



Fire & Rescue

Thank you for your interest in becoming a City of Franklin **Flex Medic**. This position is full-time with benefits and qualifies for a \$4,000 Sign on Bonus. This document contains additional information about our high process, eligibility requirements, and wages.

Flex Medic Responsibilities

- Participates in the responses to fire, medical, hazardous materials, and other emergencies.
- Responds to fire alarms with a company; lays and connects hose; holds nozzles and directs water streams; climbs ladders; uses chemical fire extinguishers, bars, hooks, lines, and other equipment.
- Ventilates burning buildings by opening windows and skylights or by cutting holes in roofs and floors.
- Provides emergency medical service and transport to victims that are sick or injured.
- Performs salvage operations such as applying salvage covers, sweeping water, and removing debris.
- Participates in company training and attends training classes on apparatus operations, firefighting, emergency medical operations and care, and related subjects; studies assigned materials relating to firefighting, emergency medical services (EMS), and community risk reduction.
- Trains volunteers and new employees.
- Attends additional training to maintain job related certifications.
- Inspects buildings and premises for familiarization; checks for fire hazards; prepares pre-incident surveys.
- Operates fire apparatus and assumes command of a fire company on an occasional basis in the absence of an officer.
- Performs daily and monthly inspections of fire/EMS apparatus, vehicles, and equipment to ensure a state of readiness or return to service.
- Performs general maintenance and cleaning work in the upkeep of departmental apparatus, equipment, and structures; cleans kitchen, sleeping quarters, walls, and floors; washes, hangs and dries hose; washes, cleans and polishes apparatus.
- Checks and installs child safety seats.
- Will actively participates in a fitness program and will maintain an acceptable level of personal fitness. Will take and pass a physical ability test consistent with my rank and assignment at least annually, or as determined by Departmental Policy. Understand that maintaining an adequate level of fitness and passing the physical ability test is a requirement of continued employment.
- Performs related work as required.

Flex Medic Knowledge

- Knowledge of modern firefighting techniques and equipment.
- Knowledge of the geographical service area.
- Knowledge of the laws and regulations relating to the control and prevention of fire.
- Knowledge of personal computers for use in word processing and electronic communications.
- Skills in the operation of assigned equipment and apparatus.
- Skills in oral and written communication.
- Skill in the exercise of sound judgment during emergency situations.

Flex Medics are operational personnel and are typically assigned to EMS units and exterior firefighting duties unless written authorization has been granted by the Chief of Emergency Services or his designee. Authorization shall only be considered for members meeting Department requirements.

General Eligibility Requirements (must be met as a date of application closing date):

- Must be at least 18 years of age
- Must have a High School diploma, GED, or equivalent
- Must have a valid driver's license
- Must be a U.S. citizen or legally eligible to be employed
- Must agree to sign a No Tobacco Use Agreement, which prevents an individual from using any tobacco products at any time, on or off duty, while employed by the City
- Must have EMT-Intermediate or Paramedic EMS certification
- Must be TEMS Released or ability to obtain release within 1 month of being hired
- Emergency Vehicle Operation Course (EVOC) Class 1 and 2

Preferred Requirements

- Advanced Cardiovascular Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Firefighter I
- Firefighter II
- Hazardous Materials - Awareness
- Hazardous Materials – Operations
- Emergency Vehicle Operation Course (EVOC) Class 3

Automatic Disqualifiers Include

- **MUST NOT** have any conviction under the Office of Emergency Medical Services disqualifiers.
- **MUST NOT** be a current illegal drug user OR have ever illegally possessed in the past three (3) years any drug or controlled substance which would constitute a felony.
- **MUST NOT** have been convicted or found guilty of any crime involving the use, possession, or distribution of illegal drugs with the exception or final release dates that occurred at least five (5) years from the date of your application. Additionally, you must not have committed any additional crimes of this nature. Refer to additional information on the [Office of Emergency Medical Services](#) website.

