



Climax Volunteer Fire Department

1210 NC Highway 62 East & 5316 Mack Lineberry Road

P.O. Box 51
Climax, NC 27233

Main Phone: (336) 674-0880

Fax: (336) 674-0846

Email: gmcgee@climaxfire.com

Gary McGee Jr., Fire Chief

"Celebrating 50 Years of Service to the Community"

March 3, 2022

This job application packet consists of the following items:

- ◆ Part-Time Firefighter Job Posting Notice
- ◆ Job Description for Part-Time Firefighter
- ◆ Written & Agility Test Notification
- ◆ Application *
- ◆ Release Authorization Form *
- ◆ Driving & Criminal Record *
- ◆ Organization Mission Statement and Vision

It is the responsibility of the applicant to read over the enclosed materials and return the requested information if he/she wishes to apply for the position.

Only applications that are completely filled out and returned by Monday, March 21st at 5:00 pm will be considered for the position. Applications should be either turned in at Station 35, located at 1210 NC Highway 62 E, Climax, NC 27233 or mailed to the mailing address below. No faxed or emailed applications will be accepted, but application packets **may be mailed** to the department provided they are received by the application due date. The mailing address for application packets is:

**Climax Fire Department
P.O. Box 51
Climax, NC 27233
Attn. Chief McGee**

We ask that you place your completed application and required documents in a sealed envelope or packet with Attn. Chief McGee noted, if dropping off the packet at Station 35 with any personnel on duty at the station. This will help us ensure that the packet is placed in a secure location by staff for Chief McGee.

Items listed above that are underlined and marked with an asterisk (*) must be returned with the completed application.

Please contact Chief Gary McGee by email at gmcgee@climaxfire.com or by station phone at (336) 674-0880 if you have any questions.



Climax Fire Department

H IS NOW HIRING



Part-Time Firefighters



\$17-19 / Hour
depending on
qualifications

Application Dates

Thursday, March 3rd – Monday, March 21st

Application Form

Picked up at Station 35 (1210 NC Highway
62 East, Climax, NC 27233) or downloaded
@ www.climaxfire.com

*Climax Fire Department is an equal opportunity
employer, and does not discriminate on the basis of
race, color, national origin, religion, sex, age, disability
or any other characteristic protected by law.*

+8, 12, & 24 Hr Shifts
+Uniform Allowance
+Training Incentives
+Life Insurance

CLIMAX VOLUNTEER FIRE DEPARTMENT, INC.

JOB DESCRIPTION

Revision Date: 06-09-2008 Amended: 10-26-11, 9-19-18, 9-21-20, 2-25-22

Job Title: Part-Time Firefighter/Driver

I. PURPOSE

1. The purpose of this document is to describe the basic functions, responsibilities, needed qualifications; desired knowledge, skills, and abilities; physical requirements, and to give conditions of the work environment of the position of Part-Time Firefighter with the Climax Volunteer Fire Department, Inc.
2. This document, in no way, implies written, orally, or assumed, that the duties listed are the only duties performed by this position.
3. Any and/or all duties assigned by the Chief, Chief Officers, and Captains, Lieutenants, and Command Officers shall be carried out as though they were listed in this document.

II. JOB FUNCTION

The Part-Time Firefighter/Driver is responsible for effectively performing in a professional manner to provide fire protection, basic medical care, operational level hazardous materials response and community services to the Climax Fire District. Responsibilities require an advanced knowledge in fire fighting practices, procedures, and skills acquired through on the job training and weekly training classes; including the ability to operate all fire department equipment and apparatus in an emergency situation. This position requires the use of sound judgement and the ability to remain calm and alert during difficult / hazardous emergency situations. Anyone in this position must be self motivated and have the ability to work with limited supervision.

