



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## **FIREFIGHTER (FULL-TIME)**

### **General Statement of Duties**

Performs firefighting and fire equipment operational duties, maintains firefighting apparatus, equipment, and fire station. Technical work is required in training, fire and rescue operations, and promoting overall fire prevention efforts within the Town. Work Schedule will be on a rotating 24-hour shift but may be adapted by the Fire Chief to meet minimum staffing levels.

### **Distinguishing Features of the Class**

Employees in this class are responsible for maintaining fire apparatus, operating fire and rescue tools and equipment, safely driving fire apparatus, participation in Fire and Life Safety education programs, and general fire station maintenance. Work is often performed under stressful emergency conditions and frequently involves personal hazards. Work standards and procedures are well established and understood; however, considerable independence and judgment are required of the employees during an emergency. The employee is subject to hazards associated with firefighting including working in both inside and outside environments, in extreme cold and hot weather, and exposure to various hazards such as exposure to high heat, exposure to chemicals, and in the proximity to moving mechanical parts, electrical current, and working in high places. Employee will be exposed to hazards such as blood borne pathogens, airborne pathogens, IDLH atmospheres, and will be subject to all OSHA regulations and required to be fit to wear a respirator. Work is reviewed by the Fire Chief through observations, discussions and written documents concerning the quality and effectiveness of fire and rescue efforts and other work performed.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks:**

- Performs firefighting duties as outlined in NFPA 1001.
- Serves as a fire equipment operator at emergency scenes as well as training activities.
- Receives and responds to dispatched emergencies; safely drives the fire vehicles to the fire scene.
- Connects pump to water source and hoses to the pump; maintains the correct pressure for the nozzles based upon the sizes and lengths of hoses, fire conditions, and activities of the fire scene; monitors radio transmissions and relays messages as needed; ensures that all equipment is available for use by fire personnel.
- Performs routine maintenance and minor repair of equipment including washing and waxing trucks, checking and maintaining proper levels of fluids, cleaning and drying hoses, equipment, tools, and adapters, inspecting hose and hose connections for damage and wear, maintaining all PPE, maintaining all small engines, and maintaining all EMS equipment.

- Maintains Fire Hydrant System.
- Prepares reports and maintains records.
- Attends, participates in training sessions to maintain current knowledge and expand the knowledge of fire suppression, rescue, and EMS; participates in physical training.
- Maintains fire station through routine cleaning, landscaping, plumbing, electrical, painting, and general station maintenance.
- Provides responses to emergency medical calls in a First Responder roll, and may be required to drive ambulances
- Performs accurate and complete reports as required.
- Performs other duties as required.

### **Recruitment and Selection Guidelines**

#### **Knowledge, Skills and Abilities:**

- Thorough knowledge of modern firefighting techniques and tactics
- General knowledge of mechanics and preventive maintenance
- General knowledge of emergency medical techniques
- Thorough knowledge of streets, water system, hydrants, and buildings in town
- Able to understand and carry out oral and written orders
- Able to establish excellent relationship with customers
- Thorough knowledge of office and computer skills

#### **Physical Requirements:**

- Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, talking, and hearing.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Must possess visual acuity to size up the color, volume, and extent of fire involvement at fire scenes, to operate heavy fire apparatus in emergency situations, and to prepare records and reports.

#### **Minimum Qualifications:**

- High School Diploma or equivalent
- NC Firefighter I & II
- NC EMT Within 18 months of Employment
- NC Haz-Mat Operations
- NC Class B Driver's License or obtain within 60 days of employment

#### **Preferred Qualifications**

- NC Driver Operator Pumps
- NC Driver Operator Aerial
- NC Emergency Vehicle Driver

The salary for this position is \$34,905-\$54,071. The hiring range is \$34,905 - \$44,477, which is a Grade 11. Position is open until filled.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application*. It is preferred that all completed and signed Employment Applications be submitted via email to [jeakes@selma-nc.com](mailto:jeakes@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Jennifer Eakes, Human Resources Director Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Jennifer Eakes either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.