



City of Pigeon Forge Fire Department

Positions: Firefighter
Firefighter / EMT
Firefighter / Paramedic

The City of Pigeon Forge Fire Department, is accepting resumes for full-time firefighter, firefighter / EMT and/or firefighter / Paramedic positions that require a 24 hours on/ 48 hours off shift. Firefighters will be subject to call-back.

Qualifications:

Must be at least 18 years old; possess a high school diploma or equivalent and the ability to obtain a TN driver's license, required NFPA 1001 firefighter I qualifications. Must have ability to work under extreme weather conditions, stressful and dangerous conditions. Ability to lift objects weighing 50-100 pounds. If applicant is already licensed as an EMT or Paramedic in another state he/she is required to become licensed by TN within 90 days of date of hire.

Special Requirements:

Must reside in Sevier Co., TN within 15 road miles from Pigeon Forge Fire Station # 1 or Fire Station # 2; within 6 months of date of hire.

Interested individuals may obtain a copy of the application packet from <http://cityofpigeonforge.com/fire-department.aspx>.

Applications cannot be hand delivered

Completed packet **MUST** be mailed to:
City of Pigeon Forge City Hall
Attn: Human Resources
P.O. Box 1350
Pigeon Forge, TN 37868-1350
Application for Firefighter

Completed packet must be post marked by: **July 6th, 2015**

Please no phone calls.

City of Pigeon Forge is an EOE, complies w/ ADA, and Title VI. Applicant will be subject to Drug Test in accordance with City Policy, criminal background check and driving history check, post offer job physical.



City of Pigeon Forge Fire Department

Tony L. Watson, Chief



Dear Applicant,

Thank you for your interest in the City of Pigeon Forge Fire Department's application process. As you will see our application packet has several forms that must be completed in their **entirety** in order for you to be eligible to continue with the application process. Let me stress to you that every question must have a completed answer or place a "N/A" in the appropriate space. Any partially completed application packet will be regarded as unacceptable. Please make sure that all answers are printed legibly in ink or typed.

Application packet must be postmarked by: **July 6th, 2015**

Mail to:

City of Pigeon Forge
Attn: Human Resources
P.O. Box 1350
Pigeon Forge, TN 37868-1350

Application for Firefighter

The following must be completed and returned with the application packet:

- Complete **Application for Employment**
- Complete **Background information**
- Complete **Release of Information**
- Complete **Applicant Statement**
- Complete a **Professional Resume**
- Copy of your high school diploma or equivalent, including college degree(s)
- Copy of your driver's license
- Copy of your social security card
- Copy of your Tennessee Emergency Medical Technician License or Paramedic License
 - If not currently licensed or licensed in Tennessee, include explanation why
- Copy of all certificates listed in resume that would pertain to the fire service
- Copy of DD-214/DD215 Military Discharge or confirmation Standard Form 180 is mailed (if applicable)
 - Military Veterans:

A copy of all enlisted efficiency reports and/or officer efficiency reports; a copy of any disciplinary action, Article 15, letters of reprimand or any court martial action. It will take between 60-90 days to obtain your records from the personnel center. Enclosed is the Standard Form 180. **Complete the form and mail it to the appropriate address as listed in Standard Form 180.**

Applicants will be pre-screened for training, education, and experience. Highest-rated candidates will be invited to a written test and a pass-fail physical agility test, at a date to be determined, which they must pass to be eligible to continue in the application process.

**Applicants that are eligible to continue will be notified by phone
Please complete contact list**

Name: _____

Home: (_____) _____ - _____

Cell: (_____) _____ - _____

Work: (_____) _____ - _____

Other: (_____) _____ - _____

No Phone Calls Please

No E-Mails Please

Sincerely,

Tony L. Watson, Fire Chief

**Application
For Employment**

**Pigeon Forge Fire Department
P. O. Box 1350
3229 Rena Street
Pigeon Forge, TN 37868**



This document is a public record and open to inspection by any citizen of the State of Tennessee Pursuant to TCA 10-7-503. The City of Pigeon Forge is an Equal Opportunity Employer and complies with ADA and Title VI. Applicant will be subject to Drug Test in accordance with City Policy.

This application is a very important part of the selection process. No action will be taken until all requested information has been furnished. Please be aware that the information you provide will be used in the job screening process. Therefore, it is important that you be as specific as possible in your description of past and present experiences, training and education.

Type or Print (in your own handwriting) in black ink. Answer all questions fully and accurately. If additional space is needed, please use a blank sheet and attach it to the application form. If an item does not apply to you, or if there is no information to be given, please write in the letters "N.A." for not applicable. Incomplete applications or applications containing any information other than what is requested will be automatically disqualified from consideration.

Name _____

Last	First	Middle
-------------	--------------	---------------

Current Address _____

Number	Street	Apt#
---------------	---------------	-------------

City	State	Zip Code
-------------	--------------	-----------------

Telephone _____

(XXX-XXX-Home)	(XXX-XXX-Cellular)
-----------------------	---------------------------

E-mail Address _____

List recent addresses where you have lived and give dates:

1) Address _____	2) Address _____
_____	_____
Dates: _____	Dates: _____
_____	_____
3) Address _____	4) Address _____
_____	_____
Dates: _____	Dates: _____
_____	_____

Have you gone by any other names? Yes No

If yes, give name and reason _____

Do Not Write Below This Line – For PFFD use only		
<input type="radio"/> Application Incomplete	Test Date _____	Comments: _____
<input type="radio"/> Past Deadline	Written Test Score _____	_____
<input type="radio"/> Unqualified	Physical Fitness Score _____	_____
<input type="radio"/> Failed Written/Physical Test		_____

Name: _____ Social Security#: _____

Are you at least 18 years old? _____

Have you ever applied with our department before? _____ If so, when? _____

Place of Birth (City/State): _____ Are you a U.S. Citizen: _____

Spouse's Name: _____ Spouse's Employer: _____

Number of Children: _____ Own home or rent: _____

What foreign languages do you speak fluently? _____

Did you graduate from high school? _____ Date of graduation: _____

If "NO" did you pass a GED? _____ GED Score: _____

Name and address of high school from which you graduated or location you passed GED

Have you ever used, or currently using, any illegal drugs (including steroids)? _____

Have you ever been, or currently being treated for substance/alcohol abuse? _____

Have you ever served in the Armed Forces? _____ Branch _____

Discharge type _____ Rank _____ Serial No _____

Dates of service From: _____ To: _____

Were you ever tried, punished, reprimanded, or reduced in rank for any infractions or rules or regulations at work or during military service? _____ If yes, give details _____

What has been the most serious discipline you have ever received at work or during military service?

Have you ever been discharged or asked to resign from employment? _____

If yes, explain: _____

Have you ever filed a disability claim, including workman's compensation? _____

If yes, explain: _____

Have you ever filed a claim for disability with Veteran's Affairs? _____

If yes, explain: _____

Have you ever had an injury from which you still suffer? _____

If yes, explain: _____

Are you presently under a doctor's care? _____

If yes, explain: _____

In the spaces provided below, discuss your reasons for seeking the position for which you are applying: _____

In answering the following questions, fully disclose all information including all matters occurring while a juvenile and matters which have been expunged. Failure to fully disclose this information shall result in your disqualification as an applicant for employment. If the space provided to respond is insufficient, please attach an additional page in order to complete your responses.

Have you ever been detained, held, arrested, indicted or summoned into court as a defendant in a criminal proceeding (regardless of the disposition of the matter) **or** convicted, fined, imprisoned, **or** placed on probation in any civil or military court, **or** have you ever been ordered to deposit bail or collateral for the violation of any law, fire regulation, or ordinance? Yes No

If yes, please explain fully in the spaces below (include an attachment if necessary). Your explanation must include dates, locations, charges, and dispositions of all matters.

