

FIREFIGHTER
JOB APPLICANT REQUIREMENTS

1. Applicant must be 18 years of age.
2. Applicant must be a citizen of the United States.
3. Applicant must present three (3) letters of reference with telephone numbers for each reference.
4. Applicant must provide a copy of discharge papers if veteran's preference is requested.
5. Applicant must provide a copy of high school diploma or GED certificate.
6. Applicant must provide a copy of a valid driver's license and social security card.
7. Applicant must pass a drug test and any other test(s) required by the Civil Service Board prior to employment.
8. Applicant must provide a copy of a physical examination within the past 12 months.
9. Applicant must pass and have a current physical(C-Pat) test before an interview by the Civil Service Board.

BENEFITS

1. This is a Civil Service position with beginning pay: non-Certified starting pay \$37,390.08/yr. and Certified starting pay \$38,234.56/annually, paid according to the Fair Labor Standards Act
2. Vacation: after 1 year, 1 week; after 2 years, 2 weeks; after 10 years, 3 weeks. 4weeks after 20 years of service. Accrued vacation cannot be carried over.
3. Sick leave: One hundred sixty-eight (168) hours per year accrued at 7 hours per pay period after probation period (6 months).
4. City offers health and dental insurance for employee and family.
5. Mandatory State of Alabama retirement.
6. City furnishes worker's compensation insurance and \$30,000 life insurance.
7. Employee receives 11 paid holidays annually.

PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY. ANY APPLICATION NOT FULLY COMPLETED BY PROVIDING ALL REQUESTED INFORMATION WILL NOT BE CONSIDERED FOR EMPLOYMENT.

APPLICATIONS SHOULD BE RETURNED
TO CITY CLERK'S OFFICE BY
4:30 p.m.

CITY OF SHEFFIELD

JOB DESCRIPTION

Title: Firefighter

Dept. Fire

Note: Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

JOB SUMMARY

Under close supervision from Training Officer or other experienced individual, employee performs firefighting and rescue functions commensurate with experience and ability. Maintains fire truck, equipment, and station in proper working capacity. Participates in training exercises. Maintains public awareness of fire hazards and fire prevention principles. Performs housekeeping duties and performs other duties as needed.

A. FIREFIGHTING

1. Drives emergency vehicles safely to and from emergency scene if necessary.
2. Puts on proper firefighting gear such as self-contained breathing apparatus.
3. Lays hose lines and operates fire pump on fire truck when necessary.
4. Directs fire stream using hose lines and nozzles.
5. Extinguishes auto fire and flammable liquids.
6. Performs ventilation operations to release dangerous fumes and smoke.
7. Removes victims of auto accidents.
8. Protects patients from fire exposure.
9. Operates various caliber hose streams in fire emergency.
10. Ensures that electricity and/or gas is turned off by utilities department personnel when required.

11. Searches emergency scene for trapped and/or injured victims. Rescue's persons in fire and perform life sustaining measures.
12. Operates various types of power and hand tools for forcible entry if needed to locate and extinguish fires or reach victims.
13. Aids and assists fellow firefighters on scene.
14. Follows correct procedure of salvage operations to prevent unnecessary damage to property.
15. Collects information at emergency scene for fire report.
16. Carries, positions, and climbs ladders to perform firefighting activities.
17. Performs crowd control functions.
18. Prepares equipment for the next call or emergency. Cleans truck; replaces fire hoses. cleans ladders and other portable equipment.

B. EQUIPMENT MAINTENANCE

1. Test's equipment and trucks to ensure proper operation.
2. Checks fuel, oil, brake fluid, fan belts, tires, lights, sirens, public address system, radio operation, clutch, transmission, brakes, batteries, etc., on fire trucks.
3. Inspects hoses and tests for pressure.
4. Tests water pumps for pressure and capacity.
5. Inspects fire extinguishers.
6. Cleans and inspects air packs.
7. Tests radio for proper operation.
8. Reports defective parts and/or equipment to supervisory personnel.
9. Cleans and waxes vehicles.
10. Services vehicles by performing minor repairs, changing oil and filter, and by greasing, lubricating, etc.
11. Cleans and paints small tools as necessary.

C. STATION MAINTENANCE

1. Sweeps, mops, strips and waxes floors.
2. Washes walls and windows.
3. Cuts grass and weeds, performs other gardening duties such as trimming shrubs and cleaning up litter and trash.
4. Performs minor repairs on plumbing fixtures, electrical equipment, masonry, etc.
5. Cleans kitchen and washes dishes.
6. Takes out garbage.

D. TRAINING

1. Participates in training drills to include classroom as well as practical application for all phases of firefighting/rescue operations and related equipment and standard operating procedures.
2. Studies city maps daily in particular, studies location of streets and fire hydrants.
3. Participates in nine-week fire school.
4. Studies equipment manuals as required.
5. Attends special courses on hazardous materials, EMS training and Firefighting, etc.

