



# NOTICE OF HIRING



The Spring Mill Fire Company No.1 and the Barren Hill Volunteer Fire Company are accepting applications for the position of full time firefighter for each station. (Two positions) This single application process will allow the applicant to complete one application and be considered for either or both employment opportunities. The Spring Mill Fire Company No.1 and the Barren Hill Volunteer Fire Company are equal opportunity employers.

## **Application & Testing Process**

1. Candidates for employment shall submit the single written application at either firehouse.
2. Following the submittal of the written application accompanied by a check or money order; payable to either Spring Mill Fire Company or Barren Hill Volunteer Fire Company, all candidates will participate in the physical agility testing on **Sunday, May 19, 2019 at 9:00 am at the Montgomery County Fire Academy, 1175 Conshohocken Road, Conshohocken, PA 19428.**
  - a. *No additional notice will be sent or communicated with the applicants regarding the physical agility test following the submission of the application. The applicant's application submission is notice to attend the Physical Agility test on the date and time above. Applicants should wear long or short sleeve shirt, work gloves, hard sole shoes/boots and structural firefighting helmet (if your are not able to provide a structural firefighting helmet, please inform us and we will provide a structural firefighting helmet for you to successfully complete the physical agility test.*
3. Following the successful completion of the physical agility test, the candidate will be notified by mail of the date, time and place of an oral interview. Oral interviews will be conducted by each Fire Company individually.
4. Following the oral interview process, both fire companies may conduct background checks, medical and examinations in preparation of a final candidate list for consideration of employment.

## **Application Availability and Submission Deadline**

Applications may be picked up in person at:

***Spring Mill Fire Company No.1, 1210 East Hector Street, Conshohocken, PA 19428***

***OR***

***Barren Hill Volunteer Fire Company, 647 Germantown Pike, Lafayette Hill, PA 19444***

Applications may also be downloaded at [www.springmillfire.com](http://www.springmillfire.com) or [www.barrenhill.com](http://www.barrenhill.com)



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Completed applications may be dropped off at either Firehouse until May 15, 2019 at 4:00pm. Completed application must be accompanied by a check in the amount of \$25 to cover administrative costs in the hiring process. Checks should be made out to: Spring Mill Fire Company No.1 or the Barren Hill Volunteer Fire Company.

## **Spring Mill Fire Company No.1 & Barren Hill Volunteer Fire Company** **Full Time Firefighter**

### **Salary & Benefits**

- \$18.00 - \$23.00 per hour depending upon experience. (Salary is determined at the time of a conditional offer of employment and by each fire company individually)
- Full Medical Benefits – Health, Dental & Eye Insurance
- Life Insurance
- Employee retirement contributions plus optional employee match
- Paid Time Off (Vacation, Sick, Personal)
- Paid Holiday Time
- Uniform allotment
- Paid Training

### **Full Time Firefighter Minimum Application Requirements**

Copies of all certificates and / or proof of minimum requirements are required to be included in the application packet at the time of submission.

- 21 Years of Age
- High School Diploma or GED
- Valid Pennsylvania Driver's License
- PA State Background Check
- Child Abuse Clearance
- Pre-Employment Drug Test
- Firefighter I – *IFSAC or Pro-Board Preferred*
- Firefighter II – *IFSAC or Pro-Board Preferred*
- NIMS 100, 200, 700, 800
- Hazardous Materials Operations Level Certificate and refresher certificate within the last twelve (12) months if the Original course certificate is outside of 12 months
- Emergency Vehicle Operations Course or equivalent
- Pump Operations I or equivalent



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- Vehicle Rescue Technician (PA DOH or NFPA) or equivalent
- Current CPR, AED & First Aid Certificate
- Minimum 5 years as a certified Firefighter I IFSAC or Pro-Board firefighter
- Minimum 3 years as a certified Apparatus Operator (*Letter required from Department Chief*)
- ***Other preferred but NOT required Certifications***
  - Emergency Medical Technician
  - Engine Operations
  - Truck / Aerial Operations
  - Water Rescue & Emergency Response

