

TOWN OF WYTHEVILLE
COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

MAYOR
BETH A. TAYLOR

VICE MAYOR
JACQUELINE K. KING

COUNCIL MEMBERS
MARK J. BLOOMFIELD
JOSEPH E. HAND, JR.
CATHY D. PATTISON



"The Hub of Southwest Virginia"

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STEPHEN A. MOORE, AIA
(276) 223-3352

TOWN TREASURER
MICHAEL G. STEPHENS, MGT
(276) 223-3335

TOWN CLERK
SHARON G. CORVIN
(276) 223-3349

M E M O R A N D U M

TO: JOB APPLICANT FOR WYTHEVILLE FIRE DEPARTMENT

FROM: HUMAN RESOURCES DEPARTMENT

Thank you for your interest in a position with the Town of Wytheville's Fire Department. Attached please find an Application Form, a Job Description for Firefighter/EMT/Medic, Understanding of the NFPA 1582 Comprehensive Occupational Medical Program for Fire Departments Form and a summary of fringe benefits offered. Please fill out the **application form; read, sign, and have witnessed the **Understanding of the NFPA 1582 Form** where indicated and return both along with a **resume and three letters of recommendation**. Applications and/or resumes will be placed on file for a period of one year.**

Thank you again for your interest.

INFORMATION TO APPLICANTS FOR THE POSITION OF FIREFIGHTER/EMT/MEDIC

1. **Applicants for the position of Firefighter/EMT/Medic should submit the following:**

- A. The standard Town of Wytheville application form
- B. A resume outlining the candidate's ability to perform the job
- C. Signed and witnessed certificate of understanding
- D. Three letters of recommendation. References cannot be employees or officials of the Town of Wytheville
- E. Other information that may be pertinent in determining the candidate's qualifications
- F. Applications should be returned to the Human Resources Department, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382.

2. **Salary Range effective 7/1/2018: (\$27,923 - \$44,912) - beginning salary depends on qualifications.**

Beginning Salary Range for **new untrained Firefighter/EMT/Medics**: Grade 8, Step 1 \$27,923.

Upon satisfactory completion of approved training, the Firefighter/EMT/Medic will move to Grade 8, Step 5; \$30,225.

On the first anniversary of employment, the Firefighter/EMT/Medic will advance to Grade 8, Step 10; \$33,371.

On the second anniversary of employment, the Firefighter/EMT/Medic will advance to Grade 8, Step 15; \$36,844.

On the third anniversary of employment, the Firefighter/EMT/Medic will advance to Grade 8, Step 22; \$42,322, or to the pay of the tenured Firefighter/EMT/Medics.

Trained Firefighter/EMT/Medics will begin at Grade 8, Step 10: \$33,371.

On the first anniversary of employment, the Firefighter/EMT/Medic will move to Grade 8, Step 15; \$36,844.

On the second anniversary of employment, the Firefighter/EMT/Medic will move to Grade 8, Step 22; \$42,322, or to the pay of the tenured Firefighter/EMT/Medics.

3. Hours of work

The normal work period for non-exempt fire personnel, with arrest powers, (below rank of lieutenant) shall be 212 hours per 28 consecutive day period, pursuant to Section 7 (K) of the Fair Labor Standards Act (29 U.S.C. § 207 (K)), for which they shall be paid a salary.

a. Non-exempt fire personnel, who are required to work overtime because of emergency situations, shift shortages, illness, circuit court cases, etc. will be paid at a rate of one and one-half times their regular rate for all hours worked over 212 hours in a 28-day work cycle, pursuant to Section 7 (K) of the Fair Labor Standards Act (29 U.S.C. § 207 (K)).

4. Town of Wytheville Standards, Goals, Expectations, Hiring, Dress, and Drug Testing Policy

In addition to Town of Wytheville Standards, (A) Must be 21 years or older at the time of employment; (B) Must possess a valid State driver's license; (C) Felony convictions and disqualifying criminal histories are not allowed; (D) U.S. citizen; (E) Must be able to read and write the English language; (F) Must be of good moral character and of temperate and industrious habits; and (G) High school diploma or equivalent), **applicant must meet minimum criteria established by Code of Virginia § 15.2-1705** (A) be a citizen of the United States; (B) be required to undergo a background investigation including fingerprint-based criminal history records inquires; (C) have a high school education or GED; (D) possess a valid driver's license; (E) Undergo a physical examination, subsequent to a conditional offer of employment; (F) be at least eighteen years of age; (G) not have been convicted of or pleaded guilty or no contest to a felony or any offense that would be a felony if committed in Virginia; and (H) not have produced a positive result on a pre-employment drug screening.