1. _____

Felony or Misdemeanor? _____

2. _____

Felony or Misdemeanor? _____

3. _____

Felony or Misdemeanor? _____

EMPLOYMENT HISTORY

List below your work history beginning with your present or most recent employer and work backwards for the past fifteen (15) years, Account for periods of unemployment over 90 days. The complete mailing address (house number, street name, city, state and zip code) is required.

Name and address of CURRENT or most recent employer

From: _____ To: _____

Title / Position: _____

Your Duties: _____

Phone Number: _____

Supervisor: _____

Starting Salary: _____ Ending: _____

Reason for leaving: _____

May we contact this employer? Yes No

Name and address of employer

From: _____ To: _____

Title / Position: _____

Your Duties: _____

Phone Number: _____

Supervisor: _____

Starting Salary: _____ Ending: _____

Reason for leaving: _____

May we contact this employer? Yes No

Name and address of employer

From: _____ To: _____

Title / Position: _____

Your Duties: _____

Phone Number: _____

Supervisor: _____

Starting Salary: _____ Ending: _____

Reason for leaving: _____

May we contact this employer? Yes No

Employment History continued

Name and address of employer

Phone Number: _____

Supervisor: _____

Reason for leaving: _____

May we contact this employer? Yes No

From: _____ To: _____

Title / Position: _____

Your Duties: _____

Starting Salary: _____ Ending: _____

Name and address of employer

Phone Number: _____

Supervisor: _____

Reason for leaving: _____

May we contact this employer? Yes No

From: _____ To: _____

Title / Position: _____

Your Duties: _____

Starting Salary: _____ Ending: _____

Name and address of employer

Phone Number: _____

Supervisor: _____

Reason for leaving: _____

May we contact this employer? Yes No

From: _____ To: _____

Title / Position: _____

Your Duties: _____

Starting Salary: _____ Ending: _____

REFERENCES

List below four (4) references. The complete mailing address(house number,street name,city,state,zip code and phone number with area code is REQUIRED. Do not list relatives or elected officials of the City of Pigeon Forge. Do not list employers or supervisors you have listed in your employment history. A total of four (4) references is mandatory.

- | | |
|--|---|
| 1. Name _____

Address _____

City/State _____ | Phone Number(s): _____

Zip Code _____ |
| 2. Name _____

Address _____

City/State _____ | Phone Number(s): _____

Zip Code _____ |
| 3. Name _____

Address _____

City/State _____ | Phone Number(s): _____

Zip Code _____ |
| 4. Name _____

Address _____

City/State _____ | Phone Number(s): _____

Zip Code _____ |

Please Provide Two (2) Emergency Contacts

Emergency Contact 1	Emergency Contact 2
Name: _____	Name: _____
Address: _____	Address: _____
City/State: _____	City/State: _____
Zip: _____ Phone: _____	Zip: _____ Phone: _____
Relationship: _____	Relationship: _____



City of Pigeon Forge Fire Department

Tony L. Watson, Chief



Background Investigation

Use additional pages to fully answer the questions if necessary. Interviews cannot be conducted until this questionnaire is completed and returned. Return completed questionnaires with application.

Name: _____

A. EMPLOYMENT HISTORY AND DISCIPLINE

What is the most serious discipline you have ever received at work? _____

Have you ever been fired or asked to resign from a job? _____

Are you presently employed? [] Yes [] No

What is/was your title/position? _____

Are there any other jobs you've had that did not list on your application? [] Yes [] No

If yes, list here. _____

What were your main reasons for leaving your previous jobs? _____

Which job did you dislike the most and why? _____

Which job did you like the most and why? _____



City of Pigeon Forge Fire Department

Tony L. Watson, Chief



Would you rather work alone or as part of a team? _____

Have you ever been in charge of a team or project? Describe: _____

How did you resolve any conflicts or problems? _____

What is the greatest responsibility you have ever been given? _____

How did you handle it? _____

How would you feel about working/filling other shifts (public relations special events etc)? _____

How do you feel about staying late having to stay over for a long lasting emergency? _____



City of Pigeon Forge Fire Department

Tony L. Watson, Chief



What would be your reaction to having to work your day off in the event someone calls in sick? _____

What are your best attributes for this job? _____

What are your worst? _____

What is the most significant contribution you made to your last job? _____

What have you learned from your past achievements/successes? _____

What have you learned from your past job related mistakes? _____

Describe some of your self-directed activities at work. _____



City of Pigeon Forge Fire Department

Tony L. Watson, Chief



Have you ever violated company policies on tardiness? _____

C. HONESTY AND INTEGRITY

In your own words, what is integrity? _____

What is the most dishonest thing you have ever done? _____

Should honesty & integrity be recognized and rewarded in the workplace? _____

Should firefighters be held to a different standard than the public at large? _____

Should firefighters accept free coffee, meals, or discounts? _____

Have you ever falsified an official report or statement? _____



City of Pigeon Forge Fire Department

Tony L. Watson, Chief



Have you ever lied or covered up for someone else? _____

Do you feel that some lies are justified? _____

D. EDUCATIONAL BACKGROUND:

Were you ever suspended from school? _____

Were you ever placed on academic/disciplinary probation? _____

E. EMOTIONAL STABILITY

Have you ever been overwhelmed at work? _____

Are there things other people do that annoy you? _____

Have you ever had to deal with a difficult supervisor or coworkers? _____

What has been your most stressful work situation & how did you deal with it? _____



City of Pigeon Forge Fire Department

Tony L. Watson, Chief



F. DRIVING HISTORY:

Do you currently have a valid driver's license? Yes No; If no explain _____

If yes, driver's license number: _____ State: _____ Type: _____ Expiration: _____

Are there any restrictions on your driver's license? Yes No; If yes explain _____

Do you currently have auto insurance? Yes No; If no explain _____

Have you ever had your driver's license suspended or revoked? Yes No; If yes explain _____

List below all current and/or previous traffic offenses including date and location of occurrence, issuing agency and state. Use additional page if necessary:

List below any "at fault" traffic accidents you have had. Use additional page if necessary. Include date and location of occurrence and the county/city and state.

Have you ever damaged a company vehicle? _____

INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

1. General Information. The Standard Form 180, Request Pertaining to Military Records (SF180) is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can. Incomplete information may delay response time. To determine where to mail this request see Page 2 of the SF180 for record locations and facility addresses.

Online requests may be submitted to the National Personnel Records Center (NPRC) by a veteran or deceased veteran's next of kin using eVetRecs at <http://www.archives.gov/veterans/military-service-records/>.

2. Personnel Records/Military Human Resource Records/Official Military Personnel File (OMPF) and Medical Records/Service Treatment Records (STR). Personnel records of military members who were discharged, retired, or died in service **less than 62 years** ago and medical records are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DHS, Coast Guard). STR's of persons on active duty are generally kept at the local servicing clinic, and usually are available from the Department of Veterans Affairs approximately 40 days after the last day of active duty. (See item 3, Archival Records, if the military member was discharged, retired or died in service over 62 years ago.)

a. **Release of information:** Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations and the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. An authorization signature, of the service member or the member's legal guardian, is needed in Section III of the SF180. Others requesting information from military personnel records and/or STR's must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, surviving next of kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the general public. The next of kin may be any of the following: unremarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters **must provide proof of death, such as a copy of a death certificate, newspaper article (obituary) or death notice, coroner's report of death; funeral director's signed statement of death, or verdict of coroner's jury.**

b. **Fees for records:** There is no charge for most services provided to service members or next of kin of deceased veterans. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee, you will be notified.

3. Archival Records. Personnel records of military members who were discharged, retired, or died in service **62 or more years** ago have been transferred to the legal custody of NARA and are referred to as "archival" records.

a. **Release of Information:** Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records, therefore, written authorization from the veteran or next of kin is not required. However, in order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and preclude the release of some information.

b. **Fees for Archival Records:** Access to archival records is granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). You will be notified if there is a charge for photocopies of documents contained in the record you are requesting. For more information see <http://www.archives.gov/st-louis/archival-programs/military-personnel-archival/ompf-archival-requests.html>.

