



Norfolk Fire-Rescue

Job Descriptions, Qualifications, Screening Process, Conditional Letter of Employment, Automatic Disqualifiers

Firefighter Recruit

The Firefighter Recruit is responsible for learning and demonstrating proficiency in a broad range of subjects including, but not limited to, firefighting, emergency medical services, technical rescue and hazardous materials response. The Firefighter Recruit also participates in a physical fitness regimen during the academy or training period.

Acquires knowledge of fire and emergency medical services, to become a member of Norfolk Fire-Rescue (NFR) by participating and successfully completing certification courses determined by the Commonwealth of Virginia, NFR Training, Administration, the course Medical Director and all testing and additional certification elements of the Hampton Roads Regional Fire Academy (HRRFA). Performs limited nonhazardous fire or emergency medical service functions. Participates in physical fitness training.

Participates in and successfully completes state-certified Basic Recruit Training course conducted by the Norfolk Fire Training Academy.

- High school diploma or GED equivalent. Degrees in Fire Science, Emergency Medical Services, or other related fields (i.e. emergency management, business administration, human resources, etc.) are preferred.
- Valid Driver's License. Must successfully pass all entry level testing and assessments.
- No experience necessary.
- Current sanctioning by the City's Operations Medical physician required.
- Must be able to perform the required physical aspects and meet the requirements and tests prescribed by the City's Civil Service Commission.
- Must have the ability to communicate effectively, both orally and in writing.
- Must be at least 18 years of age.
- Must have received an honorable discharge, if prior military.

Screening Process

Applicant must successfully complete the following steps:

WRITTEN EXAMINATION– Designed to measure reading comprehension necessary to successfully complete required employment training and certification.

PHYSICAL AGILITY TEST – Events designed to simulate typical work-related situations which require the ability to perform specific physical activities.

BACKGROUND INVESTIGATION – Entails obtaining and verifying information in regard to prior employment, drug use, personal references, criminal records, Division of Motor Vehicle records, and credit records.

Conditional Offer of Employment

Upon receiving conditional offer of employment, applicant must successfully complete the following steps:

1. Psychological Examination.
2. Candidates will be required to sign an acknowledgement that it is a condition of their initial and continued employment that they refrain from any on-duty or off-duty use of tobacco products.
3. Background Check.
4. Job Interview.
5. Drug Screening.
6. Medical Examination.
7. Polygraph Exam.

Firefighter Recruit – Virginia EMS Certified EMT – Basic, Advanced, Intermediate or Paramedic

The City of Norfolk's Fire-Rescue (NFR) department also hires current Virginia Department of Health EMS-Certified employees (Virginia Emergency Medical Technician (EMT) Basic, Advanced, Intermediate & Paramedic certificate holders). The Firefighter – EMT will participate in an abbreviated Fire Academy and be responsible for learning and demonstrating proficiency in a broad range of subjects including, but not limited to, firefighting, technical rescue and hazardous materials response. The Firefighter Recruit - EMT also participates in a physical fitness regimen during the academy or training period. Upon successful completion of the Academy, Firefighter Recruit - Virginia EMS Certified EMT - Basic, Advanced, Intermediate or Paramedic employees will transition to Firefighters.

Acquires knowledge of fire and emergency medical services, to become a member of Norfolk Fire-Rescue by participating and successfully completing certification courses determined by the Commonwealth of Virginia, NFR Training, Administration, the course Medical Director and all testing and additional certification elements of the Hampton Roads Recruit Fire Academy (HRRFA). Performs limited nonhazardous fire and emergency medical service functions. Participates in physical fitness training. Participates in and successfully completes state-certified Basic Recruit Training course conducted by the Norfolk Fire Training Academy.

- High school diploma or GED equivalent. Degrees in Fire Science, Emergency Medical Services, or other related fields (i.e. emergency management, business administration, human resources, etc.) are preferred.
- Valid Driver's License. Must successfully pass all entry level testing and assessments. No experience necessary.
- Depending on which EMT level you are applying for, a current Virginia Department of Health certification as an EMT - Basic, EMT - Advanced, EMT - Intermediate or EMT - Paramedic is required.
- The following certifications are preferred:
 - Emergency Vehicle Operations (EVO) S2 certification
 - Current American Heart Association certification in Basic Cardiac Life Support for Health Care Providers (CPR)
 - Current Advanced Cardiac Life Support (ACLS) certification
 - Current Pediatric Advanced Life Support (PALS) or Pediatric Education for Prehospital Professional (PEPP) certifications
- Current sanctioning by the City's Operations Medical physician may be required.
- Must be able to perform the required physical aspects and meet the requirements and tests prescribed by the City's Civil Service Commission.

