# Barren Hill Volunteer Fire Company

647 Germantown Pike, Lafayette Hill, PA 19444 www.barrenhill.com


# WE ARE HIRING!

The Barren Hill Volunteer Fire Company is accepting applications for the full-time position of firefighter/house engineer. The Barren Hill Volunteer Fire Company is an equal opportunity employer.

## Application Process

1. Candidates for employment shall submit a completed application and supporting documentation by mail, in person at the Barren Hill Volunteer Fire Company, or by email (Cschwartz@barrenhill.com). Applications and supporting documents should be directed to Fire Chief Chris Schwartz.
2. The application period will remain open until the position is filled. Opportunities for part-time positions may be available for potential candidates after the full-time position is filled.
3. Candidates invited to continue in the hiring process will be scheduled for an oral interview. Oral Interviews will be conducted at the Barren Hill Volunteer Fire Company, 647 Germantown Pike, Lafayette Hill, PA 19444.
4. Following the oral interview, the Barren Hill Volunteer Fire Company may conduct a physical agility test and background check in preparation for a final candidate list for consideration of employment.
5. As part of a conditional offer of employment, the candidate may be subject to medical, physical, psychological evaluations, and a drug and alcohol screening at the expense of the Barren Hill Volunteer Fire Company.

## Application Availability and Submission Deadline

Applications may be downloaded online at www.barrenhill.com or may be picked up in person at:

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

Completed applications may be dropped off at the Barren Hill Volunteer Fire Company, 647 Germantown Pike, Lafayette Hill, PA 19444 or be sent by mail or email to the attention of Fire Chief Chris Schwartz. (cschwartz@barrenhill.com) Applications will be received until the position is filled.

Incomplete applications may result in an automatic disqualification from the application process.

# Firefighter/House Engineer

## Salary & Benefits

- $30.00/hour (Pay increases are considered annually)
  - Monday to Friday, 8-hour or 9-hour, day shift work schedule
  - Regularly scheduled overtime
- Paid Training & Career Development
- Full Medical Benefits – Health, Dental & Eye Insurance
- Life Insurance
- Employer retirement contributions plus optional employee match
- Paid Vacation, Holiday & Sick Time
- Uniforms provided

## Firefighter/House Engineer Minimum Requirements

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

- High School Diploma or GED
- Valid Pennsylvania Driver's License
- PA State Background Check
- FBI Background Check
- Child Abuse Clearance
- Firefighter I – *IFSAC or Pro-Board Preferred*
- Firefighter II – *IFSAC or Pro-Board Preferred*
- Vehicle Rescue Technician (PA DOH or NFPA) or equivalent
- Emergency Vehicle Operations Course (EVOC) or equivalent
- Pump Operations
- Hazardous Materials Operations Level Certificate and refresher certificate within the last twelve (12) months if the original course certificate is outside of 12 months
- NIMS 100, 200, 700, 800
- Current CPR, AED & First Aid Certificate
- Current Apparatus Operator *(Letter required from Department Chief)*

## Other Certifications that are NOT required, but preferred:

- Emergency Medical Technician
- Fire Officer I
- Technical Rescue Certification
- Driver/Aerial Operator – National Certification
- Water Rescue & Emergency Response