III. RESPONSIBILITIES

1. Responds to emergency and non-emergency incidents as dispatched or notified and assumes initial command of incident until relieved by higher ranking officers per department's incident command operating procedures.
2. Responsible for notification of any repairs or maintenance needed to facilities, equipment, or apparatus to appropriate personnel in a timely manner if unable to complete the tasks with current resources.
3. The employee is expected to maintain a positive and professional appearance at all times while working for or representing the Climax Fire Department. This shall include, but is not limited to, uniform condition and appearance, personal appearance, and personal hygiene.
4. Performs routine maintenance, inspections, and tests on apparatus and equipment, including minor repairs to make certain equipment is ready to function properly at emergencies.
5. Drives fire and rescue apparatus to emergency incidents and operates the apparatus or related equipment as the Fire Chief directs.
6. Performs firefighting tasks such as maneuvering hose lines, climbing and working from ladders, the use of hand tools and powered equipment while wearing personal protective equipment including breathing equipment.
7. Responds to medical emergencies to administer basic life support and assist both Guilford and Randolph County medical service personnel in patient care.
8. Responds to Hazardous materials and terrorisms incidents and provides operations level support to local, state, and national agencies.
9. Responds to rescue incidents and provides technical skills necessary to operate powered and non powered equipment in rescue situations.

RESPONSIBILITIES (Continued)

10. Perform routine custodial jobs in the fire station, including mopping, waxing floors, cleaning windows, and other housekeeping chores that keep the fire station in sanitary order.
11. Perform regular maintenance on the buildings and property owned by the fire department including yard maintenance, building maintenance, property maintenance, and hydrant maintenance.
12. Perform public fire education and represents the department in a professional manner at all public meetings and events as designated by the Chief.
13. Acquire mandatory and designated training as specified by the department and Chief.
14. Must comply with all Climax Volunteer Fire Department General Operating Guidelines.
15. Performs other tasks assigned by the Chief.

IV. MINIMUM QUALIFICATIONS

1. U.S. Citizen
 2. 18 Years of Age or older
 3. Possess a valid N.C. Driver's License
 4. High School Diploma or equivalent G.E.D.
 5. Possess a good driving record and clean criminal background.
 6. Certified to Guilford County Interior Firefighter Standard* (Includes successful completion of Orientation & Safety, Fire Behavior, Port. Extinguishers, PPE, Forcible Entry, Ventilation, Ladders, Fire Hose, Streams, & Appliances; Loss Control, Water Supplies, Building Construction, and Fire Control.)
-
7. North Carolina Firefighter I & II (within 2 years of hire date)
 8. North Carolina Emergency Vehicle Driver Certification (within 6 months of hire date)
 9. North Carolina Class B Driver's License (within 3 months of hire date)
 10. National Incident Management System (NIMS) 700, 100, and 200 certifications (within 6 months of hire date)

V. DESIRABLE KNOWLEDGE, SKILLS, & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skills, and or ability required for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

DESIRABLE KNOWLEDGE, SKILLS, & ABILITIES (Continued)

1. Knowledge of the principles, methods, and equipment used in firefighting.
2. Knowledge of departmental rules, regulations, and general operating guidelines.
3. Ability to follow oral and written instructions from supervisors.
4. Ability to perform prolonged and strenuous work under adverse conditions.
5. Ability to communicate effectively with citizens of diversified age groups.
6. Should possess good communication skills for the purpose of preparing written reports and oral presentations.
7. Ability to recognize actual or potential emergency conditions and initiate appropriate action.
8. Should possess a good working knowledge of computers, printers, networks, copiers, and various software.

VI. PHYSICAL REQUIREMENTS

The physical requirements described herein are representative of those that must be met by a Captain to successfully perform the essential functions of this job.

1. Must be able to lift objects weighing up to 100 lbs
2. Must be able to climb ladders and work from elevations.
3. Must have the endurance to lift, pull, or transport
4. Must be able to wear and use Self Contained Breathing Apparatus.
5. Must be able to meet the requirements of NFPA 1500.
6. Must have the ability to deal with extreme temperature variations.
7. Must have the strength and ability to drive and operate any fire or rescue apparatus and equipment that is under the ownership of the Climax Fire Department.

