

**STATE LAW REQUIRES NO FELONY CONVICTIONS WITHIN THE PAST 10 YEARS
PROOF OF EDUCATION REQUIRED WITH APPLICATION**

**VACANT POSITION
DEPARTMENT: FIRE**

**OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT COMPLETED APPLICATION & PROOF OF EDUCATION TO:
employment@spaldingcounty.com or in the HUMAN RESOURCES OFFICE
CLOSING DATE: 5:00 p.m. on FEBRUARY 20, 2018**

****See attached Important Details outlining the Hiring Process****

Applicants selected for employment must provide a copy of their birth certificate no later than their first day of employment.

Job title: **Firefighter** (Position #1807)
Salary: Pay Grade 16; Hiring Rate based on \$30,877 per year
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Work 24 hours/off 48 hours; including weekends and holidays.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Requires a High school diploma or state-awarded GED, must be at least 18 years old, and possess a valid GA driver's license. Prefer vocational/technical training in fire suppression and First Responder emergency medical treatment programs; supplemented by 5 months previous experience and/or training involving fire suppression, fire truck driving/operation, and First Responder emergency medical treatment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Prefer NPQ Level 1 Firefighter certification and a Class F Driver's License. Must be able to obtain Firefighter II certification and obtain a Class F driver's license within probationary period. Must possess and maintain valid Georgia First Responder, Auto Extrication, Confined Space, and Trench Rescue certifications. Must have good work and driving records – no DUI within the last 5 years. State law requires no felony convictions within the past 10 years.

GENERAL STATEMENT OF JOB: Under general supervision, responds to emergency calls and fights/suppresses fires. Duties include: responding to fire/rescue/medical emergency calls for protection of life and property, driving/operating fire apparatus, controlling/extinguishing fires, providing basic life support to sick/injured persons, and maintaining department equipment. Reports to assigned officer.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of fire fighting equipment, tools, fire station equipment, and office equipment such as a motor vehicle, fire engine, tanker truck, ladder truck, pump apparatus, smoke detector, carbon monoxide detector, fire extinguisher, generator, chain saw, air compressor, breathing apparatus, hoses, nozzles, connectors, hydrants, ladders, extrication tools, hydraulic tools, air lift bags, mechanic tools, axe, crowbar, rake, shovel, portable lights, gauges, first aid supplies, washer, dryer, ice maker, computer, printer, copy machine, facsimile machine, calculator, telephone, and radio communications equipment. Must be able to drive a fire truck, and operate a motor vehicle. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of one hundred twenty-five pounds and able to climb ladders up to 100 feet in height.

ESSENTIAL JOB FUNCTIONS: Responds to emergency calls for fire suppression, medical assistance, hazardous materials incidents, and other emergency situations; provides protection of life/property against fire; provides first aid/CPR as needed.

Maintains a state of readiness/preparation for emergency response; checks/maintains stock of equipment and supplies on fire vehicles and in fire station; re-loads equipment and apparatus following response to emergency calls; prepares apparatus for subsequent emergencies; tests hoses and pumps on apparatus.

Drives, operates, and monitors a variety of fire vehicles/apparatus; determines best route to reach location of emergency calls; performs safe driving functions in various weather conditions.

Suppresses, controls, and extinguishes fires; performs search, rescue, extrication of victims, and forcible entries; assists individuals from burning structures; ventilates smoke and gas from buildings; establishes openings in buildings for entrance, ventilation, or salvage; performs salvage and overhaul functions; assists with cleanup activities.

Positions and climbs ladders of various heights to access upper levels of buildings and to perform rescue operations.

Locates water supplies; places fire truck in pumping mode to charge lines; lays out and maneuvers fire hoses; selects appropriate nozzles; operates pumps and directs stream of water or chemicals onto fire; disconnects and rolls used hoses; protects property from water/smoke by use of waterproof salvage covers and smoke ejectors.

Administers first aid and artificial respiration to injured persons and those overcome by fire and smoke, per First Responder guidelines; performs physical lifting techniques associated with moving patients between incident site, stretcher or ambulance.

Responds to incidents involving terrorism and weapons of mass destruction.

Utilizes protective/safety equipment and monitors work environment to ensure safety of employees and other individuals.

Maintains inventory levels of departmental supplies; initiates orders for new or replacement materials.

Performs general maintenance tasks necessary to keep vehicles, buildings, quarters, hydrants, equipment and tools in operable condition, which may include inspecting/testing equipment, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning quarters; monitors equipment operations to maintain efficiency and safety; reports faulty equipment for necessary maintenance work.

