

**STATE LAW REQUIRES NO FELONY CONVICTIONS WITHIN THE PAST 10 YEARS  
PROOF OF EDUCATION REQUIRED WITH APPLICATION**

**VACANT POSITION  
DEPARTMENT: FIRE**

**OBTAIN APPLICATION: [www.spaldingcounty.com/careers](http://www.spaldingcounty.com/careers)  
SUBMIT COMPLETED APPLICATION & PROOF OF EDUCATION TO:  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon Street**

**CLOSING DATE: APRIL 26, 2024 AT 5:00PM**

**\*\*See attached Important Details outlining the hiring process\*\***

Applicants selected for employment must provide a copy of their birth certificate no later than their first day of employment.

Job title: **Firefighter** (Position #1807)

Salary: Pay Grade 14; Hiring Rate: Non-Certified - \$40,809; Certified - \$41,642

Work Schedule: Work 24 hours/off 48 hours; including weekends and holidays.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** Requires a high school diploma or state-awarded GED, must be at least 18 years old and possess a valid GA driver's license with the ability to obtain a Class F driver's permit within 4 months of hire date. Must obtain a Class F driver's license within 6 months of hire date. Must have a good work history and a good driving record – no DUI within the last 5 years. State law requires no felony convictions within the past 10 years. **Preferred Qualifications:** GA Certified Firefighter, BLS Certification for Health Care Provider, and GA Class F driver's license.

**GENERAL STATEMENT OF JOB:** Under general supervision, responds to emergency calls and fights/suppresses fires. Duties include: responding to fire/rescue/medical emergency calls, driving/operating fire apparatus, controlling/extinguishing fires, providing basic life support to sick/injured persons, and maintaining department stations and equipment. Reports to assigned officer.

**PHYSICAL REQUIREMENTS:** Requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motion. Must be physically able to operate a variety of fire fighting equipment, tools, fire station equipment, and office equipment such as a motor vehicle, fire engine, tanker truck, ladder truck, pump apparatus, smoke detector, carbon monoxide detector, fire extinguisher, generator, chain saw, air compressor, breathing apparatus, hoses, nozzles, connectors, hydrants, ladders, extrication tools, hydraulic tools, air lift bags, mechanic tools, axe, crowbar, rake, shovel, portable lights, gauges, first aid supplies, washer, dryer, ice maker, computer, printer, copy machine, facsimile machine, calculator, telephone, and radio communications equipment. Must be able to drive a fire truck and operate a motor vehicle. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of one hundred twenty-five pounds and able to climb ladders up to 100 feet in height.

**ESSENTIAL JOB FUNCTIONS:** Responds to emergency calls for fire suppression, medical assistance, hazardous materials incidents, and other emergency situations; provides protection of life/property against fire; provides first aid/CPR as needed.

Maintains a state of readiness/preparation for emergency response; checks/maintains stock of equipment and supplies on fire vehicles and in fire station; re-loads equipment and apparatus following response to emergency calls; prepares apparatus for subsequent emergencies; tests hoses and pumps on apparatus.

Drives, operates, and monitors a variety of fire vehicles/apparatus; determines best route to reach location of emergency calls; performs safe driving functions in various weather conditions.

Suppresses, controls, and extinguishes fires; performs search, rescue, extrication of victims, and forcible entries; assists individuals from burning structures; ventilates smoke and gas from buildings; establishes openings in buildings for entrance, ventilation, or salvage; performs salvage and overhaul functions; assists with cleanup activities.

Positions and climbs ladders of various heights to access upper levels of buildings and to perform rescue operations.

Locates water supplies; places fire truck in pumping mode to charge lines; lays out and maneuvers fire hoses; selects appropriate nozzles; operates pumps and directs stream of water or chemicals onto fire; disconnects and rolls used hoses; protects property from water/smoke by use of waterproof salvage covers and smoke ejectors.

Administers first aid and artificial respiration to injured persons and those overcome by fire and smoke, per First Responder guidelines; performs physical lifting techniques associated with moving patients between incident site, stretcher or ambulance.

Responds to incidents involving terrorism and weapons of mass destruction.

Utilizes protective/safety equipment and monitors work environment to ensure safety of employees and other individuals.

Maintains inventory levels of departmental supplies; initiates orders for new or replacement materials.

Performs general maintenance tasks necessary to keep vehicles, buildings, quarters, hydrants, equipment and tools in operable condition, which may include inspecting/testing equipment, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning quarters; monitors equipment operations to maintain efficiency and safety; reports faulty equipment for necessary maintenance work.

Prepares or completes various forms, reports, correspondence, logs, fire reports, equipment testing records, training records, vehicle maintenance records, incident reports, supply requests, or other documents.

Receives various forms, reports, correspondence, orders, logs, vehicle maintenance records, training materials, drawings, maps, rules, regulations, policies, procedures, codes, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains current manuals, policies/procedures, bulletins, or map books for reference and/or review.