VII. WORK ENVIRONMENT

The work environment characteristics described herein are representative of those a Captain may encounter while performing the essential functions of this job.

1. Exposure to outside weather conditions that may vary drastically.
2. Exposure to wet and/or humid conditions.
3. Exposure to moving mechanical parts.
4. Exposure to high and precarious places.
5. Exposure to fumes or airborne particles.
6. Exposure to toxic or caustic chemicals.
7. Exposure to extreme hot or cold environments
8. Exposure to risk of electrical shock
9. Exposure to high pitched and loud noises and sounds.



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Written & Agility Test Notice

The Climax Fire Department will be conducting a written and agility test for applicants that meet the minimum requirements for the position of Part-Time Firefighter. The test will be conducted on March 26, 2022 at Climax Fire Department, 1210 N.C. Highway 62 East, Climax, North Carolina 27233. All applicants that meet the minimum requirements and DO NOT have proof of a successfully completed physical assessment by another fire department within the last 2 years are required to complete the agility testing, in order to be considered for advancement in the hiring process. Failure to take the written or agility test will result in an applicant being disqualified from the hiring process. The following is required for applicants taking the written test:

- Only persons who have met the March 21, 2022 by 5:00pm application deadline will be allowed to enter the testing center, no applications will be accepted at the testing center.
- **All eligible applicants will be notified by Wednesday, March 23rd with the time slot they have been assigned for the written and agility testing on Saturday, March 26, 2022.**
- **The Rain Inclement Weather Date for the Written and Agility Testing will be Saturday, April 9, 2022. All applicants will be notified on Friday, March 25, 2022 and made aware of any plans to change the original testing date of March 26th, because of the weather forecast.**
- Applicants will provide valid photo identification issued by a state or federal government to enter the testing center.
- Each applicant must provide two of their own writing instruments for their use during the test.
- No electronic devices will be allowed in the testing center, this includes cell phones, radios, pagers, calculators etc.
- Applicants not participating in the written or agility test will not be considered for employment.

Upon arrival at the department, you will need to report inside the station to the training room. All participants will then be provided a release of liability form that will be required for you to fill-out and sign, prior to any participation in the physical assessment. Applicants, who desire to wear structural firefighting turnout gear and SCBA from their home departments, are encouraged to request permission from their respective Chief to use during the evaluation. All gear and SCBA provided by applicants must meet current NFPA standards.

If an applicant does not have or desire to bring structural firefighting turnout gear and SCBA from their home department, it will be available for use by the Climax Fire Department, if prior arrangements have been made. If an applicant wishes to use turnout gear and/or SCBA from Climax Fire Department for the evaluation, you must notify the Chief McGee by Monday, March 21, 2022 with your specific desire to use equipment, along with your turnout gear sizes.

All applicants using Climax Fire Department turnout gear and/or SCBA should arrive 10-15 minutes earlier than their assigned time slot for adequate time to familiarize themselves with the equipment prior to the start of the assessment. All applicants will be provided a walkthrough of the agility course and the desired expectations on the day of testing prior to their agility test beginning. The time to complete the walk thru has already been factored into your assigned time slot.

Climax Volunteer Fire Department
APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND DO NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT. NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCLUDING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE, OR FEDERAL LAW. EQUAL ACCESS TO EMPLOYMENT, SERVICES, AND PROGRAMS IS AVAILABLE TO ALL PERSONS. THOSE APPLICANTS REQUIRING REASONABLE ACCOMMODATION TO THE APPLICATION AND/OR INTERVIEW PROCESS SHOULD NOTIFY A REPRESENTATIVE OF THE ORGANIZATION.

