



## *Department of Human Resources*

### **Welcome Firefighter Applicant,**

The Town of Greeneville Fire Department conducts a firefighter hiring process when a roster expires and entry level positions become available. The process involves multiple screening steps will include, but not limited to a physical performance test, written exam, background investigation, oral interview, and a medical evaluation including drug screen. This process will take several months to complete. Thank you for your interest in our department.

### **FIREFIGHTER APPLICANT REQUIREMENTS**

#### **Section I.**

#### **The following are minimum standards for Firefighter applicants:**

1. Must be at least 18 years of age.
2. Must be able to legally work in the United States.
3. Must be a high school graduate or an acceptable equivalent
4. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere (no contest) to any felony charge or to any violation of any federal or state law or city ordinances relating to force/violence, theft, dishonesty, gambling, liquor or controlled substance.
5. Must not have been discharged from any branch of the Armed Forces other than honorable conditions.
6. Must have a valid Driver License and insurance acceptable driving record.
7. Must complete the **Application Form** by the advertised deadline of **January 17, 2020**.

***YOU MAY ATTACH A RESUME, HOWEVER, THE RESUMES DOES NOT REPLACE THE APPLICATION. FAILURE TO PROVIDE A COMPLETE APPLICATION WILL RESULT IN YOUR APPLICATION NOT BEING PROCESSED OR CONSIDERED FOR EMPLOYMENT!***

Additional Requirements:

- Must sign a Release of Liability form (Page 5) and successfully pass a **Physical Performance Test** as described in attached form.
- Must successfully pass a **Written Examination** that assesses basic skills in reading, writing, and mathematics.
- Must submit to a **Background Investigation** that may include police records, driving records, credit records, school records, or any other pertinent records. (*Former employees, associates, neighbors, and classmates may be contacted.*)
- You must be able to perform all essential functions as described in the job description for Firefighters of the Town of Greeneville. Copy for review available upon request.
- Eyesight must be 20/20 or correctable to 20/20.

The following documents will be required after passing the physical performance test. You must have all documents listed below upon arrival to sit for the Written Examination:

- A legible copy of your Birth certificate.
- A legible copy of your Social Security card.
- A legible copy of your Vehicle Operator's License.
- A legible copy of your High School diploma or GED.

Documents listed below must be included, if applicable:

- A legible copy of your Armed Forces Discharge certificate and Form DD 214.
- A legible copy of your College diploma and transcripts.

***IF APPLICANTS MEET ALL REQUIREMENTS AND ARE SELECTED TO CONTINUE IN THE EMPLOYMENT PROCESS APPLICANTS MUST SUCCESSFULLY COMPLETE THE FOLLOWING STEPS:***

1. Must undergo an **Oral Interview** conducted and evaluated by a panel of interviewers from Fire Department Members, Civil Service Review Board, and Human Resources.
2. Must successfully pass a **Physical Examination** by a medical doctor and other related job exams approved by the Town of Greeneville.
3. Must successfully pass a **Psychological Examination** by approved licensed psychologist.

## **Section II.**

### **General Information**

1. You will work a schedule of 160 hours in a twenty eight day period including holidays.
2. You will be compensated for overtime work by pay or comp time over 160 hours, but less than 212 hours. All hours over 212 are calculated at the time and one half rate.
3. Work shifts are 24 hour 15 minutes.
4. Firefighters are assigned to the various shifts in accordance with the requirements dictated by the workload and for the most efficient operation of the department.
5. All employees are assigned to their shifts at the discretion of the Chief and may change or become permanent without notice.
6. You must submit a written request to the Fire Chief and receive written approval prior to engaging in any off-duty business or employment.

### **Training**

1. You will be required to successfully complete the NRFTA Recruit School.
2. You will attend EMT School upon completion of the recruit school.
3. Once you obtain certifications, you will be required to maintain the requirements of these certifications. Unless, expressed written permission by the Fire Chief.
4. Minimum job requirements will be identified in the firefighter job description.
5. You must attend and complete a minimum of forty hours of In-Service training annually.

