



Trenton – Dade County Fire Department

Jerry A. Kyzer
Fire Chief

57 South Industrial Blvd.
Trenton GA. 30752



Hiring Part-Time Firefighter Positions
Monday – Friday 7 am – 5 pm

Applications are available at Trenton City Hall located at 12882 North Main Street Trenton Ga. 30752 or online at Trentonga.gov (Online services – Job Opportunities). Applications will be accepted until the positions is filled. Return applications to the Trenton City Hall at 12882 North Main Street.

Minimum Requirements for Applicants

- Candidate must be at least eighteen (18) years of age
- High school graduate or General Education Development Equivalency (GED)
- Must possess and maintain a valid Driver's License (Class F License required within a year of hire date)
- Must be able to pass the Trenton – Dade County Fire Department Physical Agility Test
- Georgia Certified Firefighter I
- CPR Certification
- EMR or EMT, EMT-I, EMT-A Certification (Preferred)
- Driver/Operator (Preferred)
- Required to work minimum of 3 shift per month

Candidates MUST submit required documents, and resumes with their application. Applications submitted without the required information as outlined above and on the application will be considered incomplete unless an explanation is given in writing.

Trenton Fire Part Time Positions

Just because you are part time and on shift working you are no better than anyone and must still take orders from ones that's not being paid by our department or another. We are not doing this to throw in other departments faces but to better ourselves and if we allow actions like that to take place we are not doing our Job and not holding our department at higher expectations that we are trying to do. If you are paid or volunteer we are still doing the same job and being paid makes no one any better than a volunteer status.

- 2 – Part-timers 50 hrs. a week @ 15, 16 or 17 Hr (Depending on Certifications)
 - Firefighter A - 7 am – 5 pm
 - Firefighter B - 7 am – 5 pm

Requirements to work

- State certified or volunteer suppression certificate
- All part time personnel must have up to date CPR certification
- All drivers must hold a valid license (class F license within a year from hire date)
- Application (All Paperwork must be filled out properly and returned)
- Physical Agility Test
- Have to work a minimum of 3 shifts a month

Scheduling

- Personnel interested in working will have a chance to select shifts through the sling app with available dates starting on the 12th of each month and must be turned in by the 15th at 4 pm. The schedule should be completed and sent out on the 20th of each month. **You are only allowed to work 3 shifts in a pay period (Thursday thru Wednesday)**
- All schedules must be sent by sling, schedules will not be accepted any other way.
- After the calendar is made and still have open dates it will be sent out for them dates to be picked first come first serve also.
 - **(If coming from another job and you are running late an Officer shall be advised immediately)**

Duties to include but not limited too

1. Check Trucks off that is assigned to that day.
2. Clean Bathrooms downstairs and upstairs.
3. Blow out all bays/Gathers garbage and makes sure it is set out on Tuesday evening for pick up on Wednesday Morning
4. Cleans lobby area, stairs, Training room, bedrooms, Kitchen and Dayroom

5. Completes the required work that will be assigned by the chiefs or officer's for that day, will include hydrants, preplans, hose testing, grass cutting at station and city hall and any other duty depending on what needs to be done.

Responding to Calls

1. All calls in our responding district will be answered, no matter what the nature of the call is.
 2. Crews will answer fire calls in our responding district outside of the city limits. As soon as the fire is under control and manpower permits the two on duty will return to the station. If manpower doesn't permit command will listen for any other call that may come in and try to release someone to run the call if it's in our first due.
 3. Second due Calls, On duty crew will only respond if no one else is responding and approved by a Chief or Officer
 - If they respond and the call is under control and manpower permits the crew will return to the station for coverage
 - Another option if man power permits one personnel can respond with crew and one stay back for other calls
 - Or one gets on first out apparatus with crew and other brings rehab/rescue truck to return if needed
- ❖ **(On fire calls for sure the on duty crew still needs to wait 2 minutes then refresh your active 911 if personnel is inside the city limits coming to the station you wait unless you already have 4 personnel if no one is close you respond with what you have.**
4. Third due Fires, on duty crew does not respond at all unless a chief officer advises them to take engine 10 since they can be around to cover anything else.