4. Where reply may be sent. The reply may be sent to the service member or any other address designated by the service member or other authorized requester.

5. Definitions and abbreviations. DISCHARGED -- the individual has no current military status; SERVICE TREATMENT RECORD (STR) -- The chronology of medical, mental health and dental care received by service members during the course of their military career (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.

6. Service completed before World War I. National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from inquire@nara.gov or write to the Code 6 address on page 2 of the SF 180.

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per request, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS AS INDICATED IN THE ADDRESS LIST ON PAGE 2 OF THE SF 180.

REQUEST PERTAINING TO MILITARY RECORDS

* Requests from veterans or deceased veteran's next-of-kin may be submitted online by using eVetRecs at <http://www.archives.gov/veterans/military-service-records/>*

(To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type.)

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)		2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH		
5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that all service be shown below.)						
	BRANCH OF SERVICE	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	SERVICE NUMBER (If unknown, write "unknown")
a. ACTIVE COMPONENT						
b. RESERVE COMPONENT						
c. NATIONAL GUARD						
6. IS THIS PERSON DECEASED? If "YES" enter the date of death. <input type="checkbox"/> NO <input type="checkbox"/> YES _____				7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE? <input type="checkbox"/> NO <input type="checkbox"/> YES		

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU ARE REQUESTING:

- DD Form 214 or equivalent.** When was the DD Form(s) 214 issued? YEAR(S): _____
If more than one period of service was performed, even in the same branch, there may be more than one DD214.
This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. **An UNDELETED DD214 is ordinarily required to determine eligibility for benefits.** Sensitive items, such as, the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost are usually shown.
An undeleted copy will be sent unless you specify a deleted copy. Indicate here if you want a deleted copy of the DD Form 214.
The following items are deleted: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.
- All Documents in Official Military Personnel File (OMPF)**
- Medical Records** (Includes Service Treatment Records, Health (outpatient) and dental records.) If hospitalized (inpatient), the facility name and date for each admission **must** be provided: _____
- Other (Specify):** _____

2. PURPOSE: (An explanation of the purpose of the request is **strictly voluntary**; however, such information may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.) Check appropriate box:

- Benefits Employment VA Loan Programs Medical Genealogy Correction Personal
- Other, explain: _____

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER IS: (Signature Required in # 3 below of veteran, next of kin, legal guardian, authorized government agent or "other" authorized representative. If "other" authorized representative, provide copy of authorization letter.) No signature required for Archival records.

- Military service member or veteran identified in Section I, above
- Next of kin of deceased veteran: _____ (Relationship)
- Legal guardian (Must submit copy of court appointment.)
- Other (specify) _____

MUST HAVE PROOF OF DEATH - See item 2a on instruction sheet.

2. SEND INFORMATION/DOCUMENTS TO: (Please print or type. See item 4 on accompanying instructions.)

3. AUTHORIZATION SIGNATURE WHEN REQUIRED (See items 2a or 3a on accompanying instructions.) I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct. No signature required for Archival records.

Name _____

Street _____ Apt. _____

City _____ State _____ Zip Code _____

Signature Required - Do not print _____ Date _____

() _____ () _____

Daytime phone _____ Fax Number _____

Email address _____

LOCATION OF MILITARY RECORDS

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER	ADDRESS CODE	
		Personnel Record	Medical or Service Treatment Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 9/30/2004	14	11
	Discharged, deceased, or retired on or after 10/1/2004	1	11
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, retired reserve in nonpay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	13	
COAST GUARD	Discharge, deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired on or after 4/1/1998	14	11
	Active, reserve, or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1905	6	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 12/31/1998	14	11
	Discharged, deceased, or retired on or after 1/1/1999	4	11
	Individual Ready Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	
	Discharged, deceased, or retired after 10/16/1992	14	11
	Active enlisted, officers	7	
	Former National Guard/USAR personnel	14	
NAVY	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired on or after 1/1/1995	10	11
	Active, reserve, or TDRL	10	
PHS	Public Health Service - Commissioned Corps officers only	12	

ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSIRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Old Military and Civil Records (NWCTB-Military) Textual Services Division 700 Pennsylvania Ave., N.W. Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center Records Management Branch (DPTARA) 18420 E. Silver Creek Ave. Bldg. 390 MS 68 Buckley AFB, CO 80011	7	US Army Human Resources Command ATTN: AHRC-PDR-V 1600 Spearhead Division Ave., Dept 420 Fort Knox, KY 40122-5402 askhrc.army@us.army.mil	12	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wootton Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, Personnel Service Center (PSD-MR) MS7200 US Coast Guard 4200 Wilson Blvd., Suite 1100 Arlington, VA 29598-7200 http://useg.mil/psc/adm	8	<i>Reserved.</i>	13	<i>Reserved.</i>
4	Headquarters U.S. Marine Corps Manpower Management Support Branch (MMSB-10) 2008 Elliot Road Quantico, VA 22134-5030	9	<i>Reserved.</i>	14	National Personnel Records Center (Military Personnel Records) 1 Archives Dr. St. Louis, MO 63138-1002 eVetRecs! http://www.archives.gov/veterans/military-service-records/
5	Marine Forces Reserve 4400 Dauphine St. New Orleans, LA 70146-5400	10	Navy Personnel Command (PERS-312E) 5720 Integrity Drive Millington, TN 38055-3120		

AUTHORIZATION FOR THE RELEASE OF INFORMATION

I, _____, DO HEREBY AUTHORIZE a review of and full disclosure of all records, or any part thereof, concerning myself, to and by a duly authorized agent of the CITY OF PIGEON FORGE FIRE DEPARTMENT, whether said records are of a public, private, and/or confidential nature.

THE INTENT OF THIS AUTHORIZATION IS TO GIVE MY CONSENT for full and complete disclosure of records including, but not limited to, those held by educational institutions, financial institutions, credit institutions or credit agencies, including records of deposits, withdrawals, and balances of checking and savings accounts and loans, and also the records of commercial retail agencies (including credit reports and/or credit ratings); medical and/or psychiatric treatment and/or consultations, including records held by hospital(s), clinics, private practitioners, and the United States Veteran’s Administration; records held by public utility companies; employment and pre-employment records, including the results of background investigation reports and polygraph examination results, efficiency ratings and/or performance evaluations, records of complaints and/or grievances filed by or against me, and salary records; real and personal property records, and other financial statements and records, wherever filed; records of complaint, arrest, trial and/or convictions(s) for alleged or actual violations of law, including criminal and/or traffic offense records, and records of civil nature made by and/or against me, whether representing me or another person in any case in which I presently am involved or have had an interest.

I REITERATE AND EMPHASIZE THAT THE INTENT OF THIS AUTHORIZATION is to provide full and free access to the background and history of my personal life, **for the specific purpose of pursuing a background investigation**, which may provide pertinent data for the CITY OF PIGEON FORGE FIRE DEPARTMENT to consider in determining my suitability for employment by said Department.

IT IS MY SPECIFIC INTENT TO PROVIDE ACCESS TO PERSONAL INFORMATION, however personal, private, or confidential it may appear to be, and the sources(s) of information specifically identified herein.

I UNDERSTAND THAT ANY INFORMATION OBTAINED during the course of the background investigation which is developed directly or indirectly, in whole or in part, upon this *AUTHORIZATION FOR THE RELEASE OF INFORMATION*, will be considered in determining my suitability for employment with the CITY OF PIGEON FORGE FIRE DEPARTMENT.

