

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085
O&M AGREEMENT CANDIDATE POOL
ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML250906**

OPENING DATE: 11 September 2025

CLOSING: 11 November 2025

LOCATION: Base Civil Engineering, 130th Airlift Wing, Charleston, West Virginia

JOB TITLE: Firefighter: Firefighter: This (Recruitment) will be used to establish a list of qualified candidates to fill the current vacancy and may be used to fill future vacancies due to military operations and personnel shortages.

SALARY: Probationary Firefighter (3E731/51) Range \$42,738 - \$65,024 **ANNUALLY** Firefighter school provided, a 24 month service commitment is required.

MILITARY MEMBERSHIP: Military membership will receive priority, but currently accepting civilians to fill vacancies due to military deployments. Position will be filled by a member of the West Virginia National Guard assigned to Fire Emergency Services; the individual must be/or become a member as condition of employment, however civilians are eligible to apply and military membership will not be a condition. Employment will be terminated if there are no personnel shortages due to military operation or deployment.

GENERAL DESCRIPTION OF WORK: Individual performs firefighting, rescue, salvage, fire prevention and other fire protection operations for the protection operations of base facilities, equipment and personnel.

MAJOR DUTIES AND QUALIFICATION REQUIREMENTS: A review of the major duties and necessary qualifications are attached for our information.

EVALUATION SKILLS: (1) Experience; (2) Training; (3) Education.

POSTING: This announcement will be posted on all bulletin boards for the duration of the announcement period. Additional copies of this announcement and the position description may be obtained at Base Civil Engineering.

SPECIAL REQUIREMENTS:

1. POSITION IS CONTINGENT UPON RECEIPT OF CONTINUED DEPARTMENT OF DEFENSE FUNDING.
2. THIS POSITION FALLS UNDER THE WEST VIRGINIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS).
3. CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. WVMA is an Equal Opportunity Organization.
4. EMPLOYMENT SUBJECT TO FAVORABLE SECURITY AND BACKGROUND CHECK.
5. **A PRE-EMPLOYMENT DRUG SCREEN IS MANDATORY.**

TITLE: PROBATIONARY FIREFIGHTER

PAY GRADE: TBD

- I. **OCCUPATIONAL REQUIREMENTS:** Incumbent subject to uncommon tours of duty, rotational shift assignments. May be required to respond to requests for support from civilian fire departments.
- II. **INTRODUCTION:** This position exists to provide fire protection and related services to personnel and resources of the West Virginia Air National Guard, Army National Guard and Yeager Airport Charleston, WV. Position is 100% federally funded and is considered mission essential. Due to the repetitive nature of normal duties, not knowing when emergency situations will arise, normal duties may not be completed at normally scheduled times. They are to be completed by 1600 hours of that duty day unless otherwise approved by the Assistant Fire Chief. Firefighters receive recurring proficiency training as directed by AFMAN 32-2003 and AFI 32-2001/ANG Supp. 1. Various

training aids and manuals give firefighters adequate training. Work assignments are made on crew basis in rotation. Normal assignments are completed by the day of the week, i.e., Monday-clean vehicles, Tuesday-bunkroom, etc.

III. The following duties, responsibilities and requirements constitute minimum requirements for this position.

IV. DUTIES AND RESPONSIBILITIES:

Works scheduled 48-hour shifts in a variety of duties at the fire station and at the scene of an aircraft crash, fire or other emergencies.

- a. Reports directly to the Crew Chief, Assistant Chief and/or Fire Chief.
- b. Performs inspection and operator maintenance of firefighting vehicles, tools, equipment, protective clothing, and maintains station facilities in a safe, efficient and timely manner following prescribed procedures. Missed scheduled maintenance and inspection procedures could affect performance ratings negatively.
- c. Drives and operates crash/fire rescue vehicles. Operates tools and equipment, controls and extinguishes aerospace vehicle fires. Performs overhaul and salvage operations, airfield patrol surveillance, standbys and fuel spill cleanup. Assists in evacuation of personnel from buildings, protects exposures and positions and operates tools and equipment. Controls and extinguishes structural fires, loads hose and hose load finishes.
- d. Perform building inspections and pre-fire planning; perform maintenance and testing of all building Fire alarm systems, wet and dry pipe sprinkler systems, deluge systems and any other firefighting systems. These duties will be performed IAW prescribed regulations and procedures. Failure to perform the above will reflect negatively on performance evaluation.
- e. Effects entry by normal and emergency means in aircraft and buildings, shut down aircraft engines and systems, performs rescue and administers emergency first aid and CPR if necessary. These duties will be performed efficiently and safely as possible. Failure to perform the above duties is considered unsatisfactory and will affect the performance rating negatively.
- f. Participates in all training, classroom and practical, IAW current regulations and directives, and assists in evaluating training done by other firefighters. More than six missed training classes and/or drills will be considered unsatisfactory and will affect performance ratings negatively.
- g. Performs fire alarm and communications center duties. Alerts firefighting personnel and support agencies, dispatches equipment, and inform personnel of location and nature of fires. Direct all incoming calls to appropriate personnel and take messages. Will operate alarm room IAW AFI 32-2001/ANG Supp.1.
- h. Strictly adhere to policies and regulations IAW the operating instructions of this Fire Department, The State of West Virginia regulations and AFI 32-2001/ANG Supp. 1. Will always conduct himself or herself in a professional manner and always maintain the proper attitude toward the position. Will be on time for all shifts unless leave has been approved or the Assistant Fire Chief has approved the individual being late. Being late for roll call more than twice without approval during the rating period will be considered unsatisfactory and will affect the performance rating negatively.
- i. Must acquire a working knowledge of regulations, directives, operating instructions and standards.
- j. Must acquire a working knowledge of all mission related hazardous materials.
- k. Must be able to make immediate decisions during emergency situations.
- l. Other duties as assigned.

V.

VI. SUPERVISORY CONTROLS:

Reports to the Crew Chief or Assistant Chief for crew assignments.

VII. QUALIFICATIONS:

a. AGE REQUIREMENT:

1. Candidates must be at least 18 years of age at the time of this announcement.

b. MANDATORY:

1. Must be/or complete a State and National EMR course within 36 months of appointment and maintained for continued employment.
2. Must submit to and pass, without exception, initial and annual occupational physicals in accordance with the current edition of NFPA 1582 (Medical Requirements for Firefighters).
3. Candidates will receive psychological evaluations in accordance with the current edition of NFPA 1582 (Medical Requirements for Firefighters).
4. High school diploma or GED equivalent.
5. Qualified personnel are hired in accordance with department needs, State and Federal policy and Affirmative Action Plan.
6. Objectives are met on schedule and special projects are completed as required.
7. Must possess and maintain a state and government vehicle operator's license. Failure to do so could result in dismissal.
8. Must be willing to be tested for communicable diseases and illegal substance consumption. Positive results will result in instant dismissal.
9. 12-month probationary period.

c. OCCUPATIONAL ASSESSMENT:

OCCUPATIONAL ASSESSMENT

The assessment component requires firefighters to complete ten simulated firefighting tasks on obstacle course (circuit) wearing Fitness Clothing with a 50 pound weight vest. In a consecutive manner without stopping and within 10 minutes. The ten tasks are as follows:

Task 1: *One Arm Hose Carry.* Carry one 50-ft section of 3-inch hose 100 feet.

Task 2: *Ladder Raise.* Carry a roof ladder 50 feet and raise it against a wall

Task 3: *Charged Hose Drag.* Drag a charged 1.5-1 ¾ inch hose 100 feet.

Task 4: *First Ladder Climb.* Climb a 24-ft ladder (10 rungs) three times.

Task 5: *High Volume Hose Pull.* Pull a section of 4.5 or 5-inch hose 100 feet hand over hand.

Task 6: *Forcible Entry.* Move a 225lb tire 12 inches using a 10-lb Sledgehammer.

Task 7: *Victim Drag.* Drag a rescue mannequin 100 feet.

Task 8: *Second Ladder Climb.* Climb a 24-ft ladder (10 rungs) twice.

Task 9: *Ladder Lower.* Lower a roof ladder and carry it 50 feet.

Task 10: *Spreader Tool Carry.* Carry an extrication tool (Hurst Tool) 100 feet.

d. DESIRABLE:

1. Completion of a U.S. Air Force Fire Protection Course and have attained the U.S. Air Force AFSC or equivalent.
2. Advanced training in the various facets of firefighting from a qualified IFSAC accredited school.
3. Recommended at least one year experience with military or organized civilian fire department. IFSAC or Pro Board certifications for Firefighter II, Airport Firefighter and HazMat Operations. With a knowledge of characteristics, range, and effectiveness of various extinguishing agents, combustible materials, fire alarm systems, first aid, firefighting apparatus and allied equipment, firefighting and rescue techniques, and other operations peculiar to crash/fire rescue.

HOW TO APPLY: Anyone interested in applying for this position must submit a completed State of West Virginia Application for Employment and resume to: West Virginia Military Authority, Attn. HR – Applications, 1703 Coonskin Drive, Charleston, WV 25311 or email to ng.wv.wvarng.list.ma-hro@army.mil or fax to 304-561-6321.

A copy of the MA Application for Employment can be found at the following web address: <https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

Murray "Gene" Holt II
Director, West Virginia Military Authority