

# Pre-Employment Package

**Effective Date: 7-1-2020**

Dear Applicant:

Attached you will find the following:

- Job Description, pay package and other information
- An application for staff employment
- An application for Firefighter

**Make sure that you complete all areas of the application. You must include a certified copy of your Criminal history and Driver's record with your application. You must include a copy of your EMT certification, All Firefighter certifications, Driver's license and Social Security card with your application.**

Please return to the following address:

North Chatham Volunteer Fire Department  
45 Morris Road  
Pittsboro, North Carolina 27312

Applications will be reviewed as needed.

Testing for Firefighter may include, but not limited to the following:

- Written Test - Firefighting Essentials/First Responder
- Agility Test - Applicant will be provided a description of agility test.
- Oral Interview with Officers

## **PRE-EMPLOYMENT DRIVING RECORDS CHECK**

As a condition of consideration for employment, each applicant must supply North Chatham Volunteer Fire Department with a certified copy of their driving history covering the past seven (7) years.

## **PRE-EMPLOYMENT CRIMINAL RECORDS CHECK**

As a condition of consideration for employment, each applicant must supply North Chatham Volunteer Fire Department with a certified copy of their criminal history covering the past seven (7) years.

## **PRE-EMPLOYMENT PHYSICAL EXAMINATION**

All successful applicants will be required to pass a department physical examination. This physical will be performed at a facility chosen by North Chatham Volunteer Fire Department. NCVFD will pay for this physical exam.

## **PRE-EMPLOYMENT ALCOHOL AND DRUG SCREENING**

As a condition of employment, each successful applicant for employment with the North Chatham Volunteer Fire Department must submit to a pre-employment alcohol and drug screening. Either refusing to sign a consent form (authorizing the test to be conducted and the results to be released to the Fire Chief)

or obtaining results which show the applicant to be physically incapable of performing the duties of the position in question will exclude him/her from further consideration. "Physically incapable" is defined as no reasonable accommodation available that would make it possible for the individual to perform the essential job functions of the position in question.

## **PROBATION PERIOD**

All Newly hired full time employees are subject to a 6 month evaluation or introductory period to allow the North Chatham Volunteer Fire Department to verify skills, capabilities, and suitability of the employee for the department. The designation of this probationary period does not constitute an obligation on the part of the North Chatham Volunteer Fire Department to retain the employee for the entire period specified. During the probationary period, the Fire Chief or the employee may terminate the working relationship without cause and without advance notice. At the end of the 6-month period, the Fire Chief may extend the probationary period for an additional time if needed.

The North Chatham Volunteer Fire Department entitles its full-time probationary employees to partial benefits during the probationary period, including vacation time and sick leave.

## **RELEASE OF PERSONNEL INFORMATION**

With the exception of records and information that the department is legally required to provide to government agencies or under court order, the North Chatham Volunteer Fire Department will release no information about any employee, unless a signed authorization from the employee is on file.

If you have any further questions, don't hesitate to call. The phone number to Station #1 is 919-542-3380 and Station # 2 is (919)933-9068

# **FIREFIGHTER**

## **DESCRIPTION OF WORK**

This individual will be responsible for the day to day duties of the North Chatham Volunteer Fire Department and will include responding to emergency incidents. Duties will include, but not be limited to the following:

- Pre-Incident surveys
- Maintenance and inspection of equipment
- Station and building maintenance
- Response to Fire, Rescue and Emergency Medical Calls
- Post fire clean-up of equipment
- Vehicle maintenance
- After hour call back required
- Keep reports and records updated
- Fire Prevention related duties
- Lawn and grounds maintenance
- Water point inspections and maintenance
- Hydrant inspections and maintenance
- Other Fire, Rescue and First Responder related duties

## **RECRUITMENT STANDARDS**

### Knowledge, Skills and Abilities

- Basic knowledge of fire apparatus maintenance
- Ability to follow oral and written instructions
- Basic knowledge of modern fire fighting equipment
- Ability to exercise sound judgment and react effectively and appropriately in emergency situations
- Ability to prepare routine records and reports
- Ability to maintain good working relationship with paid and volunteer firefighters
- Ability to communicate over radio
- Ability to hear and speak clearly
- No history of criminal conviction
- Good moral character
- Must complete and pass a Department physical
- Must comply and pass drug and alcohol screening
- Must have a N.C. Classified Class B Driver's License upon employment
- Must participate in physical fitness program
- Minimum age: Firefighter – 20 years old

