



Keller Fire Department

Entrance Exam Scheduled for April 7, 2022

HIRING FOR FIREFIGHTER/PARAMEDIC, FIREFIGHTER/EMT OR PARAMEDIC

Apply at www.cityofkeller.com/jobs

An entrance examination is scheduled for the Keller Fire Department on Thursday, April 7, 2022 starting at 9:00 a.m. Applicants must arrive with enough time to register. Applicants must present their driver's license or another form of identification in order to test.

Testing Location

Keller Town Hall, 2nd Floor, Room 212
1100 Bear Creek Pkwy
Keller, TX 76248

Testing Process

Candidates will take a 100 question written exam and must successfully pass the exam with a score of 70 or better in order to move forward in the hiring process. The physical ability test (Row Test) will follow the written exam.



Applicant Requirements

Applicants must meet one (1) of the three (3) requirements listed below:

- Texas Paramedic certification, AND Texas Firefighter certification, **OR**
- Texas EMT certification, AND Texas Firefighter certification, **OR**
- Texas Paramedic certification
 - *Applicants within three (3) months of completing a Paramedic certification are encouraged to apply. Proof on enrollment required.*
 - *Preference maybe given to candidates who hold Firefighter and Paramedic certifications*

Keller FD Schedule and Pay Plan

Keller Firefighters work 48 hours on/96 hours off schedule. The annual salaries displayed on the Pay Plan are based on 2,912 work hours during the year. In compliance with the Texas Local Government Code and Fair Labor Standards Act overtime rates apply for hours worked in excess of 212 hours in each 28-day work period.

Firefighter/EMT		
	Hourly	Annual
Step 1	\$20.52	\$ 59,754.24
Step 2	\$20.93	\$ 60,948.16
Step 3	\$21.35	\$ 62,171.20
Step 4	\$21.77	\$ 63,394.24
Step 5	\$22.21	\$ 64,675.52

Firefighter/Paramedic or Paramedic		
	Hourly	Annual
Step 1	\$21.60	\$ 62,899.20
Step 2	\$22.03	\$ 64,151.36
Step 3	\$22.47	\$ 65,432.64
Step 4	\$22.92	\$ 66,743.04
Step 5	\$23.38	\$ 68,082.56
Step 6	\$23.85	\$ 69,451.20
Step 7	\$24.32	\$ 70,819.84
Step 8	\$24.81	\$ 72,246.72
Step 9	\$25.31	\$ 73,702.72
Step 10	\$25.81	\$ 75,158.72
Step 11	\$26.33	\$ 76,672.96
Step 12	\$26.86	\$ 78,216.32
Step 13	\$27.39	\$ 79,759.68

The City of Keller is an Equal Opportunity Employer.

If you need an accommodation, please call the Human Resources Department at (817) 743-4040.



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Recruitment List

A recruitment list will be created as a result of this exam. The recruitment list will be in effect for a period of one (1) year from the date of the exam unless exhausted earlier.

Hiring Process

- **Apply Online:** Candidates must apply on The City of Keller's website and submit certifications. www.cityofkeller.com/jobs
- **Deadline to Apply and Proof of Certification:** Applicants must attach Texas Commission on Fire Protection Firefighter certification (if applicable) and Texas Department of State Health Services EMT or Paramedic certification to their application. Applicants must submit their applications and proof of certification through the City of Keller website by Monday, April 4, 2022.
- **Complete Personal History Statement (PHS):** It is encouraged that the PHS be turned in on the test date. Candidates **must** complete and turn in the PHS by Friday, April 15, 2022. The PHS must be turned in to City of Keller's Human Resources Department by 5:00 p.m. on Friday, April 15, 2022. Human Resources is located at Keller Town Hall located at 1100 Bear Creek Pkwy, Keller, TX 76248 on the 2nd Floor. The PHS must be notarized. Notaries are available at Town Hall. Applicants must submit appropriate documentation. Missing documentation must be justified in written format. Transcripts can be emailed to jhuntley@cityofkeller.com
 - Download Personal History Statement (PHS) [HERE](#).
- **Attire:** Applicants must be prepared to take physical agility examination and should wear appropriate athletic clothing for physical testing conditions.
- **Written Examination:** Candidates will have 2 hours to complete the written examination. It will consist of 100 multiple-choice questions. Pencils will be provided. Applicants must obtain a passing score of 70% or higher.
 - Study Guide: A study guide is available for purchase [HERE](#).
- **Physical Agility Test (Row Test):** Candidates must successfully pass a Row Test. The Row Test will be held directly after the written examination. The rowing test is designed to determine the overall fitness level of an applicant. All applicants must pass the physical agility test on the *Concept2 Rower* at the percentile calculated by the Texas Department of Public Safety that relates to the most current data set obtained from the Keller Fire Department.



