

# **F/R TRAINEE RECRUITMENT PACKET**



## **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 Trainee Recruiting Fact Sheet

**ABOUT THE GREENVILLE FIRE/RESCUE DEPARTMENT:** The Greenville Fire/Rescue Department is made up of 161 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
- Have a high school diploma or possess a GED equivalent
- Have a valid driver's license and a safe driving record
- Be a 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 Trainee
- Be highly motivated with an interest in the Fire/Rescue field

While knowledge or experience of the fire/emergency medical service is helpful, *it is not required*. The City of Greenville will provide and pay for training for all new Fire/Rescue Trainees to ensure that you have the skills and knowledge necessary to perform the job.

**SALARY AND BENEFITS:** Salary upon employment (Fire/Rescue Trainee) - \$32,240.00/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 Assistance
- 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](http://www.greenvillenc.gov) for more information on employee benefits.

**WORK HOURS:** Fire/Rescue Trainees participate in a four to six month, 40-hour per week paid training program. Upon completion of training, 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.

**WORKKEYS JOB SKILLS ASSESSMENT:** By 5:00 p.m., November 4, 2016, Fire/Rescue Trainee candidates must provide to the Human Resources Department a copy of their WorkKeys Skills Assessment test scores for the following WorkKeys skills:

| WorkKeys Skill          | Minimum score for consideration as Fire/Rescue Trainee |
|-------------------------|--|
| Applied Mathematics     | 3  |
| Locating Information    | 4  |
| Reading for Information | 5  |
| Workplace Observation   | 3  |

Click here for more information regarding WorkKeys: <http://www.crcnc.org/info/JobSeekers.aspx>  
For additional information contact: Pitt County Community College, Sonya Douglas, 252-493-7549. For testing location sites click here: <http://www.act.org/workkeys/locations.html>

**HIRING PROCESS:** In addition to passing the WorkKeys Job Skills assessments, applicants must successfully pass all of the following steps in order to complete the hiring process:

1. **Written Test**

The written test is a multiple-choice test that measures the full range of skills and abilities identified as being necessary for successful Fire/Rescue Trainee performance. The test also includes traditional measures of ability related to the job, such as reading and mathematical abilities. There are no questions that involve knowledge of fire science or emergency medical services. The minimum passing score is 70.

2. **Physical Performance Test**

Applicants who are successful in passing the written test are scheduled for a 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.

3. **Oral Interview**

The Greenville Fire/Rescue Department conducts two rounds of oral interviews. Selected applicants who pass the Physical Performance Test are invited to participate in the first interview conducted by an Assessment Board of the Greenville Fire/Rescue Department. Selected candidates will be invited to participate in the second interview conducted by the Fire/Rescue Chief and/or Deputy Fire/Rescue Chief.

4. **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 Trainee. 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**

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 Trainee duties. Upon satisfactory completion of the medical examination, drug screen, and Chiefs' interview, you may be offered employment (subject to vacancies) and will be informed as to any other details that need to be addressed to prepare you for the training program.

**RECRUIT TRAINING:** All applicants selected for hire must successfully complete the recruit training program which lasts from four to six months. Those who successfully complete the training program are assigned to shifts for the remainder of their 12-month probationary period. During the probationary period, on-going training will be provided, along with periodic performance evaluations.

***SPECIAL NOTES ~***

- The entire hiring and selection process is very thorough, lasting about five 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](http://www.greenvillenc.gov) for map of residency area.

## **IMPORTANT DATES**

(Times & locations to be announced)

Dates are subject to change.

**Please mark your calendar!!**

**\*Orientation Physical Performance Test:**

Friday, September 2, 2016 ~ 1:00 p.m. – 7:00 p.m.

Saturday, September 3, 2016 ~ 10:00 a.m. – 3:00 p.m.

**Written Test:**

Friday, September 23, 2016 ~ 6:00 p.m.

Saturday, September 24, 2016 ~ 8:00 a.m.

(You must take the written test one of the two days listed above)

**Physical Performance Test:**

Friday, October 7, 2016

Saturday, October 8, 2016

(You must take the Physical Performance Test one of the two days listed above.

Candidates will be notified of their scheduled date/time as assigned by the City of Greenville.)

**Panel Interview:**

Week of October 17, 2016 (*candidates will be notified of their scheduled date/time*)

**Chiefs' Interview:**

Week of October 31, 2016 (*candidates will be notified of their scheduled date/time*)

**WorkKeys Job Skills Assessment: 5:00 p.m., November 4, 2016**

Assessment must be completed and a copy of the test scores submitted to Human Resources. Minimum scores must be met by this deadline.

| WorkKeys Skill          | Minimum score for consideration as Fire/Rescue Trainee |
|-------------------------|--|
| Applied Mathematics     | 3  |
| Locating Information    | 4  |
| Reading for Information | 5  |
| Workplace Observation   | 3  |

**Psychological Evaluation:**

Week of November 7, 2016 and November 14, 2016 (*candidates will be notified of their scheduled date/time*)

**Human Performance Lab (HPL) Evaluation:**

Week of November 28, 2016 and December 5, 2016 (*candidates will be notified of their scheduled date/time*)

(Projected date of job offers – week of December 19, 2016)

\*Orientation sessions are offered so that all candidates can try out the parts of the test so that they know what segment (e.g., cardiovascular endurance, strength) to work on improving. Attendance is recommended but not required.

## **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.