I FURTHER UNDERSTAND that in the event my employment application is disapproved, not considered, or otherwise does not result in my appointment to the CITY OF PIGEON FORGE FIRE DEPARTMENT, the sources(s) of confidential information **CANNOT AND WILL NOT BE RELEASED AND/OR REVEALED TO ME.**

ADDITIONALLY, I AGREE TO INDEMNIFY AND HOLD HARMLESS the person(s) to whom this *AUTHORIZATION FOR THE RELEASE OF INFORMATION* is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney’s fees, arising out of, or by reasons (s) for complying with the request for information that this *AUTHORIZATION* provides.

LASTLY, IT IS FURTHER UNDERSTOOD BY ME THAT A PHOTOCOPY, including a facsimile (or FAX) copy of the actual original of this *AUTHORIZATION FOR THE RELEASE OF INFORMATION* will be valid as an original hereof, even though the said photocopy or facsimile does not contain an original writing of my signature.

Signature of Applicant _____ Date _____

NOTARY ACKNOWLEDGEMENT

State of _____

County of _____

Personally appeared before me, _____, with whom I am personally acquainted, or who produced proper identification, and who acknowledges that he/she executed the within instrument for the purposes therein contained.

Witness my hand this _____ day of _____, _____

Notary Signature: _____ My Commission Expires: _____
(Must be signed before a Notary Public)

EMPLOYMENT APPLICATIONS ARE SUBJECT TO THE REVIEW AND APPROVAL OF THE CITY MANAGER. THE CITY MANAGER MAY DISQUALIFY AN APPLICATION FOR ANY REASON DEEMED APPROPRIATE. EMPLOYMENT APPLICATION, PAST CRIMINAL HISTORY AND EMPLOYMENT INVESTIGATION MUST BE SATISFACTORY TO THE DEPARTMENT DIRECTOR AND CITY MANAGER BEFORE FINAL OFFER OF EMPLOYMENT IS MADE.

APPLICANT STATEMENT

- I. I hereby affirm that the information I have provided in this application is true and complete to the best of my knowledge. I understand that any falsified, misrepresented, incomplete or omitted information may disqualify me from consideration for employment or result in my dismissal from employment.
- II. I understand that nothing contained in this employment application or in granting an interview, is intended to create an express or implied employment between the Pigeon Forge Fire Department and myself. No promises regarding employment or duration of employment have been made to me.
- III. I understand that any offer of employment will be conditional on successful completion of a number of requirements, including a health assessment, verification of credentials and experience, and similar screening required for the position. I understand that drug and/or alcohol tests are required for appointment to this position. The results of the above screening or assessments will be released to the Pigeon Forge Fire Department and may be a factor in determining my suitability for the position for which I have applied.
- IV. I understand that in Compliance with Tennessee Law, all applications are subject to Public Disclosure.

I have read and understand the above.

Applicant Signature: _____
(Must be signed before a Notary Public)

Date: _____

State of _____
County of _____

Personally appeared before me, _____, with whom I am personally acquainted, or who produced proper identification, and who acknowledges that he/she executed the within instrument for the purposes therein contained.

Witness my hand this _____ **day of** _____ , _____

Notary Public

My commission expires: _____



City of Pigeon Forge Fire Department

Tony L. Watson, Chief



Physical Ability Test

The following is a description of the physical ability test for New Candidate Firefighters, which simulates the job of a Firefighter. All firefighters must pass all components of the test within the allotted time. To pass the test, firefighters shall perform all eleven tasks consecutively, without interruption, in proper sequence within ten (10) minutes. Throughout the test, firefighters are required to wear air tank, gloves, and turnout coat.

TASK 1: HOSE DRAG (50 Foot length, 3 inch, 57 pounds)

You will stand at the start line about arm's length distance from the section of hose. You may position yourself so that the hose is next to either your left or right foot, depending on which shoulder you prefer to use to drag the hose. When the examiner tells you to go, reach down, pick up the fold of the hose, place your preferred arm through the fold of the hose and drag the hose the 75-foot line. When you have crossed the stop line, you will drop the hose and immediately proceed to **TASK 2, the HOSE CARRY.**

TASK 2: HOSE CARRY UP STAIRS (2-1/2 inch folded hose, 36 pounds)

Go to the hose section and slide the 2-1/2 inch diameter folded hose onto your preferred shoulder. Carry the folded hose approximately 90 feet along the marked route to the base of the stairs. Carry the hose up the stairs (feet must touch each step with one hand on the railing) to a platform at the top. Drop the folded length of hose on the floor where indicated and immediately proceed to **TASK 3, the HOSE PULL.**

TASK 3: HOSE PULL (50 foot length, 2-1/2 inch hose, 36 pounds)

Standing in front of a window, grasp the rope, which is attached to a length of hose on the ground floor below. Using the rope, pull the hose until it reaches the bar at the window. When the hose coupling (the metal connection) reaches the window, a monitor will indicate that you have completed **TASK 3.** Upon completion of task 3, you will immediately begin **TASK 4.**

TASK 4: MANDATORY 120 YARD WALK

Immediately start the 120 yard walk by descending the stairs (feet must touch each step with one hand on the railing) and following the marked route to the 4-1/2 foot wall, **TASK 5.** At the end of the 120 yard walk start **TASK 5.**

TASK 5: SCALING 4-1/2 FOOT WALL

When the 120 yard walk is completed, you will approach and scale the 4-1/2 foot wall. You may approach the wall from either side. You may not use any part of the bracing to assist you in completing this task. Immediately proceed to **TASK 6, the Forcible Entry.**



City of Pigeon Forge Fire Department

Tony L. Watson, Chief



- TASK 6: FORCIBLE ENTRY SIMULATION-HIT TIRE WITH MAUL (8 pound maul, 77 pound weighted tire, 12-1/2 foot long metal surface table)**
Pick up the maul at the end of the table and hit the tire until you have moved the tire to the opposite end of the table. A firm grip and control of the maul is necessary both for safety and successful completion of the task. Swing the maul in a continuous motion, striking but not pushing the tire. The maul should not make contact with the table when hitting the tire. If contact is made with the table, the tire will be returned to its starting position and candidate will be required to complete this task within the same time limits. If candidate knocks tire off the side of the table, the tire will be returned to its starting position and candidate will be required to complete this task within the same time limits. Candidate may walk from side to side around the table to complete this task. After hitting the tire to the end of the table, place the maul on the table and immediately proceed to **Task 7, Tunnel Crawl.**
- TASK 7: TUNNEL CRAWL (25 feet long, 2-1/2 feet high, 3 feet wide)**
Drop down to enter a U shaped tunnel at whichever opening you choose to enter. You must crawl through tunnel and exit from the opposite opening from which you entered. Upon completion of the tunnel crawl, immediately proceed to **Task 8, Ladder Raise.**
- TASK 8: LADDER RAISE (20 feet, 60 pounds)**
Pick up the top of the aluminum ladder from the ground and raise it (using hand over hand technique with hands grasping each rung) from its horizontal position to a vertical position (setting base out slightly to prevent from falling). Leave the ladder in this position and proceed immediately to **Task 9, Ladder Climb and Descent.**
- TASK 9: LADDER CLIMB AND DESCENT (approximately 10 feet)**
Climb a permanently secured ladder (hands to grasp each rung and feet to step on each rung) onto the platform, dismount the ladder, walk around the tip of the ladder, remount and descend the ladder (hands to grasp each rung and feet to step on each rung) to the ground. Immediately proceed to **Task 10, Climbing Stairs with a 15 LB. Weight**
- TASK 10: CLIMBING STAIRS WITH 15 LB. WEIGHT (15 pounds)**
Pick up a 15-pound weight from the floor and climb the stairs (feet must touch each step with one hand on the railing) to the second floor level. At the top of the stairs, turn and descend the stairs (feet must touch each step with one hand on the railing) to the ground floor and place the weight in the marked space, immediately proceed to **TASK 11, the DUMMY DRAG.**
- TASK 11: DUMMY DRAG (5 foot, 5 inch, 145 pound dummy, 45 foot drag)**
Partially lift and grasp the dummy from the ground. Drag the dummy 45 feet to the finish line. After dragging the entire dummy across the finish line, stop. The physical test is over. The Examiner will record your time.

