

Pre-Employment Package Pittsboro Fire – Rescue

Effective Date: 02/14/2025

Dear Applicant:

Attached you will find the following:

- Job Description, pay package, and other information
- An application for Firefighter/EMT

Make sure that you complete all areas of the application. You may also attach a resume if you so choose. Please include copies of certifications and/or transcripts. Include a copy of license.

Please return to the following address:

Pittsboro Fire-Rescue Department, Inc.
PO Box 573 – 150 Sanford Road
Pittsboro, NC 27312

Applications will be reviewed as needed.

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

- Written Test – Firefighting Essentials/EMT
- Oral Interview
- Agility Test – Applicant will be provided a description of the agility test.

PRE-EMPLOYMENT DRIVING RECORDS CHECK

As a condition of consideration for employment, each applicant must supply Pittsboro Fire-Rescue 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 Pittsboro Fire-Rescue 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 Pittsboro Fire-Rescue. Pittsboro will pay for this physical exam.

PRE-EMPLOYMENT ALCOHOL AND DRUG SCREENING

As a condition of employment, each successful applicant for employment with the Pittsboro Fire-Rescue Department, Inc. 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 that 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 Pittsboro Fire-Rescue to verify the employee's skills, capabilities, and suitability for the department. The designation of this probationary period does not constitute an obligation on the part of the Pittsboro Fire-Rescue 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 months, the Fire Chief may extend the probationary period for an additional time if needed.

The Simple IRA, Long Term Disability will not be available until the 6-month Evaluation period is complete. Pittsboro Fire Department entitles all its full-time 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 Pittsboro Fire-Rescue Department will release no information about any employee, unless a signed authorization from the employee is on file.

If you have any further questions, please call 919/542-4101.

Firefighter/EMT

DESCRIPTION OF WORK

This individual will be responsible for the day-to-day operations of the Pittsboro Fire-Rescue Department and will include responding to emergencies. 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 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 EMT-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 firefighting equipment
- Ability to exercise sound judgment and react effectively and appropriately in emergencies
- Ability to prepare routine records and reports
- Ability to maintain a good working relationship with paid and volunteer firefighters
- Ability to communicate over the radio
- Ability to hear and speak clearly
- No history of a criminal conviction
- Good moral character
- A department physical exam is required
- Must comply and pass drug and alcohol screening
- Must obtain N.C. Classified Class B Driver's License within a year of employment.
- Must participate in a physical fitness program
- Minimum age: Firefighter/EMT - 18 years old

Minimum Education and Experience

Firefighter/EMT

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

Working Hours

Shift work (24 hours rotating shift)

DAYS AND HOURS MAY BE SUBJECT TO CHANGE

Dress Code

No Beard
Hair length (above collar and ears)
Uniform approval at the discretion of Chief Officers

PAY PACKAGE

Starting Salary: Firefighter/EMT - \$52,500

Benefit Package:

- IRA Contributions (6% from Employer—3% from Employee)
- Paid Health, Dental, and Vision Insurance (paid for employee only)
- \$ 500 Uniform Allotment
- 12 Holidays (Double Time)
- Life Insurance—\$ 50,000
- Longevity Pay
- Paid Workman's Comp
- NC Pension Fund
- Vacation and Sick Time Accrual
- Short Term/Long Term Disability
- Paid Education Leave

Retirement Package: Simple IRA plan with PVFD matching up to 6% of the employee's salary per year. Additional information is supplied upon employment.

Pension Fund: PVFD will pay \$ 120 per year to the North Carolina Firemen's and Rescue Workers Pension Plan.

Call Back: Employee will be compensated for all approved overtime.

Educational Leave: At the discretion of the Fire Chief.

Salary Increases: All full-time paid employees of the Pittsboro Fire-Rescue Department will be evaluated by their supervisor every quarter. The Board of Directors will make decisions for annual pay increases or adjustments. Salary increases are usually in 2½ % increments but not to exceed 5% in one year.

Holiday Pay: All shift employees are expected to work on all holidays. Shift employees who work on the holidays recognized by the Pittsboro Fire-Rescue Department will be paid double their regular hourly rate.

Vacation Leave:

| Shift Personnel: | 40 Hour Week Personnel: |
|---------------------------------------|---------------------------------------|
| 1-5 years: 12 hrs/28-day pay period | 1-5 years: 8 hrs/28-day pay period |
| 6-10 years: 14 hrs/28-day pay period | 6-10 years: 10 hrs/28-day pay period |
| 11-15 years: 16 hrs/28-day pay period | 11-15 years: 12 hrs/28-day pay period |
| 16-20 years: 18 hrs/28-day pay period | 16-20 years: 14 hrs/28-day pay period |
| 20 + years: 20 hrs/28-day pay period | 20+ years: 16 hrs/28-day pay period |

Employees may accumulate 480 hours of vacation time. Vacation is payable on termination.

Sick Leave:

| Shift Personnel: | 40 Hour Week Personnel: |
|---------------------------------------|---------------------------------------|
| 1-5 years: 12 hrs/28-day pay period | 1-5 years: 8 hrs/28-day pay period |
| 6-10 years: 14 hrs/28-day pay period | 6-10 years: 10 hrs/28-day pay period |
| 11-15 years: 16 hrs/28-day pay period | 11-15 years: 12 hrs/28-day pay period |
| 16-20 years: 18 hrs/28-day pay period | 16-20 years: 14 hrs/28-day pay period |
| 20 + years: 20 hrs/28-day pay period | 20+ years: 16 hrs/28-day pay period |

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

After an employee obtains 15 years of paid service with Pittsboro Fire-Rescue. The employee will be paid 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 their employment.

