **Step 1: Submit an Application**

- Applicants must complete and submit the official City of Marathon employment application provided in this packet, along with the following:
    - Driver's License
    - High School Diploma or GED
    - College Diplomas (if applicable)
  - Additional documentation may include:
    - Resume/CV
    - Letter(s) of recommendation
    - Any prior experience in emergency or critical care transport
- 

### **Step 2: Submit Credentials & Documentation**

- Applicants are required to provide all current and relevant certifications and licenses, including but not limited to:
    - State of Florida EMT or Paramedic license
    - BLS, ACLS, and PALS cards (ACLS & PALS for Medics)
    - Accredited 16 Hours Emergency Vehicle Operator Certification
- 

### **Step 3: Interview Scheduling**

- Once documentation is reviewed, qualified applicants will be contacted to schedule an interview.
  - Interviews may include both a panel interview and scenario-based questions to assess clinical knowledge, critical thinking, and interpersonal skills.
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### **Estimated Timeline**

- The entire process—from application submission to final candidate selection—takes approximately four weeks.
  - All applicants will be notified of their status upon completion of the selection process.
- 

### **Contact Us**

For more information or clarification, please contact our administrative office at 305-743-5266 or [nixona@ci.marathon.fl.us](mailto:nixona@ci.marathon.fl.us).

## **Firefighter Application & Interview Process**

Thank you for your interest in a career with Marathon Fire Rescue. We are committed to recruiting highly motivated, skilled, and community-focused individuals to join our team of professional firefighters. Below is an overview of the firefighter hiring and interview process.

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### **Step 1: Submit an Application**

- Applicants must complete and submit the official City of Marathon employment application provided in this packet, along with the following:
    - Driver's License
    - High School Diploma or GED
    - College Diplomas (if applicable)
  - Ensure all sections of the application are filled out completely and accurately by the specified deadline.
  - Additional documentation may include:
    - Resume/CV
    - Letter(s) of recommendation
    - Any prior experience in emergency or critical care transport
    - Additional documents such as military service records (if applicable)
- 

### **Step 2: Submit Credentials & Documentation**

- Applicants must provide copies of all required certifications and supporting documents, which include:
  - State of Florida EMT or Paramedic license
  - State of Florida Firefighter II certification
  - State of Florida Firefighter Compliance
  - BLS, ACLS, and PALS cards (ACLS & PALS for Medics)
  - Accredited 16 Hours Emergency Vehicle Operator Certification
  - Passing CPAT Letter
- Applicants must complete and pass the National Testing Network FireTeams/PSSA exam. Scores must be shared on the NTN website. Passing criteria include the following:
  - Human Relations minimum passing score: 70
  - Mechanical minimum passing score: 60
  - Math minimum passing score: 70
  - Reading minimum passing score: 80
  - Public Safety Self Assessment (PSSA): 70
- Applicants must complete and submit the National Testing Network Personal History Questionnaire (PHQ).
  - Answers must be made with full honesty and provide detailed explanations when needed.

*(NTN scores are not weighted. All sections must have a passing score to receive a passing result.)*



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#### Step 3: Department Testing and Interview Scheduling

- Once applications and credentials are reviewed, qualified applicants will be contacted with a projected New Hire Testing date.
- When a testing date is set applicants who have completed and met the above criteria will receive a New Hire Testing invitation.
- New Hire Testing will consist of the following:
  - Fire skills test
  - EMS skills test
  - Swim test
- If all three tests are passed the application will be invited to an interview that same day. The interview process will consist of a panel interview.

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#### Step 4: Conditional Offer

- When an applicant makes it through the New Hire Testing and Interview process with favorable outcomes a conditional offer letter will be presented.
- Conditional offer letters will include additional criteria to be met such as the following:
  - Pass the NFPA physical examination
  - Pass a drug screening
  - Pass background check

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#### Step 5: Official Offer

- When an applicant received favorable results with the NFPA physical examination and drug screening an official offer letter will be presented.
  - For EMTS Only – An official offer letters will include additional in obtaining a Paramedic license within two years of the applicant's official start date.