Before leaving the physical ability testing area, applicant must successfully climb a 100' aerial platform that will be fully extended at a 65 degree angle



City of Pigeon Forge Fire Department

Tony L. Watson, Chief



Written Examination

As part of the application process the candidate is required to complete a written examination. The Pigeon Forge Fire Department utilizes Fire and Police Selection Inc. (FPSI) to provide valid and reliable written testing materials. As a candidate you may go to Fire & Police Selection Inc and order the candidate orientation guide which will give you a comprehensive examination battery.



City of Pigeon Forge Fire Department
Policies and Procedures
Job Descriptions

Title: Full Time – Recruit Firefighter
Original Author: City of Pigeon Forge Human Resources
Author: PFFD, Tony Watson
Product Create Date: 29 October 2014
Revision Dates: 4 November 2014
Type: Job Description

DEFINITION:

Performs public safety work by providing all hazard fire suppression services by extinguishing and preventing fires, and protects life and property in emergency fire situations. Performs other related duties as required by the shift captain, shift lieutenant and/or other chief administrative officers of the department. All work is performed under close supervision of the assigned shift leader.

ESSENTIAL FUNCTIONS:

- Responds to emergency calls for fire and other emergency situations including removing individuals from dangerous and hazardous situations;
- Performs all activities necessary to combating, suppressing, and extinguishing fires and the protection of life and property;
- Assesses emergency medical problems by removing persons in danger;
- Responds to fire alarms, connects hoses, holds various types of nozzles, and directs water streams;
- Gains access to premises for firefighting, rescue, and salvage operations;
- Uses fire extinguishers, bars, hooks, various types of power saws, and other fire ground equipment;
- Positions and climbs ladders to gain access to upper levels of buildings;
- Performs salvage operations such as throwing covers, removing water, and removing debris;
- Carries a charged hose line into structures for fire containment and extinguishment;
- Participates in fire drills and attends training classes in firefighting, first-aid, and other related subjects;
- Performance of hazardous tasks under emergency situations which may involve extreme exertion under conditions such as smoke and cramped surroundings;
- Performs extreme strenuous and physical labor for extended periods of time under some unfavorable climatic conditions; This can include frequently lifting objects weighing 50 – 100 pounds;
- Performs duties requiring bending, crouching, stooping, climbing, and crawling in buildings or close quarters that may be filled with smoke;
- Ability to operate fire apparatus safely and lift and operate firefighting equipment;



OTHER REQUIRED KNOWLEDGE AND DUTIES:

- Knowledge of the City of Pigeon Forge and Sevier County Geographic Region;
- Knowledge of the City of Pigeon Forge City Ordinances;
- Knowledge of the City of Pigeon Forge Employee Handbook Rules and Regulation;
- Knowledge of the City of Pigeon Forge Fire Department Policies, Procedures and Guidelines and the ability to comprehend, interpret, and apply regulations, procedures, and other related information;
- Knowledge of fire prevention and State and City regulations as applied to fire fighting and prevention;
- Knowledge of firefighting equipment and its intended uses;
- Ability to use Microsoft programs, social media, and typing and editing skills; this may include the use of modern office machinery;
- Ability to read, understand, and follow oral and written instruction;
- Ability to write required and necessary forms; paperwork must be in proper format including proper punctuation, spelling, and grammar;
- Ability to establish and maintain an effective working relationship with the departmental supervisory staff, co-workers, administrative staff, city commissioners, city departmental supervisory staff, employees and the general public;
- Ability to learn to operate a variety of firefighting equipment such as fire pump, fire hydrant, hydraulic tools, hand tools, power equipment, etc;
- Ability to learn to operate large fire trucks and various fire equipment safely; this includes driving skills;
- Ability to operate departmental radio communications;
- Ability to physically function at extreme heights and in close quarters;
- Ability to react in a timely manner in taking a different course of action that may become necessary in an emergency situation for the completion of an assigned task;
- Ability to learn and understand basic to complex principles and techniques and to use independent judgment in the absence of the shift supervisor;
- Ability to acquire knowledge of topics related to the job of a firefighter;
- Participates in routine cleaning and maintenance of washing and drying of fire hoses;
- Participates in annual hose testing that involves unloading and reloading of fire hose;
- Performs general maintenance work, cleaning and maintaining the fire station(s) which includes the sleeping quarters and other premise areas of the fire departments property, including washing walls, floors, windows, painting , and minor repairs of fire apparatus and fire equipment;
- Participates in required educational and training programs conducted by the Fire Department Training Officer and/or other Administrative Staff Officer or other outside creditable agency;
- Participates in flow testing of fire hydrants which involves taking caps off of hydrants and opening up the hydrant and checking water flow;
- Perform all other work duties/tasks as required.



EQUIPMENT:

The employee will be required to operate the following firefighting and emergency medical equipment - nozzles, hoses, self-contained breathing apparatus, power saws and other power tools, generators, and other various apparatuses and equipment. The employee will be required to operate computers, radios, fax machine, copier, and other small office equipment as needed to perform the duties of the job.

WORK ENVIRONMENT:

Work is performed both indoors and outdoors. Work is performed in adverse environmental conditions requiring the use of firefighting protective equipment and apparatus, including self-contained breathing apparatus. Work is performed in all types of extreme weather conditions, extreme uncontrolled temperatures, including extreme heat involving smoke, hazardous chemicals, and falling debris and/or materials not to exclude large building structures. The employee will frequently be exposed to life threatening situations due to the uncontrolled nature of the position. The employee will frequently be exposed and subjected to a high volume of stress related emergency situations and must be able to adapt under these conditions.

PHYSICAL DEMANDS:

Ability to pass a baseline post offer job physical to include a musculoskeletal screening together with a negative drug test result.

- Ability to pass a baseline post offer job physical to include a musculoskeletal screening together with a negative drug test result.
- Knowledge to carry out the physical demands of job duties of Firefighter/Paramedic including but not limited to the following –
 - (1) Ability to lift objects weighing 50-100 pounds, at times this may require exerting excess of 100 lbs;
 - (2) Ability to move and/or carry objects or materials by walking, stooping, and/or reaching;
 - (3) Must possess a good perception of smell/odors;
 - (4) Ability to kick, push, pull, climb, bend, crouch, and/or crawl during high stress situations;
 - (5) Must possess good depth perception,
 - (6) Must be able to follow written and/or oral communications;
 - (7) Must possess good hearing and visual form perception for height, length, width, shape, and weight including color perception, texture perception, and height perception. Accuracy is required.

OTHER PHYSICAL DEMANDS:

- Ability to pass an annual firefighter physical to include a musculoskeletal screening by a licensed physician contracted by the city;
- Ability to pass an OSHA/SCBA Mask Fit Test, annually;
- Ability to work in smoke filled areas;
- Ability to climb ladders to extended/extreme heights;
- Ability to work in close quarters possibly filled with smoke and in extreme temperatures;
- Physical ability to wear a complete set of heavy protective clothing which includes a self-contained breathing apparatus for extended periods of time and in extremely uncontrolled hot temperature and hazardous conditions.