## Firefighter / House Engineer Application

**Name:** _____
**Last** **First** **Middle**

**Address:** _____
**Street** **Apartment #**

_____
**City** **State** **Zip**

**Phone #:** _____
**Cell Phone #** **Alternate Phone #**

**Social Security #:**_____ **Email:** _____

**Will you be 21 years of age by November 1, 2026? :** _____ **YES** _____ **NO**

**Do you have a valid Driver's License:** _____ **YES** _____ **NO**

**If yes, what State:** _____ **License #:** _____

**Has your driver's license ever been suspended or revoked?** _____ **YES** _____ **NO**

**If Yes, please explain:** _____

**Have you served in the Armed Forces?** _____ **YES** _____ **NO**

**What Branch:** _____ **Type of Discharge:** _____

**Are you currently a member of the Reserves or National Guard?** ___ **YES** ___ **NO**

## Education

**Are you a High School Graduate? _____ YES _____ NO**

**Graduation Year: _____ High School Name: _____**

**If you did not graduate high school, do you hold a G.E.D? Certificate? ____ YES ____ NO**

**Are you a College Graduate? _____ YES _____ NO Type of Degree: _____**

**List all fire academies where you have completed fire service training:**

| Academy Name | Date Attended |
|---|---|
| | |
| | |
| | |

## Firefighting Experience

**How many years have you been a member of the fire service? _____**

**Are you currently a member of a Fire Company? _____ Yes _____ No**

**Are you currently or formerly an apparatus operator in a Fire Company? ___ Yes ___ No**

**List the apparatus that you have been a qualified operator of: (Do not include Service / Support Vehicles)**

| Apparatus Type (Engine, Aerial, Rescue, etc.) | Make | Fire Company | # of Yrs. Driven |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

*(Please use additional paper if you have been a qualified apparatus operator on more than four (4) apparatus)*

## List all Fire Service Affiliations:

| Fire Company Name | Highest Position Held | # of Years |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**Have you ever been expelled from a volunteer Fire Company? _____ YES _____ NO**

**If YES, please explain: _____**

_____

## Firefighter / House Engineer Certifications

**Copies of all Fire Service / Professional certifications (Required, Preferred, or Other) shall be attached to this application at the time the application is submitted.**

## Prior Employment

1. **Employer Name: _____**

   **Employer Address: _____**

   **Employer Phone Number: _____ Dates Employed: _____**

   **Supervisor: _____ Job Title: _____**

   **Work Performed: _____**

   **Reason for Leaving: _____**

2. **Employer Name:** _____

   **Employer Address:** _____

   **Employer Phone Number:** _____ **Dates Employed:** _____

   **Supervisor:** _____ **Job Title:** _____

   **Work Performed:** _____

   **Reason for Leaving:** _____

3. **Employer Name:** _____

   **Employer Address:** _____

   **Employer Phone Number:** _____ **Dates Employed:** _____

   **Supervisor:** _____ **Job Title:** _____

   **Work Performed:** _____

   **Reason for Leaving:** _____

*(Please use additional paper if more than three prior employment disclosures are necessary)*

**Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause or subject to disciplinary action while in any employment position? ___ YES ___ NO**

**If YES, please explain:** _____

_____

## References

*Please provide three references who are non-family members that the Fire Company may contact to discuss your abilities to be a successful employee.*

**Name:** _____ **Phone #**_____

**Address:** _____

**Name:** _____ **Phone #**_____

**Address:** _____

**Name:** _____ **Phone #**_____

**Address:** _____

## Letters of Recommendation

*Please provide three letters of recommendation. Letters of recommendation shall be from a family member, a non-family member, and a Chief Fire Officer from an organization that the candidate is/was a member of.*

**Name:** _____ **Phone #**_____

**Family Member:** _____ **Non-Family Member:** _____ **Chief Fire Officer:** _____

**Name:** _____ **Phone #**_____

**Family Member:** _____ **Non-Family Member:** _____ **Chief Fire Officer:** _____

**Name:** _____ **Phone #**_____

**Family Member:** _____ **Non-Family Member:** _____ **Chief Fire Officer:** _____

## Other Information

**Have you ever been arrested for a misdemeanor or felony crime? _____ YES _____ NO**

**If YES, please provide the following information:**

**Police Department** **Crime Charged** **Date**

_____

_____

_____

**Do you possess any special skill sets, licenses, certifications, or other special qualifications that should be considered in this application process? _____ YES _____ NO**

**If YES, please explain:** _____

_____

**Do you have familiarity with:**

**Microsoft Word:** _____ YES _____ NO **Microsoft Excel:** _____ YES _____ NO

**Report Management Software:** _____ YES _____ NO **Name:** _____

**This application packet includes a job description for the position of Firefighter/House Engineer. Are you, without accommodation or with reasonable accommodation, able to perform all of the functions of the position of Firefighter / House Engineer?**

_____ YES _____ NO **If NO, describe needed accommodations:** _____

_____

**I hereby state that all of the information set forth on this application is true and correct to the best of my knowledge. I understand that the statements made herein are subject to the penalties of the PA Crimes Code, section 4904, related to unsworn falsifications to authorities.**

**Signature:** _____ **Date:** _____

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*Incomplete applications may result in disqualification from the process.*

## Notification Procedure Release

During the processing procedure, you may need to contact the applicant if you are given further consideration for the position of Firefighter/House Engineer with the Barren Hill Volunteer Fire Company.

