

FIRE/RESCUE OFFICER I RECRUITMENT PACKET

FOR



Greenville

NORTH CAROLINA

FIRE - RESCUE

JOIN OUR TEAM

The City of Greenville Fire/Rescue Department is currently recruiting men and women to become fire/rescue professionals. We are looking for motivated individuals who want to be part of a progressive, innovative fire/rescue department. Our goal is to have a workforce that reflects the diversity of our community. Women and minorities are especially encouraged to apply.

The following information has been prepared to assist prospective Greenville Fire/Rescue members. We hope you will be successful in your pursuit of a career with the Greenville Fire/Rescue Department.

GREENVILLE FIRE/RESCUE DEPARTMENT

Fire/Rescue Officer I

Recruiting Fact Sheet

ABOUT THE GREENVILLE FIRE/RESCUE DEPARTMENT: The Greenville Fire/Rescue Department is made up of 158 proud men and women spread across three individual work shifts who each work 24-hour shifts. We serve the community through six neighborhood-based fire/rescue stations.

THE WORK: Fire/Rescue employees perform a full range of activities including firefighting, emergency medical services, community service programs, continuing education/training, and station maintenance. Our employees are highly skilled professionals who provide a unique service-oriented approach to citizens' safety. The fire/rescue business is one of the noblest callings that one could ever have. It provides a great variety in one's activities, ample opportunities to grow professionally, and is always changing. Those that depend upon status quo and a static workplace might not be well-suited for this type of work. However, if you like a fast paced work life, have a genuine desire to work as part of a team, and place service above self, then we would love to have you as part of our team.

PREREQUISITES FOR APPLICATION:

All applicants must:

- Be at least 18 years of age at date of application
- Have a high school diploma or possess a GED equivalent
- Have a valid driver's license and a safe driving record
- Be an United States citizen or a non-citizen who can provide proof of identity and authorization to work in the United States
- Be of good moral character
- Possess the mental, physical, and medical health to perform the duties of a Fire/Rescue Officer
- Be highly motivated with an interest in the Fire/Rescue field

Certifications:

- N.C. State Certified Firefighter Level I & Level II (or ability to obtain by reciprocity)
- N.C. State Certified Hazardous Materials Operations Level (or ability to obtain by reciprocity)
- N.C. State Certified Technical Rescuer (or ability to obtain by reciprocity)

Note: applicants may apply for transfer of certifications from another state if earned through an academy accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board of Fire Service Professional Qualifications (Pro Board).

Completed Training:

- NIMS 100, 200, 700, 800
- Firefighter Survival Skills
- Firefighter Rescue/RIT

Special Requirements:

- Must be N.C. State Certified EMT-Basic (or have ability to obtain by reciprocity) at date of employment;
- Must obtain approval to function as an EMT-B in Pitt County by the Medical Director within one month from date of employment;
- Must obtain a N.C. Class "B" driver's license within one month from date of employment;
- Must obtain a N.C. Safe Kids Child Passenger Seat Certification within one year from date of employment.

COPIES OF DOCUMENTS: To be considered for this position you must submit copies of the documents listed below to the Human Resources Department, located at 200 W. Fifth Street, Greenville, NC 27858, no later than 5:00 p.m., Friday, July 8, 2016 or at the Physical Performance Test held on Friday, July 8, 2016 and Saturday, July 9, 2016..

- Driver's license
- High school diploma or GED (not required if copies of college diploma or college transcripts provided)
- College diploma(s) or transcripts (if applicable)
- Firefighter Level I and II certifications
- Hazardous Materials Operations Level certification
- Technical Rescuer certification
- Proof of the following completed training: NIMS 100, 200, 700, 800; Firefighter Survival Skills; Firefighter Rescue/RIT
- Form DD-214 (veterans only)
- EMT-Basic certification (if applicable, note: proof of certification as an EMT-Basic is not required until the date of employment)

SALARY AND BENEFITS: Salary upon employment (Fire/Rescue Officer I) - \$35,443 annually. Employees receive a generous package of benefits, including:

- Health, dental, and vision insurance
- Life insurance
- 12 paid holidays per year
- Paid vacation and sick leave
- Tuition reimbursement
- Membership in the state retirement system, with option to enroll in supplemental retirement plans
- Credit union membership
- Uniforms and equipment

Please visit our website at www.greenvillenc.gov for more information on employee benefits.

WORK HOURS: Employees are assigned to a shift and work a 24-hour shift on duty, with two days (48 hours) off between shifts. Fire/Rescue members assigned to shifts will work an average of ten 24-hour shifts per month. During their shift, members live and eat at the fire/rescue station.

HIRING PROCESS: Applicants must successfully pass all of the following steps in order to complete the hiring process:

1. **Physical Performance Test**

This is a pass/fail test. The test consists of eight physical tasks that are representative of actions typically performed by Fire/Rescue members. Refer to the pages that follow for a description of the Physical Performance Test.

2. **Oral Interview**

The Greenville Fire/Rescue Department conducts an oral interview. Selected applicants who pass the Physical Performance Test are invited to participate in the interview conducted by an assessment panel which includes the Fire/Rescue Chief and/or Deputy Fire/Rescue Chief. Applicants invited to interview should strive to do their best in the interviews because interview scores are important components of an applicant's overall score.

3. **Background Check**

A comprehensive background investigation (including references, work history, criminal, and driving records) is conducted on applicants to establish evidence of good moral character and a pattern of conduct acceptable to the Greenville Fire/Rescue Department. A criminal conviction will not automatically eliminate you from the process. We consider the crime committed, when it occurred, your age at the time, and the relationship between the crime and your position as a Fire/Rescue

Officer. Police records never go away, so be totally straightforward on your application. A misstatement of fact or omission of requested information is grounds for automatic rejection before appointment or termination after employment.