Completed Schedule

1. If you sign up and need to cancel a day, you will need to try to swap a day with someone or find someone to fill your spot.
2. If you can't find someone then you will notify Ansel or Jerry H. to be removed from that day
3. 3 Canceled shifts in a month will result in you not being able to pick days the following month. (Or they will only be able to pick from open days)
4. If you sign up, you will be required to work the full 10 hours unless an unforeseen emergency happens and you need to leave. (Make sure Chief or Officer Knows you are leaving)
5. If you decide to sign up to work and then leave early, you will have one of your days removed from the scheduled month.
6. If you sign up to work, you cannot clock out and respond to a third in fire or any other call in the county that you were not sent on. If this happens you will not be able to sign up for and day the following month.
7. If only one person is scheduled for the day and you decide you want to work, you can get with a chief or officer to be approved to clock in for the day.
8. If you cannot or it is hard for you to schedule a month out because you do not get your regular job schedule that early. If you are off a day and would like to work contact, a chief or officer

and they will try to get you to work. Some days we may be able to do three for a day if we have been short on other days so if calendar is showing two on that day please feel free to still ask

Late for Shift, (If they do not advise a chief or officer they will be late. They have 1 week after the final calendar is sent out)

1. First Tardy is verbal with documentation
2. Second Tardy is written
3. Third tardy in three months will result in you being removed from picking shifts the following month & write up

Uniforms

- We will provide the shirts each personnel working should have at least two good shirts
- Pants/Shorts – You can wear khaki or navy blue whichever you prefer or have.
- All uniforms must be in a presentable fashion (No stains, holes, major fading etc.)
- You need to have an extra uniform with them each shift in case

Check off sheet for completing the Application

Be sure all forms listed below are included in the application packet before returning you application.

- Notice to Applicants Sheet
- Application for Employment
- Copy of Driver's License
- Copy of Ga. State Certified Certification
- Copy of CPR Card
- Medical Affidavit



Notice to Applicants

City of Trenton local government is committed to nondiscrimination, equal opportunity and affirmative action in employment. It is the policy of City of Trenton to provide equal employment opportunity to all employees and applicants for employment as required by law without regard to race, age, religion, gender, national origin, marital status, creed, color, disability, mental or physical handicap, veteran status, sexual orientation, gender identity or any other basis protected by law.

City of Trenton is committed to abiding by the guidelines of the Immigration Control and Reform Act of 1986, and the Georgia Security/Immigration Compliance Act of 2007, as applicable. Each new or rehired employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and E-Verify and present such other documentation establishing identity and employment eligibility as may be required by these statutes and regulations. Employees may also be required to provide authorization for credit, criminal, and reference background checks. An employee will be dismissed for failure to provide and execute the required documentation. Please note that federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. We participate in E-Verify and each new application will be verified within three (3) days after hire. Any discrepancies will be addressed if needed.

City of Trenton has adopted an Alcohol and Drug Testing Policy that includes pre-employment, reasonable suspicion, post-accident, and random testing for its employees, and maintains a zero tolerance for violations of this policy. Employees having a criminal drug conviction are required to report the conviction to the employee's supervisor within five days of the conviction.

You have the right to review and challenge any negative information that would adversely impact a decision to disqualify employment. In addition, you will have a reasonable opportunity to clear up any mistaken information reported within a reasonable period.

I have received a copy of this notification and it has been discussed with me. By signing this acknowledgement statement, I commit to follow City of Trenton company's standards of performance and conduct.

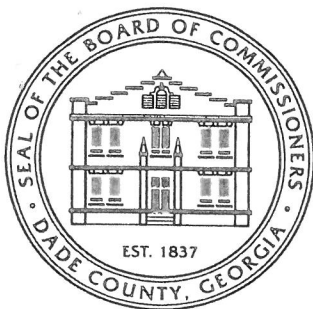
This _____ day of _____, 20____.