## **Section III.**

### **Town of Greeneville Pay and Benefits**

Starting salary for a Firefighter Recruit is \$33,420.55.

**Health Insurance** - Medical, Dental, Vision, Prescriptions and additional health related benefits for selection.

**Retirement** under the Tennessee Consolidated Retirement System.

**Life Insurance**- no cost to employee with a triple indemnity. Option to purchase additional coverage.

**Holidays** - *New Years, Martin Luther King, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday After Thanksgiving, Christmas Day, and your Birthday.*

**Employee Leave** – Start accumulating annual and sick time on your first pay date, military leave, family and employee medical leave, bereavement, and personal leave. Incentives to earn additional annual time.

**Additional Benefits available** - Short term and long term disability, critical care, cancer, whole life, Flexible Spending accounts for medical and dependent care, deferred compensation, Credit Union, YMCA, and the opportunity to earn a quarterly safety bonus.

***The Town of Greeneville is an Equal Opportunity Employer. It is our policy to provide equal opportunity to all applicants. The Town of Greeneville prohibits any discrimination because of race, color, religion, sex, national origin, genetics, age, marital status, disability, pregnancy, veteran or military status, or any other characteristic protected by law.***

***The Town of Greeneville will make reasonable accommodations for qualified individuals with qualifying disabilities as required under the American's with Disabilities As Amended Act (ADAAA) or any other federal or state laws.***

***If you have questions or need assistance to apply, please contact the Department of Human Resources at 423-639-7105 or [pfuller@greenevilletn.gov](mailto:pfuller@greenevilletn.gov)***

**RELEASE OF LIABILITY**

**PHYSICAL FITNESS ACTIVITIES AND TRAINING**

I, \_\_\_\_\_, (*print your full name*) do hereby release, hold harmless and forever discharge the Town of Greeneville, Tennessee, its agencies, employees, agents and representatives (collectively herein "the Town") from any and all causes of action, suits, liability for personal injury or death or property damages incidental thereto, including, but not limited to, medical bills, life earnings, pain and suffering, claims and demands whatsoever, in law or equity, which I now have or may hereafter have and which may arise by reason of my voluntary participation in, or preparation for, the physical performance test (and any subsequent physical performance test) given by the Town as part of the pre-employment process for the Greeneville Fire Department. I further agree to indemnify and hold harmless the Town for its costs of defense and attorneys' fees which arise out of any matter herein released by me.

**FURTHERMORE**, I understand that the purpose for the initial physical performance test is to determine my general physical fitness and agility necessary to safely perform various essential functions of a Firefighter employed by the Town; I also understand that successful completion of these tests are prerequisites to written examinations and more comprehensive physical tests. I realize the potential dangers and hazards in the aforementioned physical performance test (and the required subsequent physical tests), and I am representing to the Town by my signature below that I am taking said test voluntarily (and, if I successfully pass all prerequisites, all other required physical tests) and that I have had the prior opportunity to consult with a physician of my choice regarding my participation in this process and desire to be employed as a Firefighter for the Town, and on medical advice and/or of my own volition, I have decided to participate and accept the liability for any and all injuries or damages I may incur as a result of my participation, including anything incidental thereto, and to agree to release and indemnify the Town of Greeneville, its employees, servants, agents, and representatives from any and all liability attributable to the Town and/or its employees, servants, agents, or representatives as a result of my participation in the aforementioned physical performance test (and all other required physical tests) and all my preparations for such test(s), including without limitation any physical fitness activities and training undertaken by me. Further, I hereby bind my heirs, executors, administrators, and assigns to said assumption, release and agreement of indemnification.

**IT IS** my intent in agreeing to the above provisions that neither the Town of Greeneville nor any of its employees, servants, agents, or representatives be held liable or be required to expend any monies for any reason whatsoever in regard to my participation, involvement, or connection with the physical performance test (or any other required pre-employment physical test) or my preparation, physical fitness activities and training, or anything incidental thereto.

IN WITNESS THEREOF, I have executed this Release on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Witness Signature and Title

This Release of Liability must be signed and dated by the applicant, and witnessed by an employee of the Greeneville Fire Department.