## **Minimum Education and Experience**

### **Firefighter**

- Graduation from high school or GED equivalent
- Certified North Carolina Level II Firefighter
- Certified North Carolina EMT
- N.C. Hazmat Awareness and Operations Certification

## **Working Hours**

Shift work (24 hour rotating shift)

DAYS AND HOURS MAY BE SUBJECT TO CHANGE

## **Dress Code:**

No Beard

Hair length (above collar and ears)

Uniform approval at discretion of Chief Officers

## **PAY PACKAGE**

**Starting Salary** - Firefighter - \$40,000

**Benefit Package**

- Health Care Insurance (paid for employee only)
- Short Term Disability
- Long Term Disability
- Term Life Insurance
- Accident Insurance
- N.C. State Fireman's Association Benefits
- N.C. State Rescue Association Benefits
- 401K Plan
- Financial Planning By Merrill Lynch

**Training Certification Benefit** – NCVFD recognizes certain levels of training certification to qualify employees for a salary increase. The employee may only receive credit for two certifications per year. Credit will be awarded on July 1<sup>st</sup> of each year (new probationary employees will only receive this credit when they obtain permanent full time employment status). For each level of certification the employee will receive a 2-½% pay increase. The levels recognized at this time are as follows.

- N.C. Certified Rescue Technician
- N.C. Certified Driver/Operator
- N.C. Qualified Level II Instructor
- National Child Passenger Safety Technician Certification
- Certified Open Water Diver (to NCVFD criteria), Swiftwater Rescue Technician 1, Swiftwater Rescue Technician Advanced (must have two of the three levels for one 2-½% increase)
- Fire Protection Degree (2 Year), After three years of employment – 5% increase.

All full time paid employees of North Chatham Volunteer Fire Department will be evaluated by their supervisor on a quarterly basis. Board Of Directors will make decisions for annual pay increases or adjustments. Salary increases are at Board discretion.

**Uniform Allowance** - Uniforms are provided per Department policy.

**Retirement Package** – 401K plan with NCVFD contributing 6% of the Employee’s salary per year. Additional information supplied upon employment.

**Longevity Pay** - Longevity pay will begin after the sixth year of employment. The amount will be a once a year payment due at the employee’s anniversary date. The rate will be based on the following scale.

- 6 – 10 years of employment = 1% of salary
- 11 – 15 years of employment = 2% of salary
- 16 + years of employment = 3% of salary

**Pension Fund** - North Chatham FD will pay \$120 per year to North Carolina Fireman’s and Rescue Workers Pension Plan for employee after 1 year of employment.

**Travel** - 50 cents/mile will be reimbursed to employee for approved use of personal vehicle. Must provide department with completed travel form for reimbursement.

**Call Back** - Employee will be compensated for all approved overtime.

**Educational Leave:** 36 hours per year for permanent full time employees

**Vacation Leave:**

**Shift Personnel:**

- 1-5 years – 12 hrs. /28 day pay period
- 5-10 years – 14 hrs. /28 day pay period
- 10-15 years – 16 hrs. /28 day pay period
- 15-20 years – 18 hrs. /28 day pay period
- 20 + years – 20 hrs. /28 day pay period

**40 Hour/Week Personnel:**

- 1-5 years – 8 hrs. /28 day pay period
- 5-10 years – 10 hrs. /28 day pay period
- 10-15 years – 12 hrs. /28 day pay period
- 15-20 years – 14 hrs. /28 day pay period
- 20 + years – 16 hrs. /28 day pay period

Employee may accumulate 240 hours vacation time. Vacation is payable on termination.

**Sick Leave:**

**Shift Personnel:**

- 1-5 years – 12 hrs. /28 day pay period
- 5-10 years – 14 hrs./28 day pay period
- 10-15 years – 16 hrs./28 day pay period
- 15-20 years – 18 hrs. /28 day pay period
- 20 + years – 20 hrs. /28 day pay period

**40 hour/Week Personnel:**

- 1-20+ years – 8 hrs. /28 day pay period

Employee may accumulate 3,120 hours sick leave time. Sick leave is not payable on termination except under the following criteria.

After an employee obtains 15 years of paid service with North Chatham FD

They will be paid for a percentage of their accumulated sick leave upon leaving the department. The rate paid to the employee will be based on the median yearly income from the beginning until the end of there employment.

The following scale will be used.

Years of Service	Percentage Paid
15-20	25%
20-25	50%
25-30	75%
30+	100%

**Holiday Pay:**

All shift employees are expected to work on all holidays. Shift employees that work on the holidays recognized by North Chatham FD will be paid double their regular hourly rate.