The Town's goals for employees include the following:

- A. To provide equal employment opportunity and treatment regardless of race, religion, color, sex, sexual orientation, age, marital status, national origin, disability, or Vietnam era veteran status;
- B. To monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety;
- C. To be receptive to constructive suggestions that relate to the job, working conditions, or the personnel policies;
- D. To establish appropriate means for employees to discuss matters of interest or concern with their immediate supervisor or department head.

The Town expects all employees:

- A. To demonstrate a professional, considerate, friendly, and constructive attitude toward citizens, visitors, elected officials and fellow employees;
- B. To perform assigned tasks in an efficient manner;
- C. To adhere to the policies adopted by the Town of Wytheville.

Hiring

The town under any of the following circumstances will not employ immediate family members, defined as parents, spouse, and children, of current Town employees:

1. Where one of the parties would have direct authority to supervise, appoint, remove, or discipline the other;
2. Where one party would be responsible for auditing the work of the other;
3. Where both parties would report to the same immediate supervisor;
4. Where other circumstances might lead to potential conflict among the parties or conflict between the interests of one or both parties.

Dress Code

All Town employees, including part-time, employees will wear the appropriate clothing for their duties. Shorts, skorts, blue jeans, sweatpants, spandex, leggings, or other form fitting pants, bare mid-riff attire, etc., will not be allowed, with exception of those employees who would normally wear such attire, such as recreation workers, pool personnel, and employees working in the field. All employees shall be required to wear shirts at all times with exception of pool personnel. Clothing with obscene or graphic symbols or wording, such as hats and shirts, will not be allowed. Tattoos that depict vulgar images or display inappropriate language shall not be publicly visible. Facial piercing is prohibited with exception of the ears. However, if piercing on other parts of the body become a safety issue and prohibit the employee from performing their duties, they, likewise, will be prohibited. If an employee is uncertain of the appropriate clothing, they should check with their immediate supervisor for a determination. The Town Manager or his designee must approve any deviation from the dress code policy in advance. If the supervisor feels that the clothing is inappropriate for the work area, they may request the employee to return home and change clothing.

Drug Testing Policy

The Wytheville Town Council hereby sets forth that all prospective employees must submit to a drug/alcohol test. Prospective employees will only be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment by the Town of Wytheville is conditioned on the prospective employee testing negative for illegal substances. All expenses related to the pre-employment test will be incurred by the Town.

All employees, with exception of those identified in Section 2.7 (G), Commercial Motor Vehicle Operations Policy, will be subject to random alcohol and drug testing by the Town. The rate at which the Town shall randomly test its employees for both alcohol and controlled substances shall be at a minimum rate of twenty-five (25%) annually of the average full-time and part-time employee positions.

6. Fringe Benefits:

- A. **Sick leave**--Town employees earn 1 1/4 days (10 hours) per month for a total of 15 days (120 hours) per year of sick leave. The maximum number of days an employee, hired after January 1, 2014, can accrue is 90 days (720 hours) of sick leave. After five years of service with the Town of Wytheville, and upon retirement, the employee is reimbursed at a rate of twenty-five percent for the accrued sick leave up to a maximum of \$5,000.00
- B. **Annual leave**--Employees for the Town of Wytheville earn one day per month of annual leave. The amount earned increases with the duration of service to the Town. The amount earned and the amount that may be accrued increases at years five, ten, and fifteen. Upon separation, the employee is reimbursed for one hundred percent of accrued annual leave.
- C. **Health insurance**--Employees of the Town of Wytheville are offered, at seven percent premium charge, health insurance by The Local Choice managed by the Commonwealth of Virginia Department of Personnel and Training. The Town's insurance policy offers three insurance plans to choose from, the Key Advantage 250 plan with a \$20 per visit co-pay plus dental and vision coverage, the Key Advantage 500 plan with a \$25 per visit co-pay plus dental and vision coverage, and the High Deductible Health Plan 20% coinsurance after \$2,800 deductible. The additional premium for the employee, employee plus one, or family coverage is deducted from the employee's paycheck.
- D. **Disability insurance**--Employees of the Town of Wytheville are offered, at no charge, long-term disability insurance.
- E. **Retirement**-- The Town is a member of the Virginia Retirement System (VRS). All full-time employees of the Town are required to enroll in the system and are thus entitled to receive all benefits offered by the Plan. This benefit is at a five percent (5%) cost to the employee and will be deducted from the employee's paycheck on a pre-tax basis for federal and state taxes in accordance with Section 414(h) of the Internal Revenue Code. Certain positions are included in the Hazardous Duty (LEOS).
- F. **Group Life Insurance**
Town of Wytheville provides group life and accidental death and dismemberment insurance as provided for in the VRS Handbook for Members for all full-time employees at no cost to the employee.
- G. **Holidays**--The Town of Wytheville observes eleven paid holidays. Full-time employees are paid their regular rate of pay for days designated as Town holidays in Section 5.9 of the Personnel Rules. For full-time employees, a holiday is eight hours and a half-day holiday is four hours. The yearly cumulative total of holiday time cannot exceed 88 hours. Eight hours of Personal Leave Time will be given to all full-time employees each January to be used within the calendar year.
- H. **Community Center Membership** – All full time employees are provided a free Silver Level membership to the Community Fitness Center, which is a \$275.00 annual value.