Employee Signature _____

Printed Name _____

Human Resource Manager Signature _____

Printed Name & Title _____



CITY of TRENTON
BOARD OF COMMISSIONERS

Human Resources
City Hall
12882 North Main Street
P.O. Box 518
Trenton, Georgia 30752-0518
(706) 657-4167

POSITION OR JOB TITLE APPLIED FOR: _____

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, sex, religion, national origin, age, marital or veteran status, the presence of a disability, or any other legally protected status.

Personal Data

Last Name		First (given)		Middle	
Address Street		Apt. #	City	State	Zip
Telephone: ()		()	Times Available at Telephone		
Business		Residence			
Or Cell Phone Number: ()					

WILL YOU ACCEPT: Temporary Work? ☐ Part-Time Work? ☐ Shift Work? ☐ Weekend/Holiday? ☐

Are you over 18 years old? _____ Are you eligible to work in the United States either because you are a U.S. Citizen or have U.S. government permission to do so? ☐ No ☐ Yes

NOTE: If offered employment you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.

Have you ever worked for us before? ☐ No ☐ Yes

If yes, when and where? _____

Are you able to perform the job duties listed for the position you are applying for with or without an accommodation (s)?
☐ No ☐ Yes

If an accommodation is needed, how would you perform the job duties and with what accommodation (s)?

If this position requires a valid Georgia Driver's License, do you have a valid driver's license? ☐ No ☐ Yes

License # _____ Type _____ State _____

Have you had any traffic violations in the past 3 years? ☐ No ☐ Yes

Please indicate type of offense and dates

Have you ever been convicted of an offense against the law or are you now under charges for any offense against the law? (Omit non-moving traffic violations and any offense which was finally adjudicated in a Juvenile Court or under a Youth Offender Law).
☐ No ☐ Yes If "Yes" give complete details: (Date, Place, Charges, Disposition)

NOTE: A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstances and seriousness.

"We are An Equal Opportunity Employer"

Education

Circle Highest Grade Completed:

High School

5 6 7 8 9 10 11 12

GED/USAFI

GED _____ USAFI _____

Name of School: _____

Date Awarded _____

Address: _____

City

State

Place Where Test Was Administered _____

Last year attended _____ Graduated? ☐ No ☐ Yes

Equivalency Diploma or Certificate Awarded? ☐ No ☐ Yes

Name/Address of State Authority Issuing Diploma

If the position you are applying for requires a college degree, or if you wish to volunteer any secondary educational information, please complete the following:

Name of College: _____

Address: _____

Last year attended _____ Graduated? ☐ No ☐ Yes

Give highest degree received: _____

What special vocational or business courses have you taken? _____

Special honors: _____

Please use this space for additional information related to your education, training and experience.

References

Give name, address, and telephone number of three (3) references who are not related to you and are not previous employers.

1. Name: _____ Telephone: () _____

Address: _____

2. Name: _____ Telephone: () _____

Address: _____

3. Name: _____ Telephone: () _____

Address: _____

Work History

Describe your work history beginning with your current or most recent job. Include military and volunteer experience. Failure to give complete information regarding each job held may result in your disqualification. Complete addresses with zip codes and telephone numbers for all employers are necessary. A resume may be attached only as additional information and will not be accepted in lieu of completing this section.

Have you ever been disciplined or fired? ☐ No ☐ Yes If yes, why? _____

Company Name: _____

Telephone: _____

Address: _____

Employment Dates:

From _____ to _____

Name of Supervisor: _____

Annual Salary: _____

Position Held: _____

Reason for Leaving: _____

Describe Your Duties: _____

Company Name: _____

Telephone: _____

Address: _____

Employment Dates:

From _____ to _____

Name of Supervisor: _____

Annual Salary: _____

Position Held: _____

Reason for Leaving: _____

Describe Your Duties: _____

Company Name: _____

Telephone: _____

Address: _____

Employment Dates:

From _____ to _____

Name of Supervisor: _____

Annual Salary: _____

Position Held: _____

Reason for Leaving: _____

Describe Your Duties: _____

Drug Test Consent and Information Release Form

I understand that one of the components of the City of Trenton Drug and Alcohol Policy is a urine test for drugs and/or alcohol as a condition of employment. A positive test will result in:

- a) Denial of employment;
- b) Disciplinary Action to include termination of employment.

