

# **RECRUITMENT ANNOUNCEMENT**

## **FIREFIGHTER/HAZMAT TECHNICIAN OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT**

### **40 HOUR PER WEEK FIREFIGHTER (2 VACANCIES)**

**\$38,882 ANNUALLY**

**FULL COUNTY BENEFIT PACKAGE PROVIDED**

### **56 HOUR PER WEEK FIREFIGHTER (7 VACANCIES)**

**\$44,850 ANNUALLY**

**FULL COUNTY BENEFIT PACKAGE**

**APPLICATIONS ARE AVAILABLE ON-LINE AT [www.berkeleywv.org](http://www.berkeleywv.org) OR AT THE COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET; SUITE 201, MARTINSBURG, WV, 25401, MONDAY-FRIDAY, 8:00 AM-5:00 PM, APPLICATIONS AND RESUMES MAY BE RETURNED IN PERSON OR AT [firefighter@berkeleywv.org](mailto:firefighter@berkeleywv.org). APPLICATIONS AND RESUMES WILL BE ACCEPTED UNTIL ALL VACANCIES ARE FILLED**

Berkeley County is currently recruiting for nine (9) fulltime firefighter/HAZMAT Technicians. Two (2) 40 hour per week positions will be assigned as needed across the County. The 40 hour firefighters will be scheduled between the hours of 6:00 AM to 6:00 PM Monday through Friday. Seven (7) 56 hour per week positions will be assigned to Baker Heights VFD. Normal work week is based on 53 hours of straight time and 3 hours of overtime. The 56 hour firefighters will work a schedule that is 24 hours per day, 7 days per week, 365 days per year. The 40 HPW firefighter classification has a base compensation of \$38,883 with regularly scheduled increases that elevates the base compensation rate to \$46,442 in five years. The 56 HPW firefighter classification has a base compensation rate of \$44,850 with regularly scheduled increases that elevates the base compensation rate to \$53,570 in five years.

#### **GENERAL DEFINITION OF WORK:**

Skilled position providing a full range of firefighting/HAZMAT services including firefighting, swift water rescue and HAZMAT response, as well as routine non-emergency assignments. Supervision and direction is provided by the Director of Homeland Security and Emergency Management, however firefighters must frequently exercise independent judgment and discretion.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Respond to all manner of fire, swift water rescue and HAZMAT emergency calls.
2. Actively participate in fire suppression activities when called upon
3. Work closely on a cooperative basis with other fire, rescue and emergency medical departments within the county, region or state.
4. Operate manual, mechanical, hydraulic, pneumatic and power tools during firefighting/HAZMAT activities.
5. Wear and use specialized protective gear including self-contained breathing apparatus (SCBA) and fully encapsulated suits.
6. Assist in classification, identification and verification of unknown materials by using monitoring equipment.
7. Extinguish fires and effect rescues, when necessary.
8. Utilizes proper equipment, devices and supplies to contain and remove hazardous material spills, leaks and discharges.
9. Drive and operate emergency vehicles and equipment.
10. Participates in swift water rescue operations as needed.
11. Maintain equipment and emergency vehicle readiness by performing regular maintenance and tests.
12. Lays and connects hose lines, holds nozzles and directs water streams for the control and extinguishment of fires

- and vapor disbursement of hazardous gases.
13. Uses chemical extinguishers, bars, hooks, lines and other equipment.
  14. Removes persons from danger and renders first-aid when necessary.
  15. Performs decontamination procedures for personnel and equipment.
  16. Write comprehensive fire and HAZMAT reports regarding incidents, when necessary.
  17. Performs routine maintenance of the fire and HAZMAT facilities.
  18. Assist with routine administrative tasks.
  19. Performs on-site review of locations where hazardous materials are manufactured, stored or used for the purpose of training and pre-emergency planning.
  20. Attends and participates in courses related to firefighting, fire prevention, water rescue, hazardous materials incident techniques, and emergency medical care and other training as required.
  21. Hangs and dries hoses, washes, cleans and disinfects equipment and apparatus.
  22. Maintain knowledge of current roads, water supplies, and building pre-plans
  23. Maintain knowledge of current local, state and federal firefighting and HAZMAT protocols.
  24. Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to apply training to respond quickly, calmly and effectively in emergency situations, demonstrating good judgment and independent action.
2. Ability to work a varied schedule as staffing levels requires.
3. Ability to establish and maintain effective working relationships with co-workers, volunteer fire/rescue personnel, emergency medical personnel and the general public.
4. Ability to maintain professional attitude, appearance and manner of performance.
5. Strong and effective spoken and written (English) communication skills, including the ability to understand and effectively carry out written and spoken orders and standard operating procedures.
6. Considerable knowledge and/or ability to learn a variety of methods and techniques for controlling hazardous materials incidents, extinguishing fires and performing rescue activities.

**EDUCATION AND EXPERIENCE:**

1. High school graduation or the equivalent – preference may be given for college degree or college credits.
2. Minimum age of 21 years on the date of appointment.
3. At least two (2) years experience in the areas of HAZMAT response and fire suppression preferred.

**PHYSICAL REQUIREMENTS:**

Physical requirements include the ability to lift 100 pounds; to respond to the spontaneous demands of comprehensive fire and HAZMAT duties, all of which may require standing walking, crawling, lifting, bending, stooping, driving, climbing stairs and ladders, working at extreme heights. Physical requirements necessitate that facial hair is maintained to properly wear SCBA full- and half-piece air purifying respirators and other job specific safety equipment, and pass SCBA fit test throughout employment. Ability to perform various functions under emergency conditions including moderate to severe weather and atmospheric conditions including operating in IDLH environments with appropriate personal protective equipment.

**SPECIAL REQUIREMENTS:**

- Possession of valid driver's license that will enable the operation of Fire, Rescue and Hazardous Materials response vehicles.
- West Virginia Firefighter I and II Certifications.
- West Virginia/NFPA 472 Hazardous Materials Level III Technician certifications.
- West Virginia Pump Operations Course (or equivalent).
- West Virginia Vehicle Operators Course (or equivalent).
- West Virginia first aid and CPR certification requirements.
- Swift Water Rescue Technician Certification.

**ADDITIONAL INFORMATION FOR APPLICANTS**

**APPLICATION FOR THIS RECRUITMENT:**

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

**EXAMINATION PROCEDURE:**

The kind of examination/screening for positions announced will vary with each position and may include:

- o an evaluation of training and experience
- o personal and/or group interview
- o written and/or spoken examination(s)
- o physical agility test.
- o performance test(s)
- o a background investigation
- o a physical examination\*and
- o a drug test\*.

\*These examinations are administered after offer of employment.

**PROBATIONARY PERIOD:**

Berkeley County is an “At-Will” employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee’s fitness for the position in which he/she was placed.

**COMPENSATION:**

Berkeley County employees are paid two (2) times per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

**ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:**

(the following is unavailable for part-time and temporary positions)

- o Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- o Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- o Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

**HEALTH, RETIREMENT & MISCELLANOUS BENEFITS:**

- o Regular employees are required to participate in the West Virginia Public Employee Retirement Plan.
- o Life Insurance is available to full-time employees, their spouse and eligible dependents.
- o Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision and prescription drug coverage. The County may pay up to 100% of the employee cost (depending on election) and the employee pays for any dependent coverage elected.
- o A deferred compensation program is available.
- o Direct deposit is mandatory.

**BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**