An applicant will be removed from consideration whose overall background is deemed undesirable. Evidence of undesirability includes, but is not limited to:

- Demonstrated pattern of lack of responsibility (school, jobs, financial matters, etc.);
- Demonstrated pattern of problems with interpersonal relationships;
- Demonstrated disregard of local, state, and/or federal laws;
- Incidents of deception (including efforts to deceive in this process);
- Poor employment record;
- Poor driving record.

5. **Psychological Evaluation**

Following the first interview, selected candidates are scheduled for a psychological evaluation to determine current suitability as a Fire/Rescue member.

6. **Medical Examination and Drug Screen**

Selected candidates who successfully complete the psychological evaluation will be scheduled for a complete medical examination and drug screen. The medical examination determines whether the candidate is medically qualified to perform the full range of Fire/Rescue Officer duties. Upon satisfactory completion of the medical examination, drug screen, you may be offered employment (subject to vacancies) and will be informed as to any other details that need to be addressed.

SPECIAL NOTES ~

- The entire hiring and selection process is very thorough, lasting about four months. We will notify you by mail, **e-mail**, or telephone for each step you will be participating in.
- Out-of-town candidates will need to be in Greenville several times in order to complete the process. We will try to accommodate scheduling preferences when possible but please keep in mind that we are not afforded much flexibility due to time and scheduling constraints.
- Applicants selected for employment must meet residency requirements within six months following the completion of the probationary period. Refer to our website at www.greenvillenc.gov for map of residency area.

IMPORTANT DATES

(Times & locations to be announced)

Dates are subject to change.

- Please mark your calendar!! -

Required Application Documentation:

Due to the Human Resources Department, located at 200 W. Fifth Street, Greenville, NC 27858, no later than 5:00 p.m., Friday, July 8, 2016 or at the Physical Performance Test held on Friday, July 8, 2016 and Saturday, July 9, 2016.

Physical Performance Test:

Friday, July 8, 2016 ~ 9:00 a.m.

Saturday, July 9, 2016 ~ 9:00 a.m.

Applicants may attend only one of the two Physical Performance Tests. Applicants must arrive at the Greenville Emergency Operations Center located behind Greenville Fire/Rescue Station #6, 3375 East 10th Street, Greenville, NC 27858 at 9:00 a.m. on either Friday, July 8, 2016 or Saturday, July 9, 2016.

Wear comfortable athletic clothing for the Physical Performance Test. Participants are encouraged to eat light the day of and the day before the performance test. A picture I.D. is required to test.

Oral Interview:

Monday, July 25, 2016

Tuesday, July 26, 2016

(candidates will be notified of their scheduled date/time)

Psychological Evaluation:

Wednesday August 10, 2016

(candidates will be notified of their scheduled date/time)

Human Performance Lab (HPL) Evaluation:

Week of August 22nd and 29th, 2016

(candidates will be notified of their scheduled date/time)

(Projected date of job offers – week of September 5, 2016)

(Projected start date – September 26, 2016)

Greenville Fire/Rescue Department Physical Performance Test

The Physical Performance Test consists of eight separate events, which are all directly related to normal fire/rescue tasks, such as ladder carry, hose advance, ventilation, hose carry, ladder extension, hose and rope hoist, and citizen assist. All eight events are a pass/fail test. If an applicant does not pass any one event, the applicant will be eliminated. The eight events will be timed from start to finish for our records. Each applicant should try to complete all eight events in the shortest time possible; however, to ensure the highest level of safety and to prevent exhaustion, no running is allowed during or between events. Pass or failure of the physical performance test is determined by successful completion of all eight events, not the total time used to complete the events.

An applicant may stop to rest **ONLY** between events. Regardless of the number of times resting between events, the total rest time for all eight events may not exceed 60 seconds. An applicant must complete each event and cannot stop during any event. If an applicant stops for more than 60 seconds (total combined time) between events or stops to rest at all during any event, the applicant will be eliminated.

Each applicant will be fitted with a Scott Air Pak (without mask and hose) weighing 30 pounds to simulate the weight of self-contained breathing apparatus. A helmet, turnout coat, and gloves are provided for applicant protection.

Event 1 – High Rise: Applicant carries 100 feet of 1¾ inch double jacketed hose weighing approximately 36 pounds to the fourth floor of the training tower.

Event 2 – Hose and Rope Hoist: Applicant pulls 50 feet of 2½ inch double jacketed hose weighing approximately 36 pounds to the fourth floor with a rope until the last coupling enters the window.

Event 3 - Confined Space Crawl: Consists of a piece of 24" corrugated tubing, 20' long that the candidate must crawl through. It has one 90 degree turn approximately 10' into its total length. This simulates crawling in a limited visibility space.

Event 4 – Ventilation: Using a Keiser Force Machine, applicant uses an 8-pound sledgehammer to move a weight along a track. This exercise simulates a ventilation stroke with an axe.

Event 5 – Ladder Extension: Applicant extends fly section of a 35-foot ladder by pulling on a rope.

Event 6 – Ladder Carry: Applicant removes a 14-foot aluminum ladder from a fire truck or a rack and carries the ladder 50 feet. The rack is at an approximate height of 6½ feet and the ladder weighs approximately 45 pounds.

Event 7 – Hose Advance: Applicant drags 100 feet of 2½ inch double jacketed uncharged fire hose 100 feet to a pumper.

Event 8 – Firefighter/Citizen Assist (Rescue): Applicant must move a 165-pound mannequin 75 feet. This event is designed to simulate the critical task of removing a person from a fire/emergency scene.