Physical Requirements

Flex Medics must have the agility and physical strength to do prolonged and arduous work under adverse conditions. This includes but is not limited to the ability to lift, move, and maintain position on items (e.g. charged hoses) up to 90 pounds; push objects up to 25 pounds; pull objects from 25 to 50 pounds, and lift or pull victims weighing more the 150 pounds.

Driver's License Requirement

Franklin Fire & Rescue requires its Flex Medic to have a valid driver's license in their current state of residence as a condition of employment. You may refer to the Department of Motor Vehicle (DMV) website for more information on driving and license requirements. All applicants must have a valid Driver's License that lists current residence in order to be considered for a firefighter position.

- **MUST** have a point balance of -5 or better (or equivalent, if non-Virginia resident) on their DMV record in order to apply, however, if a job offer is extended, applicant must have a point balance of -3 or better.
- **MUST NOT** have been convicted of driving under the influence of alcohol or drugs, convicted of a felony or assigned to any alcohol safety action program or driver alcohol rehabilitation program, hit and run, or operating on a suspended or revoked license with the past five (5) years.

Hiring Process

- **Application Packet Review**
Franklin Fire & Rescue and Human Resources personnel will review applicant packages. The formula for selection focuses on individuals with more positive attributes and fewer negative. Applicants may be disqualified from the applicant pool at this point and will not be notified or this action.
- **Written Assessment Exam**
The written examination consist of questions involving mathematics, reading comprehension, and problem solving.
- **Panel Interview**
Panel interviews are formal interviews. An applicant chosen by the Human Resources and Franklin Fire & Rescue Chiefs will receive a panel interview. After all interviews are completed, the panel will forward the results to the Chief's for consideration. The Chief Officer responsible for the hiring of new recruits reviews all applicant recommendations and information before making the decision to make an offer to the candidate(s).
- **Conditional Offer of Employment**
If vacancies exist, the Chiefs will select applicants and provide a conditional offer of employment. During the conditional offer portion of the process, the applicant agrees to successfully complete a psychological examination, background checks, and pre-employment drug screen.
- **Psychological Examination**
The applicant will be scheduled for a psychological examination. The results will be reviewed. If the results are acceptable, the applicant will move to the next step. If the results are unacceptable, the applicant will be disqualified from the applicant pool.

- **Background Check and DSS Investigation**

A background investigation includes employment verification, Virginia Office of EMS eligibility check and reference checks along with a complete review of your criminal and driving records. Successful applicants will move to the next step. If the background check is unacceptable, the applicant will be disqualified from the applicant pool.

- **Pre-Employment Drug Screening**

The applicant will be asked to participate in a drug screen examination. If the applicant is successful and vacancies exist, he or she will move to the final step. If the drug screening results are unacceptable, the applicant will be disqualified from the applicant pool.

- **Final Contractual Employment Agreement**

If a Flex Medic vacancy exists and the applicant has been successful in completing the requirements, the City of Franklin Fire and Rescue will present a final conditional offer of employment to the applicant. If all requirements have been met, the applicant will be hired.

Salary Information

- Flex Medic with EMT-Intermediate certification \$44,000 annually
- Flex Medic with Paramedic certification \$46,409 annually

Schedules

Will vary between 12 and 24 hour shifts. Flex Medics are required to work a minimum 168 hours per 21 day cycle. This will include 48 hours of work on either Saturday or Sunday during the same cycle. The remainder of the schedule will be assigned to the employee's availability. The position is considered essential personnel and subject to call backs and holdovers. Flex Medics will also be required to work one third of the State recognized holidays. The position is FLSA 7K exempt and overtime will be paid once employees exceed 159 hours in 21 working days.

Rank Structure

- Fire Chief
- Deputy Chief
- Captain
- Lieutenant
- Firefighter/Medic
- Firefighter/EMT
- Flex Medic
- Probationary Recruit

Contact Information

If you have questions regarding the recruitment and selection process not answered in this document, contact the Human Resources Department at 757-562-8508 or email: jobs@franklinva.com

The City of Franklin is an Equal Opportunity Employer.