City of Pigeon Forge Fire Department
Policies and Procedures
Job Descriptions

RESIDENCE REQUIREMENT:

Employee must reside in Sevier County no further than 15 road miles from the Pigeon Forge Fire Station # 1 or Pigeon Forge Fire Station #2 within six (6) month of hired date. The stations are located at:

PFFD Station #1
3229 Rena Street
Pigeon Forge, TN 37863

PFFD Station #2
2553 Veterans Boulevard
Pigeon Forge, TN 37863

EDUCATION AND QUALIFICATIONS:

- Graduation from a High School or equivalent;
- Must have and maintain a valid Tennessee Driver License;
- Must be a citizen of the United States;
- Must pass a baseline physical which includes a musculoskeletal screening by a licensed physician contracted by the city;
- Must have a negative drug test result;
- Must complete the first available Advanced EMT course at the school that the City recommends the applicant to attend and the applicant will be responsible to complete and pass the course the first time that they are enrolled.
- Must have the satisfactory completion of a background check;
- Must have the satisfactory completion of a driving history check;
- Must not have been convicted of or plead guilty to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, liquor or controlled substances;
- Must possess a standing of good, creditable, and moral character that is accepted among the community in which his or her peers reside which will be suitable and acceptable for serve as a Pigeon Forge Firefighter;
- Must possess a live fire training certificate from the Tennessee State Fire School or Tennessee State Fire and Codes Enforcement Academy;
- Must successfully complete the following additional Tennessee Fire Academy Courses and Tennessee Commission Certification to be completed within three (3) year of hired date:

1. Tennessee Fire Commission Firefighter II
2. Tennessee Fire and Codes Enforcement Academy Pump Levels I, II, and III



APPEARANCE:

- The City of Pigeon Forge Fire Department expects the fire department staff, including volunteer staff members, to appear in both appearance and demeanor in a manner consistent with the City of Pigeon Forge standards at all times;
- An employee with the City of Pigeon Forge Fire Department is expected to come to work clean, neat, and well groomed and with an appearance that will be satisfactory and appealing to not only the Fire Chief but to the general public;
- Any time the Fire Chief, Captain, Lieutenant, City Manager, and/or Assistant City Manager is unsatisfied with the professional appearance when the employee reports to work, the employee may be dismissed from their work shift due to unsatisfactory conditions surrounding his or her appearance. This can be but not limited to the condition of clothes, hygiene, hair, etc.;
- More detailed and specific guidelines are in the City of Pigeon Forge Fire Department Policies, Procedures, and Guidelines;
- The duties described in this Job Description are to illustrate the various duties to be performed by a City of Pigeon Forge Firefighter;
- When necessary, management may assign employees additional duties not described in this Job Description;
- This Job Description does not constitute an employment agreement between the employee and the employer;
- This Job Description may be changed and/or updated as deemed necessary by the City of Pigeon Forge.



City of Pigeon Forge Fire Department
Policies and Procedures
Job Descriptions

Title: Full Time – Firefighter, Emergency Medical Technician- IV
Original Author: City of Pigeon Forge Human Resources
Author: PFFD, Tony Watson
Product Create Date: 1 March 2007
Revision Dates: 12 September 2012, 30 October 2014
Type: Job Description

DEFINITION:

Performs public safety work by providing all hazard fire suppression services by extinguishing and preventing fires, and protects life and property in emergency fire and medical situations. Performs other related duties as required by the shift captain, shift lieutenant and/or other chief administrative officers of the department. All work is performed under close supervision of the assigned shift leader.

ESSENTIAL FUNCTIONS:

- Responds to emergency calls for fire, medical, and other emergency situations including removing individuals from dangerous and hazardous situations;
- Performs all activities necessary to combating, suppressing, and extinguishing fires and the protection of life and property;
- Assesses emergency medical problems by removing persons in danger, and performs prescribed treatment as outlined and authorized under the Tennessee Division of Emergency Medical Service (EMS) Guidelines;
- Responds to fire alarms, connects hoses, holds various types of nozzles, and directs water streams;
- Gains access to premises for firefighting, rescue, and salvage operations;
- Uses fire extinguishers, bars, hooks, various types of power saws, and other fire ground equipment;
- Positions and climbs ladders to gain access to upper levels of buildings;
- Performs salvage operations such as throwing covers, removing water, and removing debris;
- Carries a charged hose line into structures for fire containment and extinguishment;
- Participates in fire drills and attends training classes in firefighting, first-aid, and other related subjects;
- Performance of hazardous tasks under emergency situations which may involve extreme exertion under conditions such as smoke and cramped surroundings;
- Performs extreme strenuous and physical labor for extended periods of time under some unfavorable climatic conditions; This can include frequently lifting objects weighing 50 – 100 pounds;
- Performs duties requiring bending, crouching, stooping, climbing, and crawling in buildings or close quarters that may be filled with smoke;
- Ability to operate fire apparatus safely and lift and operate firefighting equipment;
- Perform patient assessment and provide appropriate Basic Life Support (BLS) medical services.



OTHER REQUIRED KNOWLEDGE AND DUTIES:

- Knowledge of the City of Pigeon Forge and Sevier County Geographic Region;
- Knowledge of the City of Pigeon Forge City Ordinances;
- Knowledge of the City of Pigeon Forge Employee Handbook Rules and Regulation;
- Knowledge of the City of Pigeon Forge Fire Department Policies, Procedures and Guidelines and the ability to comprehend, interpret, and apply regulations, procedures, and other related information;
- Knowledge of fire prevention and State and City regulations as applied to fire fighting and prevention;
- Knowledge of Basic Life Support (BLS);
- Knowledge of firefighting equipment and its intended uses;
- Ability to use Microsoft programs, social media, and typing and editing skills; this may include the use of modern office machinery;
- Ability to read, understand, and follow oral and written instruction;
- Ability to write required and necessary forms; paperwork must be in proper format including proper punctuation, spelling, and grammar;
- Ability to establish and maintain an effective working relationship with the departmental supervisory staff, co-workers, administrative staff, city commissioners, city departmental supervisory staff, employees and the general public;
- Ability to learn to operate a variety of firefighting equipment such as fire pump, fire hydrant, hydraulic tools, hand tools, power equipment; etc;
- Ability to learn to operate large fire trucks and various fire equipment safely; this includes driving skills;
- Ability to operate departmental radio communications;
- Ability to physically function at extreme heights and in close quarters;
- Ability to react in a timely manner in taking a different course of action that may become necessary in an emergency situation for the completion of an assigned task;
- Ability to learn and understand basic to complex principles and techniques and to use independent judgment in the absence of the shift supervisor;
- Ability to acquire knowledge of topics related to the job of a firefighter;
- Participates in routine cleaning and maintenance of washing and drying of fire hoses;
- Participates in annual hose testing that involves unloading and reloading of fire hose;
- Performs general maintenance work, cleaning and maintaining the fire station(s) which includes the sleeping quarters and other premise areas of the fire departments property, including washing walls, floors, windows, painting , and minor repairs of fire apparatus and fire equipment;
- Participates in required educational and training programs conducted by the Fire Department Training Officer and/or other Administrative Staff Officer or other outside creditable agency;
- Participates in flow testing of fire hydrants which involves taking caps off of hydrants and opening up the hydrant and checking water flow;
- Perform all other work duties/tasks as required.



EQUIPMENT:

The employee will be required to operate the following firefighting and emergency medical equipment - nozzles, hoses, self-contained breathing apparatus, power saws and other power tools, generators, and other various apparatuses and equipment. The employee will be required to operate computers, radios, fax machine, copier, and other small office equipment as needed to perform the duties of the job.

WORK ENVIRONMENT:

Work is performed both indoors and outdoors. Work is performed in adverse environmental conditions requiring the use of firefighting protective equipment and apparatus, including self-contained breathing apparatus. Work is performed in all types of extreme weather conditions, extreme uncontrolled temperatures, including extreme heat involving smoke, hazardous chemicals, and falling debris and/or materials not to exclude large building structures. The employee will frequently be exposed to life threatening situations due to the uncontrolled nature of the position. The employee will frequently be exposed and subjected to a high volume of stress related emergency situations and must be able to adapt under these conditions.