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#### Step 6: Paperwork and Fitting

- Once a signed official offer letter is received the applicant will be informed of a date to complete employment paperwork and department uniform fitting once a date has been determined.
- After documentation if completed with applicant will be presented with an official start date of employment.

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#### Estimated Timeline

- Due to the competitive nature and thorough review process, the firefighter hiring cycle may take approximately four to six months from the date of application to final candidate selection.
- All applicants will be updated on their status throughout the process.

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#### Contact Us

For more information or clarification, please contact our administrative office at 305-743-5266 or [nixona@ci.marathon.fl.us](mailto:nixona@ci.marathon.fl.us).

## Benefits

We believe that taking care of our team is just as important as taking care of our community. We are proud to offer a comprehensive benefits package that supports the health, financial security, and long-term success of our personnel—both on and off the job.

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### Health & Wellness

- **Excellent Health Care Coverage**  
Our employees and their families have access to high-quality medical, dental, and vision plans to support their overall well-being.
  - **Life Insurance**  
Provided to help protect your loved ones and ensure peace of mind.
  - **Short-Term & Long-Term Disability Options**  
Coverage is available to protect your income in the event of illness or injury, offering security during life's unexpected challenges.
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### Retirement & Pension

- **6-Year Vesting**  
Employees are fully vested in the retirement system after just six years of service.
  - **20-Year Pension**  
Full pension eligibility is available after 20 years of service, offering a strong and stable foundation for retirement.
  - **7-Year DROP Program (Deferred Retirement Option Plan)**  
Eligible members can enter the DROP program and continue working while accumulating retirement benefits for up to 7 years.
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### Compensation & Incentives

- **12-Step Pay Progression**  
Our structured pay scale rewards experience and tenure, with regular increases across 12 steps.
  - **Incentive Pay**  
Additional compensation is available for specialized certifications, training, and advanced roles.
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### Scheduling & Time Off

- **24/48 Schedule with 3-Week Kelly Day**  
Our operational schedule allows for work-life balance, giving firefighters 24 hours on shift followed by 48 hours off, with a Kelly day every third week.
  - **13 Paid Holidays**  
We recognize and honor holidays with paid time off, providing rest and time with family.
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## Education & Professional Development

- Education Reimbursement

We support ongoing growth through tuition and educational assistance for approved coursework, certifications, and degrees that enhance your career.

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At Marathon Fire Rescue, we don't just offer a job—we offer a career backed by supportive benefits, growth opportunities, and a team culture built on service, respect, and pride. When you join our department, you become part of a family that values your health, your future, and your commitment to the Heart of the Florida Keys.

## Incentive Pay

Incentive pay for Bargaining Unit Members shall be as follows for the following certifications with a maximum of twelve percent (12%):

Airport Rescue Fire Fighting 3.0%

State of Florida Fire Inspector 1 3.0%

State of Florida Fire Inspector 2 (to exclude FI-1) 5.0%

State of Florida Apparatus Pump Operator 1.5%

Aerial/ Pump Operator 1.0%

State of Florida Fire Instructor 2.0%

State of Florida Live Fire Instructor 1.5%

State of Florida Fire Officer 1 2.5%

State of Florida Fire Officer 2 (to exclude FO-1) 4.0%

State of Florida Fire Investigator 1.0%

State of Florida Incident Safety Officer 1.0%

CCEMT-P (Department Approved Course) 1.5%

AHA BLS Instructor 0.5%

AHA ACLS Instructor 0.5%

AHA PALS Instructor 0.5%

AS/AA Degree (not applicable with BS degree) 1.5%

BS Degree (to exclude AA/AS Degree) 3.0%

Living within the City limits of Marathon or KCB 1.5%

## Career Growth

At Marathon Fire Rescue, we are committed to not only serving our community with excellence, but also to investing in the professional development and long-term success of our personnel. Our department offers a clear and structured career growth pathway supported by a step-up pay scale, recognizing increased responsibility, skill, and leadership at every level.

Whether you're just beginning your career in emergency services or are ready to take the next step in leadership, Marathon Fire Rescue provides multiple opportunities for advancement:

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### Entry-Level Opportunities

- **Inter-Facility EMT**  
Provides essential care and patient transport between medical facilities. A great starting point for those beginning their EMS career.
- **Inter-Facility Paramedic (PMD)**  
Delivers advanced life support and critical care during inter-facility transports, with increasing responsibility and medical oversight.