E. FIRE PREVENTION AND PUBLIC AWARENESS

1. Informs public on selection, use and placement of fire extinguisher and smoke detectors.
2. Educates public in identifying and eliminating fire hazards and/or life hazards in homes and at work.
3. Conducts tours of fire department.

F. MISCELLANEOUS

1. Provides non-emergency assistance to the public when possible.
2. Maintains daily log for equipment checks and any fire or emergency calls or responses.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Verbal skills to communicate with supervisors, co-workers, fire victims, and general public.
2. Math skills to determine friction loss and pump efficiency.
3. Writing skills to complete reports and written instructions.
4. Reading skills to understand directions and publications on firefighting techniques and methods.
5. Ability to drive an emergency vehicle in emergency operations.
6. Knowledge of fire operations, procedures, and equipment.
7. Knowledge of first aid and CPR.
8. Knowledge of city streets and fire hydrant locations.
9. Knowledge of different types of fires.
10. Knowledge of rescue procedures.
11. Skills in the use of various hand and power tools and equipment.
12. Ability to follow instructions.
13. Ability to take responsibility for the safety of co-workers.
14. Ability to remain calm in emergency situations.

PHYSICAL CHARACTERISTICS

1. Ability to drive, operate equipment, and observe dangers which may arise.
2. Ability to understand radio transmissions and voices under noisy conditions.
3. Ability to communicate under normal and emergency circumstances.
4. Ability to maneuver in tight or cramped areas, to climb, to crawl, to walk, and to run.
5. Ability to lift and transport heavy equipment.
6. Ability to rescue and carry victims from buildings, fire, and accident scenes.
7. Ability to work in extreme weather conditions and in heat, smoke, and toxic fumes.
8. Ability to read and interpret written directions and other written material.
9. Ability to prepare reports and other written communication.

OTHER CHARACTERISTICS

1. Possess a current Alabama driver's license.
2. Willing to travel to attend seminars and training workshops.
3. Willing to work non-standard hours to provide 24-hour coverage.
4. Willing to maintain proficiency in fire operations.
5. Must be able to respond to emergency calls when off duty. Must have and maintain a telephone (land or cell phone) at residence and provide fire personnel with personal telephone number.
6. After probationary period of six months, will be advanced to Firefighter upon completion of minimum standards and other requisite qualifications.

PROMOTIONAL PROCEDURES

1. As established by the Civil Service Board of the City of Sheffield.

Locations Giving The Candidate Physical Ability Test

For your convenience, the Alabama Fire College provides contact numbers for departments that give the CPAT Exam. To schedule a test with one of these departments you must contact them directly.

Dothan Fire Department

Jeff Ward 334-615-5530

Fort Payne Fire and Rescue

James Craig ~~256-845-6312~~ (256)-845-6250 chief #1
256-845-1234 - St. # 2

Mobile Fire Department

Ken Keller 251-208-2863

Montgomery Fire Department

3 Times A Week

Chief Bolling 334-240-4626

Opelika Fire Department

Jaime Baca 334-705-5309

Phenix City Fire Department

Bobby Brooks 334-448-2853

Prattville Fire Department

Allen Owens 334-361-3665

Rocky Ridge Fire Department

Justin Baker 205-281-8048

Russville Fire Department

Captain Tim Shotts 205-661-4031

RELEASE OF INFORMATION FORM

DATE: _____

I do hereby permit any authorized representative of the Sheffield, Alabama, Fire Department, City of Sheffield, Alabama 35660, bearing this release or copy thereof, within one (1) year of its date, to obtain any information in your files or records pertaining to my employment, including personal history and disciplinary records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Sheffield, Alabama, Fire Department. I hereby release you, as custodian of such records, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result me, my heirs, family, or associates, because of compliance with this authorization and request to release information, or any attempt to comply with it.

Signed

SHEFFIELD FIRE DEPARTMENT
SUPPLEMENT TO APPLICATION

The administrative procedures, rules, and regulations of the Alabama Fire Commission or College as ordered by the Alabama Legislature are as follows:

1. Each applicant must meet and pass certain physical, medical, and educational requirements set forth by the Alabama Fire Commission or College.
2. No applicant may have been convicted of a felony. A felony conviction makes an applicant ineligible for appointment.
3. No applicant may have been convicted of a misdemeanor which has been defined by the courts of this state as involving moral turpitude.