Prepares or completes various forms, reports, correspondence, logs, fire reports, equipment testing records, training records, vehicle maintenance records, incident reports, supply requests, or other documents.

Receives various forms, reports, correspondence, orders, logs, vehicle maintenance records, training materials, drawings, maps, rules, regulations, policies, procedures, codes, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains current manuals, policies/procedures, bulletins, or map books for reference and/or review.

Communicates via telephone and/or two-way radio; communicates effectively and coherently over radio channels while initiating and responding to radio communications; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisors, employees, volunteers, dispatchers, other divisions, other departments, fire officials, law enforcement officials, medical personnel, outside agencies, property owners/occupants, victims, utility companies, civic organizations, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in drills, demonstrations, and courses in hydraulics, pump operation/maintenance, and firefighting/rescue techniques; attends shift meetings, workshops and seminars as appropriate.

1/31/2018

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CURRENT 2018 FIREFIGHTER HIRING PROCESS

Spalding County Fire Department is pleased to announce that we are currently accepting applications for 10 full time firefighter positions. Starting Salary is \$30,877 per year, with paid in-house training for the required state certifications as Firefighter I and Firefighter II. Excellent benefits include health insurance, life insurance, dental and vision coverage, three-tier retirement plan including a Defined Benefit Plan, Deferred Compensation, and a 401(a) County Match, Pension Fund membership option, monthly leave accrual – annual, sick and holiday leave.

Applications will be available online at <http://spaldingcounty.com/careers.php> between January 31, 2018 and February 20, 2018. Applications may be submitted, along with proof of education until 5:00 PM, close of business, on February 20, 2018 by **US Postal Mail** to Spalding County Human Resources, P.O. Box 1087, Griffin, GA 30224, by **email** employment@spaldingcounty.com, **fax** 678-734-3142, or **in person** by delivering the packet to the Human Resources Department, located in Room 110 of the Annex Building, 119 East Solomon Street. A copy of birth certificate is not required with application, but if hired, must be provided no later than the 1st day of employment.

MINIMUM QUALIFICATIONS:

- Be at least 18 years of age;
- Possess a High School Diploma or state-awarded GED;
- Have not been convicted of a felony within the last ten (10) years;
- Have a valid Driver's License and good driving record. No DUI within the last five (5) years;
- Ability to obtain **at least** a Class F driver's permit within 4 weeks from date of hire;
- Ability to obtain Hazardous Material Awareness & Operation, Firefighter I & II certifications within 12 months of date of hire;
- Be in good physical condition as determined by a medical examination and complete a physical agility evaluation.

NOTE: ALL NOTIFICATIONS, INCLUDING ANY TESTING SCHEDULE CHANGES, WILL BE SENT TO THE E-MAIL ADDRESS PROVIDED ON YOUR APPLICATION

Physical Agility Test and Written Test: Thursday, March 1, 2018

Physical Agility Test (PAT) is a timed assessment of exercises that simulate daily firefighter job tasks:

- Stair Climb
- Load Hoist
- Configure & Connection
- Smoke Fan Carry
- Ventilation Sled Strike
- Rescue Drag

The written portion is a two hour timed, Firefighter Entry-Level Exam that consists of 90 questions to assess the knowledge, skill, ability and personal characteristics of a new firefighter. **Applicants who are interested in purchasing a study guides to prepare for the written portion, may do so online from the Public Safety Compass (\$20 + S & H)**
<http://www.publicsafetycompass.com/product/entry-level-firefighter-2nd-edition/>

Applicants who advance will be contacted by email to schedule an interview.

Interviews: Friday March 9, 2018

Selected applicants will be interviewed by a panel of Spalding County representatives. In addition to the previous steps, background check information, previous employment history and references will also be considered at this time.

Job Offers will be made to the top ranking applicants, based on the combined results of the 3 step hiring process above ***and contingent on the following:***

- a) A signed agreement to work a minimum of two (2) years with the Spalding County Fire Department after graduating from the Recruit Academy.
- b) A cleared medical affidavit based on a medical evaluation and drug screen
The Medical Evaluation is thorough, and it is essential that candidates be in excellent health with no conditions which would restrict his/her ability to safely perform the duties of a firefighter.

The Recruit Academy will begin on Tuesday, March 27, 2018

The Spalding County Fire Department provides in-house training for recruits that consists of various classroom course work, field exercises and physical fitness sessions that are challenging both mentally and physically. The academy typically runs 8-12 weeks, Monday-Friday, 8:00 am – 5:00 pm but may vary based on course objectives and class size. Upon graduation, rookies will be assigned to a shift and begin their rotation on a 24 hour on duty/48 hour off duty schedule where they will gain experience and acquire state certification.