

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

**VACANT POSITION  
DEPARTMENT: FIRE**

**OBTAIN APPLICATION: <https://www.spaldingcounty.com/careers>  
SUBMIT COMPLETED APPLICATION & PROOF OF EDUCATION TO:**

**[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon Street, Human Resources Office**

**CLOSING DATE: Position will remain open until filled**

**\*\*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: **Part Time Certified Firefighter (Position #1807)**

Salary: Pay Grade 14; Hiring Rate: \$14.30 per hour

Work Schedule: As needed for shift coverage

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 with at least a Class F driver's permit. Must have a good work history and a good driving record – no DUI within the last 5 years. State law requires no felony convictions within the past 10 years. **Preferred Qualifications:** GA Certified Firefighter, BLS Certification for Health Care Provider, and GA Class F driver's license.

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

**PHYSICAL REQUIREMENTS:** Requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motion. 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.

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## PART TIME FIREFIGHTER HIRING PROCESS

Spalding County Fire Department is pleased to announce that we are accepting applications for part-time Firefighters. Starting Salary is \$14.30 an hour for Firefighter, \$14.51 for Firefighter EMT-B, \$14.66 for Firefighter EMT-A, or \$15.02 for Firefighter Paramedic. Applicants must already be a State of Georgia Certified Firefighter in current standing with Georgia Firefighter Standards and Training. Additionally, he or she must possess a class F driver's permit and have qualified as an apparatus driver/operator by their primary agency, National Professional Qualifications Firefighter II, and a minimum of Emergency Medical Responder qualification. (Proof will be required).

Due to difficulties in obtaining personal protective clothing, we may have to ask you to be able to provide a minimum of turnout coats, pants, and boots that are in current NFPA compliance. This will be until protective clothing can be obtained. Spalding County Fire will provide a helmet, gloves, hood, and SCBA mask.

These positions will be on an on-call as-needed basis for shift coverage. Spalding County requires a drug test, driver's history report, and criminal history.

Applications are available online at <http://spaldingcounty.com/careers.php>. Applications may be submitted through our website, along with proof of education or by US Postal Mail to Spalding County Human Resources, P.O. Box 1087, Griffin, GA 30224, by email at [employment@spaldingcounty.com](mailto:employment@spaldingcounty.com), fax at 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.