PHYSICAL DEMANDS:

- Ability to pass a baseline post offer job physical to include a musculoskeletal screening together with a negative drug test result.
- Knowledge to carry out the physical demands of job duties of Firefighter/Paramedic including but not limited to the following –
 - (1) Ability to lift objects weighing 50-100 pounds, at times this may require exerting excess of 100 lbs;
 - (2) Ability to move and/or carry objects or materials by walking, stooping, and/or reaching;
 - (3) Must possess a good perception of smell/odors;
 - (4) Ability to kick, push, pull, climb, bend, crouch, and/or crawl during high stress situations;
 - (5) Must possess good depth perception,
 - (6) Must be able to follow written and/or oral communications;
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OTHER PHYSICAL DEMANDS:

- Ability to pass an annual firefighter physical to include a musculoskeletal screening by a licensed physician contracted by the city;
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- Ability to work in smoke filled areas;
- Ability to climb ladders to extended/extreme heights;
- Ability to work in close quarters possibly filled with smoke and in extreme temperatures;
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City of Pigeon Forge Fire Department
Policies and Procedures
Job Descriptions

RESIDENCE REQUIREMENT:

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PFFD Station #1
3229 Rena Street
Pigeon Forge, TN 37863

PFFD Station #2
2553 Veterans Boulevard
Pigeon Forge, TN 37863

EDUCATION AND QUALIFICATIONS:

- Graduation from a High School or equivalent;
- Must have and maintain a valid Tennessee Driver License;
- Must be a citizen of the United States;
- Must pass a baseline physical which includes a musculoskeletal screening by a licensed physician contracted by the city;
- Must have a negative drug test result;
- Must be a licensed Advanced Emergency Medical Technician and maintain certification with the State of Tennessee Department of Health by **December 31, 2016**;
- Must have the satisfactory completion of a driving history check;
- Must not have been convicted of or plead guilty to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, liquor or controlled substances;
- Must possess a standing of good, creditable, and moral character that is accepted among the community in which his or her peers reside which will be suitable and acceptable for serve as a Pigeon Forge Firefighter/EMT-IV;
- Must possess a live fire training certificate from the Tennessee State Fire School or Tennessee State Fire and Codes Enforcement Academy;
- Must successfully complete the following additional Tennessee Fire Academy Courses and Tennessee Commission Certification to be completed within three (3) year of hired date:
 1. Tennessee Fire Commission Firefighter II
 2. Tennessee Fire and Codes Enforcement Academy Pump Levels I, II, and III



APPEARANCE:

- The City of Pigeon Forge Fire Department expects the fire department staff, including volunteer staff members, to appear in both appearance and demeanor in a manner consistent with the City of Pigeon Forge standards at all times;
- An employee with the City of Pigeon Forge Fire Department is expected to come to work clean, neat, and well groomed and with an appearance that will be satisfactory and appealing to not only the Fire Chief but to the general public;
- Any time the Fire Chief, Captain, Lieutenant, City Manager, and/or Assistant City Manager is unsatisfied with the professional appearance when the employee reports to work, the employee may be dismissed from their work shift due to unsatisfactory conditions surrounding his or her appearance. This can be but not limited to the condition of clothes, hygiene, hair, etc.;
- More detailed and specific guidelines are in the City of Pigeon Forge Fire Department Policies, Procedures, and Guidelines;
- The duties described in this Job Description are to illustrate the various duties to be performed by a City of Pigeon Forge Firefighter;
- When necessary, management may assign employees additional duties not described in this Job Description;
- This Job Description does not constitute an employment agreement between the employee and the employer;
- This Job Description may be changed and/or updated as deemed necessary by the City of Pigeon Forge.



City of Pigeon Forge Fire Department
Policies and Procedures
Job Descriptions

Title: Full Time – Firefighter, Advanced EMT
Original Author: City of Pigeon Forge Human Resources
Author: PFFD, Tony Watson
Product Create Date: 29 October 2014
Revision Dates: 4 November 2014
Type: Job Description

DEFINITION:

Performs public safety work by providing all hazard fire suppression services by extinguishing and preventing fires, and protects life and property in emergency fire and medical situations. Performs other related duties as required by the shift captain, shift lieutenant and/or other chief administrative officers of the department. All work is performed under close supervision of the assigned shift leader.

ESSENTIAL FUNCTIONS:

- Responds to emergency calls for fire, medical, and other emergency situations including removing individuals from dangerous and hazardous situations;
- Performs all activities necessary to combating, suppressing, and extinguishing fires and the protection of life and property;
- Assesses emergency medical problems by removing persons in danger, and performs prescribed treatment as outlined and authorized under the Tennessee Division of Emergency Medical Service (EMS) Guidelines;
- Responds to fire alarms, connects hoses, holds various types of nozzles, and directs water streams;
- Gains access to premises for firefighting, rescue, and salvage operations;
- Uses fire extinguishers, bars, hooks, various types of power saws, and other fire ground equipment;
- Positions and climbs ladders to gain access to upper levels of buildings;
- Performs salvage operations such as throwing covers, removing water, and removing debris;
- Carries a charged hose line into structures for fire containment and extinguishment;
- Participates in fire drills and attends training classes in firefighting, first-aid, and other related subjects;
- Performance of hazardous tasks under emergency situations which may involve extreme exertion under conditions such as smoke and cramped surroundings;
- Performs extreme strenuous and physical labor for extended periods of time under some unfavorable climatic conditions; This can include frequently lifting objects weighing 50 – 100 pounds;
- Performs duties requiring bending, crouching, stooping, climbing, and crawling in buildings or close quarters that may be filled with smoke;
- Ability to operate fire apparatus safely and lift and operate firefighting equipment;
- Perform patient assessment and provide appropriate Basic Life Support (BLS) medical services.



OTHER REQUIRED KNOWLEDGE AND DUTIES:

- Knowledge of the City of Pigeon Forge and Sevier County Geographic Region;
- Knowledge of the City of Pigeon Forge City Ordinances;
- Knowledge of the City of Pigeon Forge Employee Handbook Rules and Regulation;
- Knowledge of the City of Pigeon Forge Fire Department Policies, Procedures and Guidelines and the ability to comprehend, interpret, and apply regulations, procedures, and other related information;
- Knowledge of fire prevention and State and City regulations as applied to fire fighting and prevention;
- Knowledge of Basic Life Support (BLS);
- Knowledge of firefighting equipment and its intended uses;
- Ability to use Microsoft programs, social media, and typing and editing skills; this may include the use of modern office machinery;
- Ability to read, understand, and follow oral and written instruction;
- Ability to write required and necessary forms; paperwork must be in proper format including proper punctuation, spelling, and grammar;
- Ability to establish and maintain an effective working relationship with the departmental supervisory staff, co-workers, administrative staff, city commissioners, city departmental supervisory staff, employees and the general public;
- Ability to learn to operate a variety of firefighting equipment such as fire pump, fire hydrant, hydraulic tools, hand tools, power equipment; etc;
- Ability to learn to operate large fire trucks and various fire equipment safely; this includes driving skills;
- Ability to operate departmental radio communications;
- Ability to physically function at extreme heights and in close quarters;
- Ability to react in a timely manner in taking a different course of action that may become necessary in an emergency situation for the completion of an assigned task;
- Ability to learn and understand basic to complex principles and techniques and to use independent judgment in the absence of the shift supervisor;
- Ability to acquire knowledge of topics related to the job of a firefighter;
- Participates in routine cleaning and maintenance of washing and drying of fire hoses;
- Participates in annual hose testing that involves unloading and reloading of fire hose;
- Performs general maintenance work, cleaning and maintaining the fire station(s) which includes the sleeping quarters and other premise areas of the fire departments property, including washing walls, floors, windows, painting , and minor repairs of fire apparatus and fire equipment;
- Participates in required educational and training programs conducted by the Fire Department Training Officer and/or other Administrative Staff Officer or other outside creditable agency;
- Participates in flow testing of fire hydrants which involves taking caps off of hydrants and opening up the hydrant and checking water flow;
- Perform all other work duties/tasks as required.



EQUIPMENT:

The employee will be required to operate the following firefighting and emergency medical equipment - nozzles, hoses, self-contained breathing apparatus, power saws and other power tools, generators, and other various apparatuses and equipment. The employee will be required to operate computers, radios, fax machine, copier, and other small office equipment as needed to perform the duties of the job.

