



Thank you for your interest in becoming a City of Hampton Medic/Firefighter. This document contains additional information about our hiring process, candidate eligibility requirements, and salary and benefits.

Hampton Division of Fire and Rescue

Medic/Firefighter Responsibilities

1. 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.
2. Ventilates burning buildings by opening windows and skylights or by cutting holes in roofs and floors.
3. Provides medical assistance to fire victims, or as first responders, to emergency situations until arrival of an ALS transport unit.
4. Performs salvage operations such as applying salvage covers, sweeping water, and removing debris.
5. Participates in company training and attends training classes on apparatus operation, firefighting, emergency medical operations and care, and related subjects; studies assigned materials relating to firefighting, emergency medical services (EMS), and community risk reduction.
6. Inspects buildings and premises for familiarization; checks for fire hazards; prepares pre-incident surveys.
7. Operates fire apparatus and assumes command of a fire company on an occasional basis.
8. 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.
9. Performs related work as required.
10. Obtains Virginia EMT-Intermediate certification and provides emergency medical care and transport.

Medic/Firefighter Recruit

All newly hired firefighter recruits will go through a training program lasting approximately 38 weeks. This program includes the Tidewater Regional Fire Academy (TRFA) lasting 16 weeks, Virginia Emergency Medical Technician (EMT) training (5 weeks), EMT certification process (3 weeks), and EMT-Intermediate training and certification process (14 weeks). Recruits may go directly to stations after graduation and receive EMT-I certifications as classes become available. Successful graduation from the Tidewater Regional Fire Academy is mandatory, unless the recruit has graduated from an approved fire academy. In order to graduate from the training academy, recruits must meet all standards established by the department, including but not limited to:

1. A passing score on all written tests with an overall average of 80% throughout TRFA.

2. Attendance in all classes and training functions.
3. Certification as a Virginia Emergency Medical Technician (EMT)
4. Certification as a Virginia Emergency Medical Technician-Intermediate (EMT-I)
5. Participation in physical fitness training and achievement of goals set forth by the Training Staff.
6. Adherence to all standards, rules, guidelines, and requirements as established by city policy, Standard Operating Procedures (SOP), TRFA rules and regulations, EMS training program rules and regulations, and to Training Staff expectations.

General Eligibility Requirements (must be met as of 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 meet the medical requirements set forth in NFPA 1582, Chapter 6: *Medical Evaluations of Candidates*

Automatic Disqualifiers Include

- Anything other than an honorable or general discharge from the military.
- **MUST NOT** have any conviction under the [Office of Emergency Medical Services](#) disqualifiers.
- **MUST NOT** have possessed marijuana within two (2) years of application for this position.
- **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

All applicants must pass a timed event called the Applicant Physical Ability Test (APAT). For more information on the APAT please visit our website www.hampton.gov/fire.

Firefighters 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 than 150 pounds.

Driver's License Requirements

The Hampton Division of Fire and Rescue requires its Firefighters to have a valid driver's license in their current state of residence as a condition of employment. You may refer to the 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 a non-Virginia resident) on their Department of Motor Vehicles (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.
- **MUST NOT** have been convicted of more than one (1) DUI/DWI in your lifetime.

Steps in the Hiring Process

- **Step 1: Written Assessment Exam**

You must submit an online application to be eligible to sit for the exam. Visit www.hampton.gov/hire for more information. The written examination consists of questions involving mathematics, reading comprehension, and problem solving and contributes to the applicants cumulative score throughout the process.

- **Step 2: Applicant Physical Ability Test (APAT)**

There will be APAT practice events that applicants can attend if they need coaching:

- **APAT Orientation** allows the applicant to become familiar with the course and events prior to the actual test.
- **Final APAT** will be the applicant's opportunity to perform the test to continue in the applicant hiring process. If you do not pass the Final APAT, your application will be closed.

Applicants can visit our website for additional information on the APAT events and an APAT Preparation Guide. All applicants that pass the APAT will remain in the applicant pool to have their application screened.

- **Step 3: Video Interview**

If a minimum passing score on the reading component in Step 1 is received, then the applicant will be scheduled for two (2) video-taped interviews that same day. One of the interviews includes four (4) standard questions asked of all applicants to help the hiring team learn more about the applicant. The second interview allows the applicant to provide commentary to questions that have arisen from the applicant's answers to questions regarding personal their background history.

- **Step 4: Application Packet Review**

Applicants are placed into "bands" or groups via proven statistical methods based on their scores to this point. A panel of Fire Division and Human Resources personnel will review applicant packages and review the applicant's video-taped interviews. The number of bands reviewed is determined by the number of potential available openings. The formula for selection focuses on individuals with more positive attributes and fewer negative. Applicants may be removed from the applicant pool at this point and will not be notified of this action.

- **Step 5: Panel Interview**

Panel Interviews are formal interviews with a diverse cross-section of the Fire Division's rank structure. All applicants in the bands chosen by the Hiring Committee for review will receive a panel interview. After all interviews are completed, the panel will forward the results to the Hiring Committee for consideration. The Chief Officer responsible for the hiring of new recruits reviews all applicant recommendations and information before making the decision to make offer to the candidate.

- **Step 6: Conditional Offer of Employment**

If vacancies exist, the hiring committee will select applicants and provide a conditional offer of employment. During this portion of the conditional offer the applicant agrees to participate in a polygraph examination and background checks.

- **Step 7: Polygraph Examination**

The applicant will be scheduled for a polygraph examination. The polygraph 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 removed from the applicant pool.

- **Step 8: Live Scan Background Check and DSS Investigation**

A background investigation includes employment verification 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 removed from the applicant pool.

- **Step 9: Pre-Employment Medical Examination and Drug Screening**

The applicant will be asked to participate in medical and drug examinations. The Hampton Division of Fire and Rescue follows the National Fire Protection Association (NFPA) 1582 medical guidelines. If the applicant is successful and vacancies exist, he or she will move to the final step. If the medical and/or drug screening checks are unacceptable, the applicant will be removed from the applicant pool.

- **Step 10: Final Contractual Employment Agreement**

If a firefighter vacancy exists and the applicant has been successful in completing Steps 1-9, the Hampton Division of 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 and Benefits Information

- **Salary Information:**

All firefighters are hired at the level of Public Safety Recruit (PSR), regardless of experience or education, unless an applicant is entering into a pre-qualified process (will be noted during time of job announcement). Upon completion of recruit school, EMT, and related training, candidates will be moved to the Firefighter (P-1) level and may be eligible to receive incentives for education and approved certifications.

- **Benefits:**

Refer to the city's web site, www.hampton.gov/fire, for information regarding benefits. Benefits are also listed during the applicant's initial filing of application.

Firefighter's Schedule:

Our firefighters work a 24-hour day (average of 10 days a month).

21-day Work Cycle/52 to 56hour workweek:

- Work (1) day - Off (5) days
- Work (1) day - Off (1) day
- Work (1) day - Off (1) day
- Work (1) day - Off (1) day
- Work (1) day - Off (3) days
- Work (1) day - Off (1) day
- Work (1) day - Off (2) days

Rank Structure (from highest to lowest):

- Fire Chief
- Deputy Chief
- Assistant Chief
- Battalion Chief
- Captain
- Lieutenant
- Medic/Firefighter
 - Master Medic/Firefighter
 - Medic/Firefighter
- Firefighter
- Public Safety Recruit

Contact Information

If you have questions regarding the applicant hiring process not answered in this document, contact the Recruiter at 757-727-1223.

If an applicant is disqualified at any point during the process, the Hampton Division of Fire and Rescue reserves the right not to notify the applicant.