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### Fire Service Operations

- **Firefighter EMT**  
Combines fire suppression duties with emergency medical response, working directly with the community in times of crisis.
- **Firefighter Paramedic (PMD)**  
Offers advanced pre-hospital care while performing all firefighter responsibilities. Eligible for additional step-up pay due to specialized skills.

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### Advancement & Leadership Roles

- **Driver Engineer**  
Responsible for the operation and maintenance of emergency vehicles and apparatus. A critical role in ensuring safety and efficiency on scene.
  - **Lieutenant**  
Serves as a first-line supervisor, leading crews during emergency calls and overseeing daily station operations.
  - **Captain**  
Oversees multiple crews or stations, ensuring coordination, safety, and effective response across the department.
-

### Specialized & Administrative Roles

- **Inspector**  
Conducts fire code enforcement, inspections, and public safety education to ensure community compliance and fire prevention.
  - **Logistics Officer**  
Manages department supplies, equipment, and resource planning—ensuring teams are well-equipped and prepared for every response.
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### Step-Up Pay Scale

- Our step-up pay scale reflects the increased responsibilities and skills associated with each role. As members take on higher duties—whether through promotions or temporarily stepping into leadership or specialized positions—they are fairly compensated for their contributions and expertise.
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Marathon Fire Rescue is more than a workplace—it's a place to build a meaningful, rewarding, and upward-moving career. We believe in growing from within and are proud to support our team members as they pursue their professional goals.



## Inclusion Efforts

### **Our Commitment to Inclusion and Non-Discrimination**

At Marathon Fire Rescue, we are proud to foster a workplace built on respect, equality, and integrity. We believe that diversity strengthens our team, enhances our service, and reflects the community we are honored to protect.

We are committed to maintaining an inclusive environment where all individuals—regardless of race, color, ethnicity, gender, gender identity or expression, sexual orientation, age, religion, national origin, disability, marital status, or veteran status—are welcomed, valued, and treated with dignity.

Our department actively promotes:

- Equal employment opportunities in all hiring, training, promotions, and operational procedures
- Zero tolerance for discrimination, harassment, or bias of any kind
- Ongoing education and awareness, including diversity, equity, and inclusion training for all personnel
- Open and respectful communication that encourages teamwork, trust, and understanding

We recognize that a diverse and inclusive team enhances our ability to serve a diverse community. By upholding these values, we ensure that every member of our department and every resident we serve feels safe, respected, and supported.

At Marathon Fire Rescue, inclusion is not just a policy—it's a core part of who we are.

9805 Overseas Highway  
Marathon, FL 33050

EDUCATION		COURSE OF STUDY	YEARS COMPLETED	DID YOU RECEIVE A DEGREE <small>(state degree/major)</small>
High School	Name _____			
	City _____			
	State _____			
Undergraduate College/University	Name _____			
	City _____			
	State _____			
Undergraduate College/University	Name _____			
	City _____			
	State _____			

**Veterans Preference**

Do you intend to claim Veterans preference pursuant to Chapter 295 of Florida Statutes? ☐ Yes ☐ No

If you answered yes to the above question, you must provide a copy of a DD-214 and/or proof of receipt of disability benefits dated within six months of the date of application.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL INFORMATION**

List professional, trade, business, or civic activities and offices held. (You may exclude memberships which would reveal sex,race,religion,national origin,age,color,disability or other protected status):

\_\_\_\_\_

\_\_\_\_\_

**SPECIAL SKILLS AND QUALIFICATIONS**

Please list any special job related skills and qualifications acquired from employment or other experience that may qualify you to work with our City.

\_\_\_\_\_

\_\_\_\_\_

**DRIVERS LICENSE INFORMATION:**

Do you have a valid license: ☐ Yes ☐ No

License Type ☐ Operator ☐ CDL ☐ Class

Endorsement Code \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_ Exp Date \_\_\_\_\_

## EMPLOYMENT HISTORY

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, sex, national origin, disabilities or other protected status.