I authorize the testing laboratory to release the results of this drug and alcohol test only to the City of Trenton Medical Review Officer or designee, the City of Trenton Board of Commissioners and their legal counsel, the applicable Department Head, those City of Trenton employees who have a valid need to know, or those involved in any appeal process should it become necessary. I understand that this information will otherwise be kept confidential and will not be released without my written consent or as is otherwise permitted by law. I release the medical personnel and any and all of their employee/owners or representatives from any and all liabilities arising from the release or use of the information derived from or contained in my drug results.

During the process of testing a urine specimen for drugs, the specimen is also tested for excessive dilution (excess water in the specimen). In order for the specimen to be a valid specimen, it must not be a dilute specimen. For 6 hours before the test, please do not drink more than 12 ounces of liquid including alcohol or caffeinated beverages (such as sodas, coffee, or tea) or take a diuretic (water pill) unless it is medically necessary. If you take diuretics prescribed by a physician, and it is medically necessary that you take the diuretic on the day of specimen collection, please inform the collector at the time that the specimen is collected. The prescription for the diuretic will need to be verified by the medical review officer if the specimen is dilute.

Read, acknowledged and consented to, this _____ day of _____, 20__.

Applicant's Signature

Applicant's Certification and Agreement Authorization To Release Information Conditions of Employment

I hereby certify that the information provided by me in this application is true and complete, and I understand that misrepresentations, omissions of facts, or falsifications on this application are grounds for refusal to hire, or if employed, may be considered as constituting grounds for disciplinary measures or termination.

I authorize any person(s), firm or organization listed herein to furnish City of Trenton with any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damage which may result from furnishing such information to City of Trenton.

I authorize you to request, receive, and verify all information given in this application.

If I am employed by the City of Trenton, I agree to conform to the policies, rules and regulations of the employer set forth in the Personnel Policies of City of Trenton and acknowledge that these policies, rules and regulations may be changed, interpreted, withdrawn, or added to by the employer at any time, at the employer's sole option.

I further acknowledge that if I am employed by the City of Trenton, my employment will be at-will and may be terminated with or without cause at any time by me or by City of Trenton.

I also understand that I will only be considered for the position(s) I have specified on this application and that ninety (90) days from the date of this application, all consideration for employment may cease unless I notify City of Trenton Human Resources that I am still interested in employment.

May we contact your present employer? ☐ No ☐ Yes ☐ Not Applicable

You must sign the Certification and Agreement, Authorization to Release Information and Conditions of Employment form to enable us to contact prior employers, even though we may not contact your present employer

Date: _____ Signature: _____

Pursuant to Title II ADA and Section 504 of the Rehabilitation Act of 1973, as amended, no otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by DADE County, Georgia. Additionally, pursuant to Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by DADE County, Georgia.

Medical Affidavit

Physician must use the form

To Medical Personnel:

This applicant, if hired, will have met the medical prerequisites to gain employment at the Trenton Fire Department.

Firefighters are charged with the responsibilities of mitigating a variety of emergency and non-emergency situations where life, property, or the environment is at risk. Firefighters may be required to work under extremely harsh environment conditions requiring them to wear cumbersome protective clothing and equipment while performing strenuous physical activities. They may be required to perform rescue work and/or provide emergency medical treatment to individuals suffering from medical or traumatic emergencies. While performing or participating in these operations firefighters may be required to make decisions that could have serious consequences to life and property.

_____ is applying to become a Firefighter for Trenton/Dade County Fire Department.

I have examined _____ and to the best of my knowledge this person is in good physical condition

Name of Physician, Physical Assistant, or Nurse (Operating under a physician's authority)

Address

Authorized signature

Date