If conventional methods of communication (Phone, Text, Email) fail to contact the applicant, a certified registered letter will be sent to the applicant's address that is listed on this application. Should the registered letter be returned as unclaimed or undeliverable, the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify the Barren Hill Volunteer Fire Company, in writing, of any address change during this application process.

By signing below, you are acknowledging that you have read and understand this procedure.

_____ _____

**Name of Applicant (Print)** **Signature**

_____

**Date**

# Waiver and Release of Background Investigation

I, _____, am presently applying for employment as a Firefighter/House Engineer with the Barren Hill Volunteer Fire Company. I understand and acknowledge that the Barren Hill Volunteer Fire Company must thoroughly investigate my employment background, criminal history, personal background, education, and references in order to evaluate my qualifications for the position of Firefighter / House Engineer. I understand that it is in the best interest of the Organization and the Community that all relevant information in this regard, including my personal and employment history with current and former employers, be disclosed to the Barren Hill Volunteer Fire Company.

By this release, I hereby authorize any representative of all of my former employers, which have been fully disclosed and identified in my employment application, to divulge any information in their files pertaining to my employment records and history. I further authorize the release of such information upon request to any representative of the Barren Hill Volunteer Fire Company. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agent of the Barren Hill Volunteer Fire Company, whether said records are of a public, private, or confidential nature.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for the Barren Hill Volunteer Fire Company to obtain, full and free access to the background and history of my personal life and my employment history and performance, for the specific purpose of permitting the Barren Hill Volunteer Fire Company to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the Barren Hill Volunteer Fire Company in determining my suitability for employment as a Firefighter / House Engineer. It is my specific intent to provide the Barren Hill Volunteer Fire Company with access to personnel information, regardless of how personal or confidential it may appear.

I authorize all former employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information that it may have concerning me, my work records, my background and reputation, my military record, my educational records, my criminal history record, including my arrest record(s) and records compiled during or as a result of a criminal investigation(s) of me, efficiency ratings, complaints and/or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or l, in which I presently have, or have had, an interest, attendance records, polygraph examinations and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release all former employers identified in my employment application, and, if applicable, their elected and appointed officials, employees, and agents, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any State or Federal Laws. I hereby release all former employers identified in my employment application, and, if applicable, its officers, employees, or related personnel, both individually and collectively, from any liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to

comply with it. I direct all former employers identified in my employment application to release such information upon request of the duly authorized representative of the Barren Hill Volunteer Fire Company, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give the Barren Hill Volunteer Fire Company the right to thoroughly investigate my background, previous employment, education, and references in order to ascertain my suitability for service as an employee of the Barren Hill Volunteer Fire Company. I release and hold harmless the Barren Hill Volunteer Fire Company, its elected and appointed officials, agents, and employees from and against any and all liability which might result from conducting such an investigation, including any damages of whatever kind which may at any time result to me, my heirs, family, or associates because of such investigation.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, regarding access to and disclosure of records. With this understanding, I waive those rights with the understanding that information furnished by any former employer will be used by the Barren Hill Volunteer Fire Company in conjunction with employment procedures.

I understand that if a former employer refuses to cooperate with this investigation by failing to provide full disclosure of all relevant information about me, the Barren Hill Volunteer Fire Company may disqualify me from further consideration for employment.

A photocopy or facsimile of this release will be valid as an original thereof, even though the said photocopy or facsimile does not contain an original writing of my signature. This waiver is valid for one year from the date of my signature. Should you have any questions regarding the validity of this release, you may contact me at the address listed on my employment application.

I agree to indemnify and hold harmless the person to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney fees, arising out of or by reason of complying with this request.