Please check ALL that apply to this application for employment

☐

Interested in Part-Time Employment

☐

Interested in Full-Time Employment

POSITION APPLIED FOR: _____ PLEASE PRINT OR TYPE

(Specify Career or Part-time)

Full Name: _____

(First)

(Middle)

(Last)

(Suffix-Jr., II, III, etc)

Social Security # _____ Emergency Contact & # _____

Drivers License #: _____ E Mail: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone (____) _____ Alternate Telephone: (____) _____

Are you 18 years old or older? _____ Are you a U.S. Citizen? _____

Marital Status: (circle) Single Married Divorced Separated

Spouse's Name, If Married: _____

EDUCATIONAL HISTORY

Highest Level of Education: High School Diploma: _____ GED: _____ College: _____

High School: _____ Year Graduated: _____ Type Degree: _____

College University: _____ Year Graduated: _____

Type Degree: _____ Major/Minor: _____

Graduate or Professional: _____ Year Graduated: _____

Type Degree: _____ Major/Minor: _____

Military Service;

Branch _____

Rank _____ Date of Service _____

Type of Discharge _____ Specialty Field _____

Duties _____

Are you a member of the National Guard, or Reserve? Yes _____ No _____

Rank _____ Duties _____

Climax Volunteer Fire Department

APPLICATION FOR EMPLOYMENT

EMPLOYMENT HISTORY – Start with current job, attach sheet if necessary.

Employer: _____ Street Address: _____
City: _____ State: _____ Zip Code: _____ Telephone # (____) _____
Job Title: _____ Name of Supervisor: _____
OK to Contact Supervisor? _____ Dates Worked: _____
Reason for leaving _____

Employer: _____ Street Address: _____
City: _____ State: _____ Zip Code: _____ Telephone # (____) _____
Job Title: _____ Name of Supervisor: _____
OK to Contact Supervisor? _____ Dates Worked: _____
Reason for leaving _____

Employer: _____ Street Address: _____
City: _____ State: _____ Zip Code: _____ Telephone # (____) _____
Job Title: _____ Name of Supervisor: _____
OK to Contact Supervisor? _____ Dates Worked: _____
Reason for leaving _____

REFERENCES – List three people who are not related to you by blood or marriage who are familiar with your education, or work experience.

Name: _____
How Do You Know This Person? _____
Street Address: _____
City: _____ State: _____ Zip: _____
OK to Contact? _____ Telephone # (____) _____

Name: _____
How Do You Know This Person? _____
Street Address: _____
City: _____ State: _____ Zip: _____
OK to Contact? _____ Telephone # (____) _____

Name: _____
How Do You Know This Person? _____
Street Address: _____
City: _____ State: _____ Zip: _____
OK to Contact? _____ Telephone # (____) _____

FIRE SERVICE HISTORY

Department Name: _____ City: _____ State: _____
Dates of service: _____ Telephone # (____) _____
Position Held: _____ Reason For Leaving: _____
Current Certifications: (Attach Copies) _____

Climax Volunteer Fire Department
APPLICATION FOR EMPLOYMENT

OTHER SKILLS – List any other skills, licenses, or qualifications.

Have you ever been convicted of any crime or have charges pending?
(Including Traffic Offenses) _____.

If yes, list offenses:

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am accepted, whenever it may be discovered. I understand that if hired I will be employed "at will" rather than for any definite term and may be discharged at any time for any reason not prohibited by law.

I agree to abide by the rules, regulations, and by laws of Climax Volunteer Fire Department, Inc. and that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant's Signature: _____ Date: _____

This application is valid for 90 days from the signed above



Climax Volunteer Fire Department, Inc.

1210 NC Highway 62 East, Climax NC 27233

Phone: (336)674-0880 | www.climaxfire.com

Release Authorization Form

DISCLOSURE - NOTICE REGARDING BACKGROUND INVESTIGATION

Climax Volunteer Fire Department, Inc. ("the Department") may obtain information about you from a consumer reporting agency for employment, or volunteering purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may be obtained at any time after receipt of your authorization and, if you are hired, or allowed to volunteer with the Department, throughout your employment, or volunteer time.