The applicant's target time will be set according to their age, weight and gender on the day of the exam. Applicants not passing the entrance physical test on the Concept2 Rower will not be allowed to continue through the hiring process. The Department's physical ability test consists of rowing 2000 meters on a Concept2 Rower with the damper set at level "5". Applicants cannot put their feet on the ground until they are finished.

Applicants should view this video tutorial on how to use the rower. Applicants should also access the VO2 Max Time calculator which will indicate their target time. Applicants will be encouraged to prepare for

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the exam by training on the Concept2 Rower which is available at local gyms, recreation centers and fitness facilities.

The hyperlink below is for the Concept2 Rower's website where information about using the rower and technique videos are available.

<http://www.concept2.com/indoor-rowers/training/technique-videos>

Applicants can determine their target time by entering Gender, Weight and Age Range in the [VO2 Max Calculator](#).

- **Preliminary Interview and PHS Review:** Candidates must pass a preliminary interview and review of their Personal History Statement (PHS).
- **Oral Board Interview:** Candidates must pass an interview board consisting of members of the Fire Department of different ranks.
- **Fire Chief's Interview:** Candidates must pass an interview with the Fire Chief.
- **Pre-Employment Process:** Following a conditional job offer, the candidate must successfully pass all of the following:
 - background investigation
 - polygraph examination
 - psychological evaluation
 - fit-for-duty physical, ergonomic physical, & drug screen
- **Duration of Hiring Process:** The hiring process may last approximately 6-8 weeks after the posting announcement close date.
- **Re-Application Period:** All candidates are welcome to apply for any currently posted job opportunity at any time.



Job Description (Firefighter/Paramedic)

Under direct supervision of a Fire Captain or other higher-ranking officer, the incumbent performs fire suppression and prevention, emergency medical services, rescue, and salvage duties. Incumbent must work within the guidelines set forth in the departmental standard operating procedures (SOP's), regulations, and medical protocols, while working on routine assignments and emergency incidents.

Essential Job Functions:

1. Answer fire, rescue, medical, and other emergency calls.
2. Perform all tasks associated with basic firefighting which include, but are not limited to: carrying hoses and connecting to water supplies, setting up and climbing ladders, applying water and chemical streams, ventilating buildings, participating in salvage operations, performing rescue duties on the fire ground and accident scene, and administering basic life support.
3. Take charge of patient care in emergency medical situations requiring paramedic training and communication with medical experts.
4. Perform maintenance on the fire station, fire apparatus and equipment.
5. Maintain and upgrade certifications by attending various training courses.

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6. Memorize district and facilities within district, streets, hydrants, sprinkler connections, and Fire Department Key Boxes.
7. Prepare various written reports.
8. Participate in physical fitness training exercises to meet and maintain required fitness for the job as established by the department.
9. Receive training to drive and operate fire apparatus and equipment.
10. Drive ambulance and fire apparatus, as needed and if qualified.

Other Functions:

1. Conduct public education programs, fire inspections, and pre-fire planning activities.
2. Clean and care for fire station house and supplies by making daily equipment checks, testing fire hydrants and hoses, conducting water flow analyses, maintaining files and records, and performing other related tasks.
3. Assume duties of the next higher rank in the absence of the immediate supervisor.
4. Perform other duties as required.

Work Environment:

Incumbent may be exposed to serious physical dangers and all weather and temperature extremes. May work under stressful conditions demanding a great deal of physical strength and agility and mental alertness and concentration. When not engaged in emergency operations, incumbent works under more normal conditions. Firefighter is required to wear and use prescribed safety gear and follow department safety regulations and policies. Incumbent normally assigned to a rotating shift of 24 hours on duty followed by 48 hours off duty, however some overtime may be required.



Physical Demands:

While performing the duties of this job, the employee may be required to grasp, handle, lift and carry up to 30 pounds constantly, 65 pounds frequently. Employee may occasionally be required to grasp, handle, lift, carry and/or drag in excess of 200 pounds.

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