_____
**Name of Applicant (Print)**

_____
**Signature**

_____
**Date**

# Essential Job Functions, Standards, Knowledge, Skills, Abilities & Physical Characteristics

## Essential Job Functions

The following duties are typical for the position of firefighter/house engineer. 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 to fire / rescue scenes safely and with due regard to traffic laws and conditions
- Operates firefighting equipment to extinguish fires and perform 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 preplan drills of business and properties within the response district as assigned
- Maintains personal protective equipment and keeps it prepared for use
- Assesses situations quickly to decide the best course of action
- Produces written reports of emergency incidents, trainings, and other similar details
- Participates in educational workshops, seminars, and programs to update job skills and knowledge as assigned
- 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 house duties in the firehouse including cleaning and repairs
- Perform general building and grounds duties, including but not limited to general repairs when it is within the scope of the employee's ability, grass cutting, snow & ice removal, etc.

## 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, pull up to 175lbs
- Self-motivated when working alone and an active participant/guide when working with others

## Knowledge, Skills and Abilities

- Ability to use and maintain firefighting 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 firefighting 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.
- 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 and conditions
- Ability to establish a rapport with the community, officers of the fire company, volunteers of the fire company, members of the 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 other powers of observation, with or without reasonable accommodation, which permit 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 permit the employee to perform all duties involved in protecting life and property
- Sufficient overall physical health to successfully complete any pre-hire physical agility test and post-hire for handling rapidly evolving situations where quick maneuvering in less than ideal situations involving obstacles, challenging climbing requirements, and structural collapses
- TATTOOS: Employees of the Fire Company shall not display any tattoos of a questionable nature or symbolism on any portion of their body that is exposed to the general public. The determination of whether a tattoo is of a questionable nature or symbolism rests solely with the Office of the Fire Chief. It is acceptable for the employee to wear long sleeves and long pants year-round to cover any exposed tattoo that is deemed questionable in nature or symbolism. Arm sleeves, wraps, cover-ups, bandages, etc., are not acceptable uses to cover tattoos.

_____ *(Initial)* I can fully adhere to and perform all duties of the Firefighter / House Engineer at the Barren Hill Volunteer Fire Company with or without reasonable accommodations

_____ *(Initial)* I cannot fully adhere to nor perform all duties of the Firefighter / House Engineer at the Barren Hill Volunteer Fire Company even with reasonable accommodations

_____ **Name of Applicant (Print)**

_____ **Signature**

_____ **Date**

## Physical Agility Test Personal Injury Waiver

***General Waiver***

As part of the hiring process, candidates may be required to perform certain physical tasks and/or firefighting-type exercises to demonstrate their ability and/or competence. As a candidate for the position of firefighter/house engineer with the Barren Hill Volunteer Fire Company, I recognize and acknowledge that there are certain risks of physical injury during a physical agility test. I agree to assume the full risk of any injuries, including death, damages, or loss, which the candidate may sustain as a result of participating in any and all activities connected with or associated with such an agility test.

As a candidate, I do hereby fully release and discharge the Barren Hill Volunteer Fire Company and its appointed and elected officials, officers, agents, and employees from and against any and all claims from injuries, including death, damage, or loss, which I may have or which may occur on account of my participation in the agility test.

As a candidate, I agree to waive and relinquish all claims I may have as a result of participating in the test against the Barren Hill Volunteer Fire Company and their appointed and elected officials, officers, agents, and employees.

As a candidate, I further agree to indemnify and hold harmless and defend the Barren Hill Volunteer Fire Company and its appointed and elected officials, officers, agents, and employees from any and all claims resulting from injuries, including death, and losses sustained by the participant and arising out of, connected with, or in any way associated with the agility test.

I certify that I am in good physical health and have no limitations that may predispose me to risk during this agility test.

I also grant permission to the Barren Hill Volunteer Fire Company representatives to authorize and obtain medical care from any licensed physician, hospital, or medical clinic should I become ill or injured while participating in the agility test, when I am unable to grant authorization for emergency treatment. I understand that such treatment shall be at my expense. This form shall be considered valid until cancelled or changed in writing by the undersigned.

**By signing below, I acknowledge that I have read and understand the above PHYSICAL AGILITY INJURY WAIVER and I fully understand that "THIS IS A FULL RELEASE OF LIABILITY."**

_____ _____

**Name of Applicant (Print)** **Signature**

_____

**Date**