## **Spring Mill Fire Company No.1 and the Barren Hill Volunteer Fire Company Full Time Firefighter Job Description**

### **Essential Job Functions**

The following duties are normal for the position of full time firefighter. These duties are not to be construed as exclusive or all inclusive. Other duties not listed may be required and assigned. Examples of Essential Job Functions are as follows:

- Responds to emergency calls by driving safely to incident scenes.
- Operates equipment safely for fire and rescue operations.
- Conducts salvage operations at fire scenes as directed.
- Works in conjunction with Police and Ambulance personnel on emergency scenes.
- Follows manufacturer's instructions to complete preventative maintenance requirements to ensure equipment remains in working order.
- Follows manufacturer's instructions to complete general repairs / maintenance of fire apparatus and equipment within their ability.
- Promotes fire safety by organizing training sessions, talks and seminars.
- Conducts pre plan drills of business and properties within the response district as assigned.
- Maintains personal protective equipment to be clean and in safe working condition at all times.
- Assesses situations quickly to decide the best course of action.
- Produces accurate written reports of emergency incidents.
- Participates in educational workshops, seminars, and programs to update job skills and knowledge as assigned.



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- Performs other duties and assumes other responsibilities as required or assigned.
- Perform general maintenance of the apparatus including but not limited to cleaning and repairs when it is within the scope of the employee's ability.
- Perform general housekeeping duties in the firehouse to include cleaning and repairs.
- Perform general building and grounds duties including but not limited to general repairs and routine grounds maintenance when it is within the scope of the employee's ability.

## **Job Standards**

- Communicates effectively; reads and understands the policies of the Fire Company including but not limited to the By-Laws, Rules & Regulations, Standard Operating Guidelines, Employee Handbooks & Policies.
- React calmly and think rationally in emergency situations.
- Understand and carry out complex instructions.
- Recognize non-standard activities, missing items, people, hazards and details.
- Possess excellent eye-hand-foot coordination and physical stamina.
- Sit and perform fine manipulation frequently.
- Stand for extended periods of time, walk, run, bend, crouch, kneel, climb, crawl, lift and carry up to 150lbs, push up to one (1) ton on a flat surface, pull up to 175 lbs.
- Works well with both groups and independently.

## **Knowledge, Skills and Abilities**

- Ability to use and maintain fire fighting equipment and to learn the theory necessary for effective firefighting and equipment operations, after a period of training.
- Ability to apply basic techniques of fighting fires.
- Ability to perform strenuous activities such as lifting heavy fire fighting equipment, climbing standard and aerial ladders, lifting and carrying people and equipment for rescue and salvage.
- Ability to work under conditions of heavy physical exertion in extreme heat and dust, in high and confined areas and smoke-filled spaces and in all kinds of weather, and to maintain physical activity for prolonged periods of time.
- Ability to administer first aid, CPR and other medical care to which the candidate is trained to do.
- Ability to think clearly and to apply knowledge under stressful conditions and to handle more than one task at a time.
- Ability to remain calm in emergency situations in all types of environments.



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- Ability to establish a rapport with the community, officers of the fire company, volunteers of the fire company, members of Township Staff, the Police Department, the Ambulance Association and civilians.
- Ability to understand and carry out instructions quickly and effectively.
- Ability to record information professionally, in written form.
- Ability to function independently and without direct supervision.
- Ability to work closely with people, including functioning as a team member and to exercise tact or diplomacy and display compassion, understanding and patience.
- Ability to learn to utilize various types of electronic and / or manual recording and information systems used by the agency, office or related units.
- Ability to promote the goals and mission of the Volunteer Fire Company.

## **Physical Characteristics**

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise.
- Sufficient vision and ability conduct scene size up observations with or without reasonable accommodation which permits the employee to effectively operate at a fire or related emergency scene.
- Sufficient manual dexterity with or without reasonable accommodations, which permits the employee to operate equipment used in firefighting
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property
- Sufficient overall physical health, to successfully complete the pre-hire physical agility test and post hire requirements for handling rapidly moving situations where quick maneuvering in less than ideal situations involving obstacles, challenging climbing requirements and structural collapse