



White Settlement Fire Department
8308 Hanon Drive, White Settlement, Texas 76108
Fire Chief Brandon Logan
Phone (817) 246-1761



Job Description

Job Title: Fire Fighter/EMT
Department: Fire Department
Status: Part-time
Salary Range: \$15/hour

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Performs a wide variety of technical tasks and functions in support of fire suppression, fire prevention, emergency medical services, rescue, and hazardous materials operations; participates in fire prevention programs and educating the public on fire prevention and safety; and performs other technical operations and activities in support of the Fire Department.

ESSENTIAL JOB FUNCTIONS/EXAMPLES OF DUTIES:

Duties include but are not limited to the following:

- Respond to emergency calls related to fire suppression and emergency medical services and operations; provide appropriate services as required; prepare reports regarding emergency incidents as assigned and follows orders under stressful conditions;
- Maintain a state of readiness for immediate emergency response; operate, inspect, repair and perform other technical tasks related to the apparatus and equipment in the Fire Department;
- Perform search and rescue for trapped or injured persons; first aid and life support as necessary; operate numerous types of rescue, emergency and fire suppression equipment as necessary;
- Perform emergency medical duties as designated by state health and regulatory agencies for an Emergency Medical Technician; stabilize acutely ill or injured persons, complete patient reports and other medical related documentation as required;
- Participate in cleaning and maintaining station facilities, living quarters, grounds, equipment and apparatus; ensure that appropriate conditions are maintained at the Fire station;
- Performs assigned duties within scope of authority and training, and according to Department policies and procedures; duties may vary according to job assignment and skill level;
- Participate in a variety of fire prevention operations, activities and programs including training, and equipment operation and maintenance;



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- Perform testing of fire hydrants and fire hoses; conduct residential fire safety inspections; perform pre-fire planning
 - Participates in classes, drills, and training to maintain and upgrade current physical fitness, firefighting, rescue and emergency medical skills, maintain department records and work logs
 - Continuously updates knowledge of City geography, traffic patterns, streets, landmarks, building locations, and special hazards of designated facilities
 - Perform public relations on behalf of the Fire Department including demonstration of fire equipment and apparatus, and participation in other educational programs for various groups and general public; may conduct tours of the station; participate in City special activities as assigned; may be required to instruct public fire prevention and fire safety; and
 - Performs related duties as required or assigned,

REQUIRED QUALIFICATIONS:

Education / Experience License / Certifications:

- Must be at least 18 years of age.
- Must be a U.S. citizen or authorized to work in the U.S.
- High School Diploma or equivalent required.
- Possession of a valid appropriate Texas Class C Driver's License.
- Possession of Texas Commission on Fire Protection Basic Structure Firefighter certification.
- Possession of a current Texas Department of State Health Services Emergency Medical Technician certification.
- American Heart Association certified BLS Provider

Recommended Certifications:

- NIMS- 100, 200, 700 and 800
- Courage To Be Safe
- Traffic Incident Management Program
- Class B driver's license required within 180 days of employment

Physical Conditions:

- Essential and other important duties require maintaining physical condition necessary for adequate physical performance abilities including moderate and heavy lifting;
- Bending, stooping, kneeling, crawling, climbing;
- Ability to run, walk, stand, or sit for prolonged periods of time;
- Ability to operate motorized equipment and assigned vehicles;
- Adequate speech, hearing and eyesight required;



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- Carry, push, pull, drag or hold moderate to heavy weight objects;
 - Strenuous and/ or heavy exertion factors are required to perform this job; and
 - Maintain mental capacity that permits making sound judgments regarding work and have regular attendance.

Candidates will be required to pass a physical ability test along with a written examination and oral interview. Applicants must be able to pass post-offer drug test, physical, criminal background and other appropriate testing.

The City of White Settlement is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of White Settlement will provide reasonable accommodations to qualified individuals with disabilities. All applicants must also take a drug test prior to employment with the City.

Applications may be picked up in person from Station 18 located at 8308 Hanon Dr. White Settlement, TX 76108 (Hours are 8 am. to 5 pm. Monday – Friday).

Completed applications may be submitted in person (same address as listed above) or forwarded to charrell@wstx.us. Applications must include copies of **all required certifications and driver's license.** For any questions, please contact the on-duty Captain.



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APPLICANT INFORMATION

Last Name	First	M. I.	Date		
Street Address				Apartment/Unit #	
City	State		ZIP		
Phone	E-mail Address				
Date Available	Full-time: <input type="checkbox"/>	Part-time: <input type="checkbox"/>	Social Security Number		
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the City of White Settlement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

EDUCATION

High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES

Please list three professional references.

Full Name	Relationship	Company	Phone
Address			
Full Name	Relationship	Company	Phone
Address			
Full Name	Relationship	Company	Phone
Address			



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PREVIOUS EXPERIENCE			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	



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Supplemental Questions

	YES	NO
1. Are you currently certified with TCFP as a Basic Structure Firefighter?		
2. Do you have a valid state of Texas EMT or Paramedic certification and BLS/ALS?		
3. Have you completed Courage to be Safe?		
4. Have you completed Traffic Incident Management?		
5. Have you completed NIMS 100, 200, 700, and 800?		
6. Do you currently have a valid Texas Class B Driver's License?		
7. Do you have a High School Diploma or equivalent?		
8. Any additional information we should know?		

Please attach copies of your Driver's License, EMT/Paramedic Certification, CPR card, Courage to be Safe, Traffic Incident Management, NIMS 100, 200, 700, and 800, and TCFP certifications.



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DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to a career opportunity, I understand that false or misleading information in my application or interview may result in my release. I also understand that I am required to abide by all rules and regulations of the City of White Settlement and the White Settlement Fire Department.

I authorize the investigation of all statements contained in this application as may be necessary in arriving at a decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law; any employment relationship with this organization is "at will," which means that the employee may resign at any time and the City of White Settlement may discharge the employee at any time with or without cause. It is further understood that this "at will" relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such in writing.

I hereby understand that I am an employee of the City of White Settlement.

This application shall be considered active for a period not to exceed 90 days. Any applicant wishing to be considered for a Firefighter position beyond this point shall inquire as to whether applicants are being accepted at that time.

I further understand that all information and/or documents that I may encounter while an employee for the City is of a confidential nature and I am not permitted to discuss such information with anyone other than the appropriate supervisors or City administration.

Signature

Date



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Authorization to Release Information

To whom it may concern,

I _____, hereby request and authorize you to furnish the White Settlement Fire Department with all information they may request concerning my work record, education history, military record, criminal record, general reputation, and past and present medical condition. This authorization is specifically intended to include all information of a confidential or privileged nature as well as photocopies of such information, if requested. This information will be used in determining my eligibility as a Firefighter for the City of White Settlement.

I hereby release you and your organization from all liabilities, which could result from furnishing this information requested above or from any subsequent information in determining my qualification to serve as a Firefighter for the City of White Settlement.

Signed: _____

Dated: _____