You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. The most common form of investigative consumer report obtained with regard to applicants for employment, or volunteering is an investigation into your criminal history conducted by Background Information Bureau, ("BIB") who may be reached at by phone at (877) 439-3900. Other types of information that may be obtained include but are not limited to social security number verification, sex offender registry checks, criminal records checks, inmate records searches, motor vehicle records, and court records checks. The information contained in these consumer reports may be obtained by BIB from public record sources and will not be used to discriminate against you in violation of any law.

The scope of this Disclosure and Authorization is all-encompassing, allowing the Department to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, or allowed to volunteer, throughout the course of your employment, or volunteering to the extent permitted by law.

CRIMINAL MONITORING

If you are allowed to volunteer, or work for this fire department, this fire department will check your name and DOB against daily updated criminal records to ensure that you have not broken the law.

By signing below, I consent to allow the fire department to place my Name and Date of Birth on such a list, and monitor my criminal activity.

NOTE: THE DEPARTMENT WILL NOT PREFORM PERSONAL CREDIT CHECKS, OR REVIEW YOUR CREDIT NUMBERS, OR REVIEW YOUR CREDIT HISTORY WITHOUT FURTHER DISCLOSURE.

Under North Carolina law, a person can refuse to allow the fire department to obtain a criminal history report; but please understand that the same law allows the fire department to terminate the person's volunteer membership, employment status, potential employment, or potential volunteer status with the fire department for the refusal.

AUTHORIZATION AND ACKNOWLEDGMENT

I acknowledge receipt of the "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT" and certify that I have read and understand this document. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment, or volunteering. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, military branch, institution, information service bureau, and/or other entity to furnish any and all criminal background information requested by BIB, additional third-party organizations acting on behalf of Employer, and/or Employer itself.

I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

**REMAINDER OF PAGE LEFT INTENTIONALLY BLANK
SIGNATURE PAGE TO FOLLOW**



Climax Volunteer Fire Department, Inc.

1210 NC Highway 62 East, Climax NC 27233

Phone: (336)674-0880 | www.climaxfire.com

***** PLEASE PRINT CLEARLY *****

Name (First) _____ (Middle) _____ (Last) _____

List any other name used in the last 7 years (*Maiden name*) _____

Address: _____ City _____ State _____ Zip _____

County _____ Driver's License # _____ State _____

Gender: Male or Female Race: _____ Phone (_____) _____ - _____

Social Security Number _____ - _____ - _____ Date of Birth _____ - _____ - _____
Month / Day / Year

Fire/Rescue/EMS Department: Climax Volunteer Fire Department, Inc.

Applicants Signature _____ Date _____



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Gary McGee Jr., Fire Chief

"Celebrating 50 Years of Service to the Community"

DRIVING & CRIMINAL RECORD

It is the responsibility of the applicant to provide with their application a copy of their **driving and criminal record**. These records can be obtained from most county court houses for a minimal fee and should be obtained from the county in which you have resided in for the past three years. If you have not resided in the current county in which you live for three years, then a criminal and driving history will be needed from both your current county and the county you previously resided in to show a minimum history of three years. These records show any convictions you may have for driving or criminal offenses.

This is NOT the certified driving record from Raleigh, NC that you have to request in writing.

CLIMAX VOLUNTEER FIRE DEPARTMENT

MISSION STATEMENT:

Climax Volunteer Fire Department is committed to protecting life, property, and the environment from fire and other emergencies through quick response and education to our community in the most professional and cost effective manner; and to always be dedicated to continuous training and integrity to ensure we are constantly striving for excellence.

VISION:

To promote an atmosphere for all members that is respectful of each other and encourages an openness of ideas.

To promote a teamwork approach in all our training and activities so that each member is encouraged to always participate and work together for our common goals.

To promote an environment for learning and growing in maturity at all levels to increase our overall efficiency.

To promote a succession plan that offers fair opportunity to all members for leadership training and advancement.

To promote the safest operational environment in order to reduce the potential for injuries and death.

To promote fire & life safety education to the public at no cost in order to reduce the amount of injuries, deaths, and property damage through prevention.