The following scale will be used:

| Years of Service | Percentage Paid |
|-------------------------|------------------------|
| 15-20 | 25% |
| 21-25 | 50% |
| 26-30 | 75% |
| 30+ | 100% |



FIREFIGHTER / EMT

MINIMAL REQUIREMENTS:

North Carolina Certified Level 2 Firefighter
North Carolina Hazmat Operations Level
North Carolina EMT
Minimum Age: 18

Pittsboro Fire Rescue Department is accepting applications for future jobs of a Firefighter /EMT for Full time. Work Schedule will be on 24 hour rotating shift. For Further information and application please call Pittsboro Fire Rescue at (919)-542-4101 between the hours of 8:00 AM to 5 PM and ask for Daryl Griffin, Brian Shaw or Cy Richardson. Please visit website for further information and application.

Web Address: www.pittsborofire.com

Pittsboro Fire Application Checklist

- ___ Completed Application
- ___ Copy of North Carolina Level I and II Firefighter Certification
- ___ Copy of North Carolina Hazmat Level I Certification
- ___ Copy of North Carolina EMT or Higher
- ___ Copy of Current CPR Card
- ___ Certified Criminal Background Check for 7 Years
- ___ Certified Driving Record Check for 7 years
- ___ Copy of Current Driver's License

APPLICATION FOR PITTSBORO FIRE-RESCUE



150 Sanford Rd. PO Box 573 Pittsboro, NC 27312

PLEASE PRINT:

Name: _____ Date of Application: _____

Address: _____
Street Apt. City State Zip

Social Security Number# : _____ Telephone #: _____

Mobile/Other: _____ Email: _____

Date of Birth _____ Current Employment or Name of School: _____
(Federal Law Prohibits Age Discrimination)

Drivers License Number and State: _____ Driver's License Class and Expiration Date: _____
Number St. Class Date

Emergency Contact / Phone Number : _____

Background Investigation :

Have you been convicted of a traffic violation in the last five (5) years? _____

If yes explain in full: _____

Have you ever been convicted of a crime? Yes ___ No ___

If yes, please explain in full: _____

I agree to permit the Pittsboro Fire-Rescue Department Inc. to conduct an investigation into my background through the Police/Sheriff's Department, State Police, FBI, or any other recognized law enforcement organization. This information will be held in confidence by the Pittsboro Fire- Rescue Department, Inc.

Signature of Applicant _____ Date: _____

I give my consent for Drug and Alcohol testing if requested.

Signature of Applicant: _____ Date: _____

** The Applicant certifies that the above information is true and accurate.*

Employment Record:

From / To _____ Employer/Organization _____

Telephone # _____ Address _____

Job Title: _____ Supervisor _____ May we contact? _____

Job Duties/Responsibilities _____

Reason For leaving: _____ Final Rate of Pay _____

From / To _____ Employer/Organization _____

Telephone # _____ Address _____

Job Title: _____ Supervisor _____ May we contact? _____

Job Duties/Responsibilities _____

Reason For leaving: _____ Final Rate of Pay _____

From / To _____ Employer/Organization _____

Telephone # _____ Address _____

Job Title: _____ Supervisor _____ May we contact? _____

Job Duties/Responsibilities _____

Reason For leaving: _____ Final Rate of Pay _____

From / To _____ Employer/Organization _____

Telephone # _____ Address _____

Job Title: _____ Supervisor _____ May we contact? _____

Job Duties/Responsibilities _____

Reason For leaving: _____ Final Rate of Pay _____

PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT:

Firefighting /Emergency Services Experience

Fire Company/Emergency Services: _____ Date: _____ Rank: _____
 Fire Chief's /Administrator's Name _____ Phone # _____
 Fire Company/Emergency Services: _____ Date: _____ Rank: _____
 Fire Chief's /Administrator's Name _____ Phone # _____

Total Years in Emergency Services : _____

Fire Training/Schools/Certifications (Firefighters/Rescue, EMS,etc)
 Please list and provide copy of NC Certifications

| Certification Level | Exp. Date | Certification Level | Exp. Date |
|---------------------|-----------|---------------------|-----------|
| 1. | | 4. | |
| 2. | | 5. | |
| 3. | | 6. | |

List any other related courses taken that may apply to the job description.

| | | |
|----|----|----|
| 1. | 3. | 5. |
| 2. | 4. | 6. |

Education and Training

| Name and Location | # of years completed | Graduated? | Course of Study |
|-------------------|----------------------|------------|-----------------|
| High School: | | | |
| College: | | | |
| Other : | | | |

References: Please provide at least 3 references who are not related to you. Use additional sheets if necessary.

| | |
|-------------|--------------|
| Name: _____ | Phone: _____ |
| Name: _____ | Phone: _____ |
| Name: _____ | Phone: _____ |

Position (s) applied for: _____

This application is for : Full Time Part Time

Will you accept employment requiring :

Night Work? Yes No

Weekend Work? Yes No

Rotating Shifts? Yes No

Overtime? Yes No

Minimum annual salary acceptable: _____

Date available for work: _____

Pittsboro Fire-Rescue Department, Inc. is firmly committed to the policy of providing equal employment opportunities to all people without regard to race, color, national origin, religion, sex, age, handicap, sexual orientation or any other characteristic unrelated to job performance.

Signature of Applicant _____ Date: _____