DATE: _____

NAME: _____ DOB: _____

ADDRESS: _____

PHONE: _____ S.S.# _____ HT: _____ WT: _____

DRIVERS LICENSE# _____

EMAIL ADDRESS: _____

MARITAL STATUS: _____ # OF CHILDREN: _____ IF MARRIED, YOUR SPOUSE'S MAIDEN NAME: _____

DATE OF BIRTH: _____ SPOUSE'S OCCUPATION AND PLACE OF EMPLOYMENT: _____

MILITARY SERVICE _____ WHEN: _____ BRANCH: _____

TYPE OF DISCHARGE: _____ DATE: _____

ACTIVE RESERVE: _____ NATIONAL GUARD: _____

UNIT: _____

DID YOU GRADUATE FROM HIGH SCHOOL? _____ IF NO, DO YOU HAVE A GED CERTIFICATE? _____ CAN YOU FURNISH A COPY? _____

COLLEGE: _____ WHERE: _____ OR CREDIT HOURS: _____

PRIOR FIRE EXPERIENCE: _____ DEPARTMENT: _____

FIRE ACADEMY: _____ WHERE: _____

DO YOU NOW USE DRUGS: _____ HAVE YOU EVER BEFORE? _____

WHAT KIND? _____ DO YOU NOW USE ALCOHOLIC BEVERAGES? _____

LIQUOR: _____ BEER: _____ ARE YOU NOW AN ALCOHOLIC: _____

ARE YOU AN ADDICT: _____ HAVE YOU EVER BEEN TREATED FOR ALCOHOL OR DRUG ADDICTION? _____

HAVE YOU EVER BEEN FIRED OR DISCHARGED FROM A JOB? _____
WHERE: _____

HAVE YOU EVER BEEN ARRESTED: _____ FOR? _____
WHERE: _____ DO YOU PRESENTLY HAVE ANY
CHARGES PENDING AGAINST YOU ANYWHERE: _____
HAVE YOU EVER BEEN INDICTED BY A GRAND JURY FOR ANY CHARGE: _____
HAVE YOU EVER BEEN CONVICTED OF A FELONY: _____ OR CRIME
OF MORAL TURPITUDE: _____
WHAT: _____

HAVE YOU EVER BEEN A MENTAL PATIENT OR TREATED FOR MENTAL
DISORDER: _____ WHEN: _____ WHERE: _____
ARE YOU NOW RECEIVING TREATMENT FOR A MENTAL CONDITION? _____
DO YOU HAVE EPILEPSY: _____ HAVE YOU EVER BEEN TREATED
FOR SUCH? _____ DO YOU HAVE DIABETES: _____
HIGH-BLOOD PRESSURE: _____ OR BEEN TREATED FOR SUCH: _____
DO YOU HAVE TO TAKE ANY MEDICATION DAILY? _____

If hired, you will be required to attend a 13-week fire academy. The following standards are required:

1. Complete physical agility course (CPAP)
2. Students shall not be absent during required training hours
3. Trainee shall comply with all rules and regulations of Academy



City of Sheffield, Alabama Application for Employment

We are an equal opportunity employer. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin or physical defects.

Please Print in Ink or Type

Date _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone No.: _____ Social Security No.: _____

Referred By: _____

Are you related to any employee of the City of Sheffield? _____

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____ Salary Desired: _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Have you applied to the City before? _____ When? _____

EDUCATION

| | Name & Location of School | Years Attended |
|--|---------------------------|----------------|
| High School | _____ | _____ |
| | _____ | _____ |
| College | _____ | _____ |
| | _____ | _____ |
| Trade, Business or Correspondence School | _____ | _____ |
| | _____ | _____ |

List any special skills and other qualifications which you feel would qualify you for employment: _____

List the kinds of office or construction equipment you can operate: _____

MILITARY SERVICE

Branch of Service: _____

Rank: _____ Present Membership in National Guard or Reserve: _____

If I am entitled to veteran's preference on an examination, I must furnish my honorable discharge or DD Form 214 no later than the day of the examination.

FORMER EMPLOYERS

| Date Month & Year | Name and Address of Employer | Salary | Position | Reason for Leaving |
|----------------------|---------------------------------|--------|----------|-----------------------|
| From | | | | |
| To | | | | |
| From | | | | |
| To | | | | |
| From | | | | |
| To | | | | |
| From | | | | |
| To | | | | |

Have you ever been discharged from any employment for cause?

If yes, List

Date: _____ Name of Employer: _____

Details: _____

Have you been convicted of a crime in the past 7 years, other than a minor traffic violation? If yes, describe in full: _____

Conviction(s) records are not necessarily a bar to employment.

REFERENCES

Give the names of three persons not related to you you have known at least one year.

| Name | Address | Business | Years Known |
|------|---------|----------|-------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. I understand I must demonstrate my fitness for the position and any appointment offered me will be contingent upon the results of a complete character and fitness investigation.

Date: _____ Signature: _____