1. Employer	Dates Employed	From	To
<hr/>			
Address <hr/>			
Telephone Number	Hourly Rate/Salary	Starting	Final
<hr/>		<hr/>	
Job Title	Supervisor		
<hr/>			
Reason for Leaving <hr/>			
Summarize the nature of the work you performed and the job responsibilities: <hr/>			
<hr/>			
<hr/>			
May we contact for reference check? <input type="checkbox"/> Yes <input type="checkbox"/> No			

2. Employer	Dates Employed	From	To
<hr/>			
Address <hr/>			
Telephone Number	Hourly Rate/Salary	Starting	Final
<hr/>		<hr/>	
Job Title	Supervisor		
<hr/>			
Reason for Leaving <hr/>			
Summarize the nature of the work you performed and the job responsibilities: <hr/>			
<hr/>			
<hr/>			
May we contact for reference check? <input type="checkbox"/> Yes <input type="checkbox"/> No			

3. Employer	Dates Employed	From	To
<hr/>			
Address <hr/>			
Telephone Number	Hourly Rate/Salary	Starting	Final
<hr/>		<hr/>	
Job Title	Supervisor		
<hr/>			
Reason for Leaving <hr/>			
Summarize the nature of the work you performed and the job responsibilities: <hr/>			
<hr/>			
<hr/>			
May we contact for reference check? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Please explain any gaps in your employment.  
If you need additional space, please continue on a separate sheet of paper.

## REFERENCES

1. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
May we contact your reference? ☐ YES ☐ NO ☐ LATER

2. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
May we contact your reference? ☐ YES ☐ NO ☐ LATER

### Authorization and Acknowledgment PLEASE READ BEFORE SIGNING THIS STATEMENT

I certify that the information I have provided in this application is true and complete to the best of my knowledge and understanding. I have answered each question completely, including information which you may consider unfavorable. I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained in this application. I also authorize the City to contact the references and employers listed above to obtain any information concerning my previous employment personal or otherwise, and release the City from all liability for any damage that may result from utilization of such information.

Employment is subject to verification of an applicant's background and conviction record. Persons selected for employment must (1) present a valid social security card, (2) take a Loyalty Oath, as per Florida Statue, Section 876.05 and, (3) subsequent to an offer of Employment, pass a medical examination by a City physician. The medical examination may include testing for current use of drugs and/or controlled substances. If traces of drugs or controlled substances are present in a candidate's blood or urine and have NOT been obtained and taken as directed by a valid prescription, the candidate **will not** be given further consideration under the present announcement for this classification. Subsequent to an offer of employment, I give my voluntary consent to be medically examined and to provide a sample of my blood or urine which may be tested for recent use of drugs and/or controlled substances. Further, I release the City of Marathon, its officers, agents, and employees from any liability whatsoever in connection with such a medical examination or the use of the test results therefrom.

I also understand and agree that no representative of the City has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized City representative.

I understand that, if hired, my employment is at-will, and can be terminated by the City or me at any time, with or without cause, and without prior notice. I further understand and agree that this application is not intended to be nor does it give rise to a contract for employment, or in the event of employment, a contract for continued employment.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

### DO NOT WRITE IN THIS SECTION/FOR HUMAN RESOURCES USE ONLY

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# AFFIRMATIVE ACTION FORM

Government Agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment, or later advancement in employment.

Name \_\_\_\_\_ Department \_\_\_\_\_

Sex: ☐ Male ☐ Female

## Race/Ethnicity:

☐ **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintain tribal affiliation or community attachment

☐ **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ **Black or African American** - A person having origins in any of the Black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American"

☐ **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ **White** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

☐ **Hispanic or Latino (All races)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or Spanish culture or origin, regardless of race.

☐ **Hispanic or Latino (White race only)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or Spanish culture or origin, and of the White race.

☐ **Hispanic or Latino (All other races)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or Spanish culture or origin, and of any race other than White.

☐ **Race missing or unknown** - Applies to Applicants only, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

☐ **Veteran**

Please identify where you learned about an employment opportunity with this organization.

☐ Newspaper ☐ Employee Referral ☐ Recruiter ☐ Tech School/College Placement  
☐ Temporary Service ☐ State Employment Service ☐ Other