7. Applications are placed on file under the provisions of the Virginia Public Records Act.

Revised – 7/2017

POSITION DESCRIPTION

Class Title: Firefighter/EMT/Medic :
Department: Fire
Worker's Comp Group No. 054
Date: January 10, 2019

GENERAL PURPOSE

Performs fire suppression, hazardous materials, and fire prevention duties, and emergency medical services.

SUPERVISION RECEIVED

Works under the close supervision of the Fire Chief.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs cleaning, checking and replacement of equipment. Performs cleaning of facilities and equipment. Clean, maintain, and repair fire station & equipment.

Performs the testing of all fire related equipment including daily and monthly checks of trucks, and equipment in accordance with department procedures.

Assists in maintaining pre-fire plan information.

Assists with traffic control when needed.

Responds to calls for service associated with emergency response to include, but not limited to fire suppression, emergency medical response, alarms and motor vehicle accidents.

Carries out duties in conformance with Federal, State, County and Town ordinances.

Assists in training new employees.

Serves as a member of various employee committees.

If not, current EMS certified to the level of EMT-B, will be required to obtain certification within a determined amount of time set by the Fire Chief.

Other duties as may be assigned.

PERIPHERAL DUTIES

AS NEEDED:

Receives complaints from general public, in person and by telephone and initiates necessary police, fire, rescue or other action; responds to emergency calls; obtains all available information and informs appropriate police, fire, rescue, or other personnel of nature of the emergency.

Receives and transmits police, fire, and rescue messages by radio and telephone, directing officers on duty to meet a variety of problems requiring public safety action.

Performs clerical and typing duties as directed such as typing correspondence and reports and maintaining card files.

Enters pertinent information into Computer Aided Dispatch Station and enters other relevant information into Records Management Databases in support of the Public Safety Secretaries.

Scans and indexes all Departmental documentation into a Document Storage Retrieval Database.

Assists the public as needed, and performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from a high school or GED equivalent with specialized training in firefighting and operational procedures.

Two years of increasingly responsible related experience, or any equivalent combination of related education and experience

Class 3 EVOC, Firefighter 1 and Basic Pump Operation.

Virginia/NREMT EMT-B or Intermediate or Paramedic.

Employee must maintain all certifications that are required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of modern fire suppression and prevention; Working knowledge of first aid and resuscitation techniques; Working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.

Skill in the operation of listed tools and equipment.

Ability to perform work requiring good physical condition, ability to communicate effectively, both verbally and in writing, ability to handle stressful situations.

Ability to follow verbal and written instructions.

Ability to communicate effectively, both verbally and in writing.

Ability to establish effective working relationships with members, other agencies and the public.

Ability to work on your own and take initiative.

SPECIAL REQUIREMENTS

(A) Must possess or be able to obtain by the time of hire a valid State Driver's License.

(B) Ability to meet Department's physical standards.

(C) Must be able to obtain various firefighter certifications within reasonable time limits upon employment. NFIRS Reporting, NIMS, Aerial Driver-Operator.

(D) Must live within a reasonable radius of the Fire Station.

TOOLS AND EQUIPMENT USED

Variety of fire trucks, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, cell phone and phone, computer aided systems, fax machine and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to finger, handle, or operates objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, solvents and oils. The noise level is usually quiet in a firehouse setting and loud at an emergency scene.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, criminal background check, driving records, physical examination, psychological examination, physical agility test, written test, and job-related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: 01/10/19

Revision History:

