

# SHIFT FIRE PERSONNEL WORK SCHEDULE

SHIFT FIRE PERSONNEL ASSIGNED TO EACH PLATOON WORK AN AVERAGE OF 10-24 HOUR DAYS EVERY MONTH.



## FOUR DAYS ON

"ONE-ON/ONE-OFF" FOR FOUR DUTY DAYS (TUESDAY, THURSDAY, SATURDAY, MONDAY)

## THREE DAYS OFF

NEXT THREE CALENDAR DAYS (TUESDAY, WEDNESDAY, THURSDAY)

## TWO DAYS ON

"ONE-ON/ONE-OFF" FOR TWO DUTY DAYS (FRIDAY, SUNDAY)

## TWO DAYS OFF

NEXT TWO CALENDAR DAYS (MONDAY, TUESDAY)

## ONE DAY ON

ONE DAY ON (WEDNESDAY)

## FIVE DAYS OFF

"NEXT FIVE CALENDAR DAYS (THURSDAY, FRIDAY, SATURDAY, SUNDAY, MONDAY)

# BENEFITS INFORMATION

BY POSITION TYPE & APPOINTMENT STATUS

## TENURED APPOINTMENT

- 11 HOLIDAYS
- VACATION LEAVE (PRORATED IF PART-TIME)
- SICK LEAVE (PRORATED IF PART-TIME)
- CIVIL LEAVE
- MILITARY LEAVE
- LIFE INSURANCE (MANDATORY FOR FULL-TIME EMPLOYEES)
- SHARED LEAVE (AFTER 12 CONSECUTIVE MONTHS OF EMPLOYMENT)
- BEREAVEMENT LEAVE
- EDUCATIONAL LEAVE
- GRIEVANCE RIGHTS
- FAMILY MEDICAL LEAVE (AFTER 1250 HOURS OF SERVICE)
- ALL VOLUNTARY BENEFITS (IF EMPLOYED 20 OR MORE HOURS PER WEEK)

## VOLUNTARY BENEFITS

AVAILABLE TO ALL FULL-TIME AND PART-TIME EMPLOYEES IN PERMANENT POSITIONS, WORKING 20 OR MORE HOURS PER WEEK

- HEALTH INSURANCE
- DENTAL INSURANCE
- LEGAL INSURANCE PROGRAM
- CANCER EXPENSE PLAN
- PERSONAL ACCIDENT EXPENSE
- PERSONAL HOSPITAL INDEMNITY
- PERSONAL SHORT TERM DISABILITY
- FIRE/POLICE CREDIT UNION MEMBERSHIP
- HEALTHCARE FLEXIBLE SPENDING ACCOUNT
- DEPENDENT FLEXIBLE SPENDING ACCOUNT
- EMPLOYED/FAMILY ASSISTANCE PROGRAMS
- DEFERRED COMPENSATION PLAN
- DEFERRED COMPENSATION LOAN PROGRAM
- OPTIONAL LIFE INSURANCE
- DROP RETIREMENT - ONLY AVAILABLE TO FULL-TIME SWORN EMPLOYEES



## DEPARTMENT OF FIRE AND EMERGENCY SERVICES

### Fire Headquarters

201 E. Franklin St.  
Richmond, VA 23219  
804-646-2500

### Website

[https://www.rva.gov/  
fire-emergency-services](https://www.rva.gov/fire-emergency-services)

### Social Media

[facebook.com/rvafire](https://facebook.com/rvafire)  
[instagram.com/richmondfiredept](https://instagram.com/richmondfiredept)

MELVIN D. CARTER  
FIRE CHIEF

# RFD HISTORY AND OVERVIEW

On October 25, 1858, The Richmond Fire Department became a paid municipal department consisting of 6 commanders, 6 foremen, and 90 firefighters, operating 4 engine companies and 2 ladder companies. **Richmond, Virginia's Capital City, is the 5th oldest paid fire department in the country.**

Today, the Richmond Fire Department employs more than 450 professional personnel, which includes Firefighter/EMT & ALS providers, safety & operations staff, fire prevention staff and administrative support staff. A network of 24 companies at 20 fire stations protecting approximately 200,000 residencies throughout the City of Richmond. Among the department's specialized teams are the Hazardous Materials Team, Swift Water & Dive Rescue, Technical Rescue and the Special Operations Team.



## FIRE RECRUIT DESCRIPTION

The purpose of this classification is to train new employees in the basic tenets of fire suppression, emergency medical and other emergency services in a combination of classroom and on-the-job training. While attending the City of Richmond's Fire Training Academy (approx. 6 months). This is a Full-Time, (Monday-Friday) paid competitive salary civilian entry-level position in the Richmond Fire Department.

The Fire Recruit is automatically reclassified as a Firefighter I that will include a 1 year probation period with a new annual salary upon successful completion of the academy to include: completion of the National Registry EMT, VA EVOC, HAZMAT, and Firefighter I & II programs.

### MINIMUM QUALIFICATIONS (NOT ALL INCLUSIVE)

- High School Diploma or GED
- Minimum of 18 years of age to apply
- Valid VA driver's license with no restrictions or the ability to obtain within 30 days of hire
- Cannot have been convicted of any offense (12VAC5-31-910: Criminal or enforcement history) that denies the applicant licensure as an EMT
- Cannot have any punitive discharge from the Military: including Bad Conduct and Dishonorable Discharge from any Military service.



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## RICHMOND FIRE CONTACT INFORMATION

**General Information**  
804-646-2500

**Elmond D. Taylor, Deputy Chief**  
Joshua Underwood, Management Analyst

**Angelia Y. Adediran, Deputy Department Director**  
JeanNate' Brazier, HR Manager  
Jennifer Bradford, Admin Technician

**FIRECAREERS@RVA.GOV**

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The City of Richmond Department of Fire and Emergency Services is an Equal Opportunity/Affirmative Action Employer. If you require special accommodations to proceed, please contact the Richmond Fire Human Resources Division at 804-646-2503