Communicates via telephone and/or two-way radio; communicates effectively and coherently over radio channels while initiating and responding to radio communications; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisors, employees, volunteers, dispatchers, other divisions, other departments, fire officials, law enforcement officials, medical personnel, outside agencies, property owners/occupants, victims, utility companies, civic organizations, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in drills, demonstrations, and courses in hydraulics, pump operation/maintenance, and firefighting/rescue techniques; attends shift meetings, workshops and seminars as appropriate.

04/05/2024  
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## 2024 FIREFIGHTER HIRING PROCESS

Spalding County Fire Department is pleased to announce that we are currently accepting applications for full-time Firefighters. Starting Salary for non-certified is \$40,809 and for certified is \$41,642 per year. Non-certified personnel will be trained to meet the State of Georgia requirements for Firefighter Certification. Once basic training has been completed and the State Certification has been obtained the salary will be increased to \$41,642. This training and certification process for noncertified personnel typically takes approximately 4 months.

Spalding County offers excellent benefits including health insurance, life insurance, dental and vision coverage, deferred compensation retirement plan, Georgia Firefighter Pension Fund membership option, monthly leave accrual – annual, sick, and holiday leave, and a 4% mandatory contributory Defined Benefit Retirement Plan (benefit calculation is average annual salary x 2% multiplier x years of service and includes a rule of 75 with a minimum age of 50 for early retirement provision for Public Safety).

Applications are available online at <http://spaldingcounty.com/careers>. This position will be posted until positions are filled. Applications may be submitted through our website, along with proof of education or by US Postal Mail to Spalding County Human Resources, P.O. Box 1087, Griffin, GA 30224, by email [employment@spaldingcounty.com](mailto:employment@spaldingcounty.com), fax 678-734-3142, or in-person by delivering the packet to the Human Resources Department, located in the Courthouse Annex Building, 119 East Solomon Street. A copy of the birth certificate is not required with the application, but if hired, must be provided no later than the 1st day of employment.

### **MINIMUM QUALIFICATIONS:**

- Have not been convicted of a felony within the last ten (10) years;
- High school Diploma or GED
- Have a valid state driver's license and a good driving record. No DUI within the last five (5) years;
- Must obtain at least a Class F driver's permit within 4 months from date of hire;
- Ability to obtain Class F driver's license within 9 months of hire;
- Non-certified new hires will be required to successfully complete an internal recruit school at the Spalding County Fire Department. Firefighter II certification must be obtained by their one-year anniversary of hire.
- Be in good physical condition as determined by a medical examination and pass a predetermined physical agility evaluation.

### **PREFERRED QUALIFICATIONS:**

- Possess a valid Georgia Firefighter I or II certification.
- State of Georgia Emergency Medical Technician or Paramedic. Incentive pay will be added to starting base pay for the following:
  - o Basic EMT is 1.5%
  - o Advanced or EMT Intermediate is 2.5%
  - o Paramedic is 5%
- College Degree (Directly related to Fire Service/Emergency Services) Incentive pay will be added to starting base pay for the following:
  - o Associates is 2.5%
  - o Bachelor is 5%
  - o master's is 7.5% (5% Added at Employment Date and 2.5% added in Second Budget Year)

**Applicants will be required to submit to a criminal and driver's history. All applicants who then meet the minimum qualifications will be contacted to participate in the hiring process. The following are the steps for non-certified applicants.**

- Physical Agility Test
- Accuplacer Test

**Applicants will receive an email with the date of the physical agility test after applications have been cut off. At the conclusion of this process, candidates who pass the physical agility test will be notified of an interview. Once a conditional job offer is made candidates must pass the following:**

- Comprehensive background check (fingerprint)
- Medical Examination and certification by a licensed Physician
- Drug Test

If there are more qualified candidates than open positions, a pool of candidates (based on the ranking by the interview committee) will be maintained for up to six (6) months. If a position comes open, the candidates, in order of ranking, will be contacted and made a conditional offer of employment.

**\*NOTE: ALL NOTIFICATIONS, WILL BE SENT TO THE E-MAIL ADDRESS PROVIDED ON YOUR APPLICATION**

**Physical Agility Testing will consist of the following**

Physical Agility Test (PAT) is a timed assessment of exercises that simulate daily firefighter job tasks. Candidates will dress in a helmet, gloves, and self-contained breathing apparatus (SCBA) and complete the following steps in seven (7) minutes or less.

- Stair Climb
- Ladder Extension
- Ventilation Exercise
- Hose Advance
- Rescue Drag
- Ladder Removal/Replacement

**Applicants that pass the Physical Agility Test will also take a written test which will be the Accuplacer Test administered by Southern Crescent Technical College. More information about the test will be provided at the conclusion of the physical agility test.**

- Applications will be accepted until April 26, 2024 by 5:00pm
- Physical Agility Test: May 9, 2024
- Depending on Number of Applications, a second day of Physical Agility Testing may be on May 10, 2024
- Interview dates: May 13<sup>th</sup> and May 14<sup>th</sup>
- Conditional job offers will be announced June 1, 2024
- Start date and first day of Basic Training will be June 18, 2024