



TOWN OF *Elizabethtown* NORTH CAROLINA



Fire Engineer

Full-Time Position

TOWN OF ELIZABETHTOWN FIRE DEPARTMENT

Application Period Beginning: August 27th at 8:30 AM.

Application Period Closing: September 14th, 2018 at 5:00 PM.

Position Base Compensation: \$35,018.00 plus benefits.

The Town of Elizabethtown is an Equal Opportunity Employer

Position Announcement:

The Town of Elizabethtown is currently seeking certified Firefighter/Engineer candidates for a full time employment opportunity. Candidates for the full time position must be available to start employment at the conclusion of the hiring process to be eligible for consideration. Work requires responding to emergency calls for service and performing technical tasks related to fire, medical, apparatus and equipment in the Fire Department. Roles and responsibilities include but are not limited to:

- Driving and operating fire apparatus.
- Responding to emergency calls for service.
- Filling in as a Company Officer as required.
- Cleaning and maintaining station facilities.
- Conducting required training evolutions.
- Performing functions at community events.
- Prepare various reports and related documentation.

BENEFITS:

The following full-time employee benefits are provided in addition to the regular paid salary:

- Group Health and Hospitalization Insurance.
- Dental and Vision Insurance.
- Life Insurance.
- Accrued Sick Time.
- Paid Vacation and Holidays.
- 3% Matching 401K.
- NCLG Employee Retirement System Membership.
- Education Tuition Assistance.
- Longevity Pay.
- Uniforms.

Fire Service Experience Requirements:

A minimum of (4) four years of fire service experience is required for the Fire/Engineer position. Fire service experience is typically gained by working at volunteer, combination or career fire departments.



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APPLICANT REQUIREMENTS:

- Must be 21 years of age at the time of application and a U.S. Citizen or a Lawfully Authorized Alien Worker.
- Must be a High School graduate and present original (or notarized copy) diploma or GED.
- Must have no felony and limited misdemeanor convictions.
- Must be in good physical condition as required by the essential job functions and willing to submit to a pre-employment drug screening and physical examination upon conditional offer of employment.
- Possess a valid North Carolina driver's license appropriate for vehicle operation and must be able to meet and maintain driver insurability with the Town of Elizabethtown.

License and Certification Requirements:

- NC Firefighter II certification, NC Hazardous Material Level I certification, NC EMT-B and CPR certifications are required.
- NC Emergency Vehicle Driver certification is required.
- NC Fire Apparatus Driver/Operator certification (Pumps) is required.
- NC Fire Apparatus Driver/Operator certification (Aerials) is preferred and required within (1) year of employment.
- NC Technical Rescuer Certification is preferred and required within (1) year of employment.
- NC Fire Instructor Level I is preferred and required within (2) years of employment.
- NIMS 100, 200, 700 and 800 are required within (6) months of employment.
- Possession of a valid Class A or Class B North Carolina driver's license is preferred and required within (6) months of employment.

Employment Process:

The employment application and job description for Fire Engineer is available online as well as at the following locations:

1.) **Elizabethtown Fire Department**

401 W. Swanzy St.
Elizabethtown, North Carolina 28337
<http://elizabethtownfire.com/>
(Home Page)

2.) **Elizabethtown Town Hall**

805 West Broad Street
Elizabethtown, North Carolina 28337
<https://www.elizabethtownnc.org/>
(Human Resources tab and then **Applicant Info**)

Completed application packets including a resume' must be submitted prior to the application period closing date. Completed application packets can be returned in person to the Elizabethtown Town Hall Human Resources Department **or** sent in by mail or email to the following locations:

Mail:

Town of Elizabethtown
C/O Human Resources Dept.
P.O. Box 716
Elizabethtown NC 28337.

Email:

Attn: Ms. Meredith Merritt
C/O Human Resources Dept.
mmerritt@elizabethtownnc.org



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The employment process will consist of the following phases:

Phase I:

- Application review process.

Phase II:

- Physical agility/ fitness test.
- Written test.
- Panel interview.

The candidate selected for the Fire Engineer position will be offered a conditional full time position pending the successful completion of the following:

- 1.) Pre-employment drug screening.
- 2.) Medical screening physical.
- 3.) Background check.
- 4.) Driving history check.