WORK ENVIRONMENT:

Work is performed both indoors and outdoors. Work is performed in adverse environmental conditions requiring the use of firefighting protective equipment and apparatus, including self-contained breathing apparatus. Work is performed in all types of extreme weather conditions, extreme uncontrolled temperatures, including extreme heat involving smoke, hazardous chemicals, and falling debris and/or materials not to exclude large building structures. The employee will frequently be exposed to life threatening situations due to the uncontrolled nature of the position. The employee will frequently be exposed and subjected to a high volume of stress related emergency situations and must be able to adapt under these conditions.

PHYSICAL DEMANDS:

- Ability to pass a baseline post offer job physical to include a musculoskeletal screening together with a negative drug test result.
- Knowledge to carry out the physical demands of job duties of Firefighter/Paramedic including but not limited to the following –
 - (1) Ability to lift objects weighing 50-100 pounds, at times this may require exerting excess of 100 lbs;
 - (2) Ability to move and/or carry objects or materials by walking, stooping, and/or reaching;
 - (3) Must possess a good perception of smell/odors;
 - (4) Ability to kick, push, pull, climb, bend, crouch, and/or crawl during high stress situations;
 - (5) Must possess good depth perception,
 - (6) Must be able to follow written and/or oral communications;
 - (7) Must possess good hearing and visual form perception for height, length, width, shape, and weight including color perception, texture perception, and height perception. Accuracy is required.

OTHER PHYSICAL DEMANDS:

- Ability to pass an annual firefighter physical to include a musculoskeletal screening by a licensed physician contracted by the city;
- Ability to pass an OSHA/SCBA Mask Fit Test, annually;
- Ability to work in smoke filled areas;
- Ability to climb ladders to extended/extreme heights;
- Ability to work in close quarters possibly filled with smoke and in extreme temperatures;
- Physical ability to wear a complete set of heavy protective clothing which includes a self-contained breathing apparatus for extended periods of time and in extremely uncontrolled hot temperature and hazardous conditions.



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RESIDENCE REQUIREMENT:

Employee must reside in Sevier County no further than 15 road miles from the Pigeon Forge Fire Station # 1 or Pigeon Forge Fire Station #2 within six (6) month of hired date. The stations are located at:

PFFD Station #1
3229 Rena Street
Pigeon Forge, TN 37863

PFFD Station #2
2553 Veterans Boulevard
Pigeon Forge, TN 37863

EDUCATION AND QUALIFICATIONS:

- Graduation from a High School or equivalent;
- Must have and maintain a valid Tennessee Driver License;
- Must be a citizen of the United States;
- Must pass a baseline physical which includes a musculoskeletal screening by a licensed physician contracted by the city;
- Must have a negative drug test result;
- Must be a licensed Advanced Emergency Medical Technician (AEMT) and maintain certification with the State of Tennessee Department of Health;
- Must have the satisfactory completion of a background check;
- Must have the satisfactory completion of a driving history check;
- Must not have been convicted of or plead guilty to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, liquor or controlled substances;
- Must possess a standing of good, creditable, and moral character that is accepted among the community in which his or her peers reside which will be suitable and acceptable for serve as a Pigeon Forge Firefighter/AEMT;
- Must possess a live fire training certificate from the Tennessee State Fire School or Tennessee State Fire and Codes Enforcement Academy;
- Must successfully complete the following additional Tennessee Fire Academy Courses and Tennessee Commission Certification to be completed within three (3) year of hired date:
 1. Tennessee Fire Commission Firefighter II
 2. Tennessee Fire and Codes Enforcement Academy Pump Levels I, II, and III



APPEARANCE:

- The City of Pigeon Forge Fire Department expects the fire department staff, including volunteer staff members, to appear in both appearance and demeanor in a manner consistent with the City of Pigeon Forge standards at all times;
- An employee with the City of Pigeon Forge Fire Department is expected to come to work clean, neat, and well groomed and with an appearance that will be satisfactory and appealing to not only the Fire Chief but to the general public;
- Any time the Fire Chief, Captain, Lieutenant, City Manager, and/or Assistant City Manager is unsatisfied with the professional appearance when the employee reports to work, the employee may be dismissed from their work shift due to unsatisfactory conditions surrounding his or her appearance. This can be but not limited to the condition of clothes, hygiene, hair, etc.;
- More detailed and specific guidelines are in the City of Pigeon Forge Fire Department Policies, Procedures, and Guidelines;
- The duties described in this Job Description are to illustrate the various duties to be performed by a City of Pigeon Forge Firefighter;
- When necessary, management may assign employees additional duties not described in this Job Description;
- This Job Description does not constitute an employment agreement between the employee and the employer;
- This Job Description may be changed and/or updated as deemed necessary by the City of Pigeon Forge.



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Title: Full Time – Firefighter, Paramedic
Original Author: City of Pigeon Forge Human Resources
Author: PFFD, Tony Watson
Product Create Date: 1 March 2007
Revision Dates: 12 September 2012, 4 November 2014
Type: Job Description

DEFINITION:

Performs public safety work by providing all hazard fire suppression services by extinguishing and preventing fires, and protects life and property in emergency fire and medical situations. Performs other related duties as required by the shift captain, shift lieutenant and/or other chief administrative officers of the department. All work is performed under close supervision of the assigned shift leader.

ESSENTIAL FUNCTIONS:

- Responds to emergency calls for fire, medical, and other emergency situations including removing individuals from dangerous and hazardous situations;
- Performs all activities necessary to combating, suppressing, and extinguishing fires and the protection of life and property;
- Assesses emergency medical problems by removing persons in danger, and performs prescribed treatment as outlined and authorized under the Tennessee Division of Emergency Medical Service (EMS) Guidelines;
- Responds to fire alarms, connects hoses, holds various types of nozzles, and directs water streams;
- Gains access to premises for firefighting, rescue, and salvage operations;
- Uses fire extinguishers, bars, hooks, various types of power saws, and other fire ground equipment;
- Positions and climbs ladders to gain access to upper levels of buildings;
- Performs salvage operations such as throwing covers, removing water, and removing debris;
- Carries a charged hose line into structures for fire containment and extinguishment;
- Participates in fire drills and attends training classes in firefighting, first-aid, and other related subjects;
- Performance of hazardous tasks under emergency situations which may involve extreme exertion under conditions such as smoke and cramped surroundings;
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- Performs duties requiring bending, crouching, stooping, climbing, and crawling in buildings or close quarters that may be filled with smoke;
- Ability to operate fire apparatus safely and lift and operate firefighting equipment;
- Perform patient assessment and provide appropriate Advanced Life Support (ALS) medical services.



OTHER REQUIRED KNOWLEDGE AND DUTIES:

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- Knowledge of Advanced Life Support (ALS);
- Knowledge of firefighting equipment and its intended uses;
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- Ability to acquire knowledge of topics related to the job of a firefighter;
- Participates in routine cleaning and maintenance of washing and drying of fire hoses;
- Participates in annual hose testing that involves unloading and reloading of fire hose;
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- Must be a citizen of the United States;
- Must pass a baseline physical which includes a musculoskeletal screening by a licensed physician contracted by the city;
- Must have a negative drug test result;
- Must be a licensed Paramedic and maintain certification with the State of Tennessee Department of Health;
- Must have the satisfactory completion of a background check;
- Must have the satisfactory completion of a driving history check;
- Must not have been convicted of or plead guilty to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, liquor or controlled substances;
- Must possess a standing of good, creditable, and moral character that is accepted among the community in which his or her peers reside which will be suitable and acceptable for serve as a Pigeon Forge Firefighter/Paramedic;
- Must possess a live fire training certificate from the Tennessee State Fire School or Tennessee State Fire and Codes Enforcement Academy;
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