Screening Process

Applicant must successfully complete the following steps:

WRITTEN EXAMINATION– Designed to measure reading comprehension necessary to successfully complete required employment training and certification.

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7. Polygraph Exam.

Firefighter (Various levels to include EMT-Advanced, EMT-Intermediate and EMT-Paramedic)

The City of Norfolk's Fire-Rescue department hires experienced Firefighters across the various levels (Firefighter EMT – Advanced, Firefighter – EMT Intermediate and Firefighter EMT – Paramedic). These positions are for experienced Firefighters only.

Firefighter EMT – Advanced

Responds to fire, medical, hazardous material, and technical rescue emergencies and other hazardous conditions and takes appropriate actions to control the emergency and care for the sick and injured. Performs associated duties including training, pre-incident planning, fire safety inspection, public education, and equipment and facility maintenance. Operates emergency vehicles, systems, and portable equipment. Typically assigned to Operations but may be assigned to Administration, Fire Marshal's Office or Training as needed.

Firefighter – EMT – Intermediate

Responds to fire, medical, hazardous material, and technical rescue emergencies and other hazardous conditions, and takes appropriate actions to control the emergency and care for the sick and injured. Serves as attendant-in-charge (AIC) of an ambulance and coordinates the delivery of patient care. Performs associated duties including training, pre-incident planning, fire safety inspection, public education, and equipment and facility maintenance. Operates emergency vehicles, systems, and portable equipment. Typically assigned to Operations but may be assigned to Administration, Fire Prevention, and Life Safety or Training as needed.

Firefighter EMT – Paramedic

Responds to fire, medical, hazardous material, and technical rescue emergencies and other hazardous conditions and takes appropriate actions to control the emergency and care for the sick and injured. Performs associated duties including training, pre-incident planning, fire safety inspection, public education, and equipment and facility maintenance. Operates emergency vehicles, systems, and portable equipment. Typically assigned to Operations but may be assigned to Administration, Fire Marshal's Office or Training as needed.

- Must have the ability to communicate effectively, both orally and in writing.
- Must be at least 18 years of age.
- Must have received an honorable discharge, if prior military.

Screening Process

Applicant must successfully complete the following steps:

PHYSICAL AGILITY TEST – Events designed to simulate typical work-related situations which require the ability to perform specific physical activities.

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6. Medical Examination.
7. Polygraph Exam.



Norfolk Fire-Rescue Automatic Disqualifiers

Automatic Disqualifiers

The following automatic disqualifiers will result in the immediate discontinuance of your employment application being processed:

Criminal Record:

- Conviction of any felony.
- Conviction of any offense involving moral turpitude, including, but not limited to, larceny, concealment, bad checks, embezzlement, fraud and/or perjury.
- Conviction of a domestic violence offense.
- Failure to meet the requirements of Criminal History Code 12VAC5-31-910 of the Virginia Administrative Code.

Driving Record:

- Current drivers' license suspension.
- Driver's license suspension for moving violations within 12 months of submitting an application to the Department of Human Resources.
- Conviction of drunk driving or driving under the influence within five years of submitting an application to the Department of Human Resources.
- More than -5 Department of Motor Vehicles (DMV) demerit points at the date of application to the Department of Human Resources or anytime thereafter during the hiring process.
- Conviction of driving on a suspended or revoked license within the past 5 years of application submission to the Department of Human Resources.
- Conviction of a misdemeanor hit and run within the past 5 years of application submission to the Department of Human Resources.

Drug Usage:

- Any use of a controlled substance listed in Schedule I of the Code of Virginia within 5 years of submitting an application to Human Resources, or for more than minimal experimentation at any time. (Includes heroin, LSD, MDMA, etc.).
- Any non-medicinal use of a controlled substance listed in Schedule II of the Code of Virginia within 5 years of submitting an application to Human Resources, or for more than minimal experimentation at any time. (Includes cocaine, hydrocodone, oxycodone, methamphetamine, PCP, etc.).
- Any non-medicinal use of a controlled substance listed in Schedules III-VI of the Code of Virginia, or any noxious chemical inhalants, within 6 months of submitting an application to the Department of Human Resources, or for more than minimal experimentation at any time. (Includes marijuana, steroids, huffing, etc.)
- Any substantiated illegal act arising from the manufacture and/or distribution of any illegal drug.

Military:

- Dishonorable discharge from the military.
- Bad conduct discharge from the military.

Honesty:

- Deceit or dishonesty in the application or examination process.
- Any reasonably substantiated theft or pattern of thefts from employers or others, regardless of whether criminal charges were filed.