MINERAL WELLS FIRE DEPT.

Position: Fire Lieutenant/Paramedic

Mineral Wells Fire/EMS is seeking to hire a Full time Fire Lieutenant/Paramedic. MWFD responds to all emergencies within our response area of 147 square miles. MWFD ran 3800+ calls in 2022. We are staffed daily with 9 firefighters with minimal staffing of 8. Our firefighters are trained in various rescue disciplines including Confined, Trench, Swiftwater etc. MWFD runs on a 48/96 schedule. MWFD is also a member of EMTF-2 which allows us to be a part of our regional strike team and assist with emergencies throughout the state.

Process:

- Submit application and resume by noon on June 09, 2023
- Application can be submitted in person to Anglea Carter at 115 S.W. 1st St. Mineral Wells, Tx 76067 or emailed to acarter@mineralwellstx.gov
- All qualified applicants will be notified via phone or email of testing materials and be given 90 days to study for the exam.
- Test will be Sept 07, 2023 at 09:00 at the Steve Perdue Training Center located at 300 S. Oak Ave. Mineral Wells, Tx 76067
- Panel Interviews will be at a date and time TBD

211 SW 1st Avenue Mineral Wells, Texas 76067
Office (940) 328-7791 Fax (940) 328-7731

City of Mineral Wells

JOB TITLE: FIRE/EMS Lieutenant/Paramedic (NON-EXEMPT)

DEPARTMENT: FIRE/EMS

FULL TIME: YES **Date revised:** 05/11/2023

JOB SUMMARY: Under the general direction of a Fire Captain or any ranking officer. Exercises direct supervision over assigned personnel; assist in the development and implementation of a comprehensive fire suppression, prevention, inspection, and emergency medical services program; and to coordinate and participate in fire suppression, prevention, emergency medical, and investigative activities as assigned; directly responsible for the operation of their assigned company in fire suppression, rescue and emergency medical services activities; and related work as required.

Essential **Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Reads, interprets, implements and enforces State, City and Mineral Wells Fire EMS policies, procedures, codes, rules and regulations.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies and procedures.
- Directs, assigns and manages personnel and physical resources under their supervision.
- Promotes and practices safety in all aspects of the work environment.
- Evaluates assigned personnel under direct supervision.
- Participate in the training, motivation, and evaluation of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies (coaching and counseling); recommends and/or implements discipline as appropriate.
- Implements and/or participates in the Incident Command System during emergency/incident operations.
- Maintains and/or assigns Accountability during emergency/incident operations.
- Follows SOP 400-8.3 known as two in two out.
- Directs, coordinate and participates in the work plan and schedules for assigned programs; meet with company personnel to identify and resolve problems; assign work activities and projects; monitor workflow; review and

evaluate work products, methods and procedures.

- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement approved improvements.
- Oversee Fire Department and Emergency Medical Services responses and direct personnel in emergency situations; ensure that personnel and equipment are ready for emergency response.
- Inspect vehicles, equipment, and apparatus; perform maintenance and minor repair work; identify the need for major repairs; maintain records of maintenance and overhauls.
- Coordinate the maintenance and repair of fire suppression, rescue, and emergency medical services equipment and facilities.
- Coordinate fire prevention activities, including pre-fire planning within the Mineral Wells Fire EMS department, inspect buildings to ensure compliance with codes and regulations (TCFP certification required).
- Assists in scheduling of shift personnel in proper fire, rescue, and EMS training and certification programs.
- Responsible for the accuracy and completeness of assigned shift fire/EMS records and reports.
- Supervises and directs all activities of shift personnel in response to calls for service and directs fire suppression, rescue and salvage operations until relieved by a higher ranking officer.
- Responds to emergency and non-emergency operations within the city as needed.
- Maintain operating efficiency levels of assigned personnel. Insure readiness for operations of manpower and equipment.
- Conducts routine fire cause investigation. (TCFP cause and origin certificate necessary)
- Maintain appropriate uniform and personal hygiene.
- Must not presently pose a threat to the health and safety of self or others.
- May act in a higher capacity as Fire Captain and will be expected to perform all required and related duties for that rank.
- Supervises and assist the laying of hoses, raising and placing of ladders, direction of water streams, ventilation of buildings, rescue of persons, placing of salvage covers, and cleanup operations. Also supervises the coordination and implementation of procedures conducted by subordinates at other types of emergencies.
- Prepares accurate reports and records concerning station personnel, incidents, activities and equipment.
- When necessary, and under the direction of a ranking officer, exercise judicious authority and assertiveness at the scene of incidents to secure and preserve life safety, achieve incident stabilization and ensure property conservation.

- Conduct inspections, investigations, and safety education programs.
- Responds to complaints from the public/citizens or other City of Mineral Wells employees.
- Assist with the scheduling and management of shift personnel's vacation and holiday time off.

OTHER JOB FUNCTIONS:

- Issue burn permits.
- Provide Public Education in a variety of settings.
- Ability to operate computers, including ESO, EHR, word processing and spreadsheet software.
- Customer service
- Performs other duties as required by the Fire Chief.
- Customer Service.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:

- Graduation from high school or GED equivalent.
- Intermediate Firefighter Certificate issued by the Texas Commission on Fire Protection
- Paramedic Certificate issued by the Texas Department of State Health Services
- Texas Commercial Driver License Class B (CDL) or CDL exempt.
- Fire Inspector, Instructor - EMS and/or Fire, Driver Operator, Company Officer I, Safety Officer. These Texas Commission on Fire Protection certificates are desirable for all Lieutenants.
  A determination at the time of promotion and or hiring will determine a time frame in which these shall be obtained.
- NIMS: 100, 200, 300, 400, 700, and 800 (300-400 will need to be obtained after promotion, furnished by department)

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILL:

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Principles and practices of fire prevention.
- Fire suppression tactics and techniques.
- Uses and maintenance of firefighting equipment and apparatus.
- Bomb scene management and bomb improvised Explosive Device (IED) disposal.
- Hazardous materials response (Awareness level).
- Emergency Scene mitigation.
- Incident Command system.
- Departmental rules and regulations.
- Geography of the city.
- Fire hazards and firefighting resources.
- Supervisory practices and procedures.
- Safety

Skill in:

- Application of EMS techniques.
- Fire Safely Education.
- Use of mechanical tools and equipment.

Ability to:

- Plans, supervises and coordinate the work of others.
- Prepares clear and comprehensive reports of firefighting, EMS, and activities.
- Establishes and maintain effective working/living relationships with the public and other employees.
- Maintain composure and decision making process during stressful conditions.
- Problem solving techniques.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside/outside working conditions exposed to all extremes of the environment; exposed to toxic and non-toxic odors, fumes, dusts, mists, gases, extreme heat, and other hazards of firefighting. Typing and filing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting objects in excess of 100 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs. or more; able to maintain body equilibrium when climbing and walking on slippery surfaces.

STARTING SALARY $ 62,017.10

EMPLOYEE BENEFITS:

- Employees of the City of Mineral Wells receive City paid Hospitalization.
- Life Insurance.
- Optional dependent hospitalization and dental at employee's expense.
- Retirement Plan.
- Sick Leave Benefits.
- 10 paid holidays (five 24 hour shifts for suppression personnel)
- Vacation (as outlined in MW Employee Policy and Personnel Manual).
- Incentive pay up to $500.00 per month.

HOW TO APPLY: Applications must be submitted on the City's Application for Employment form, which is available from and returnable to: City of Mineral Wells, City Clerk/Personnel Office, P.O. Box 460, 115 S.W. First Street, Mineral Wells, TX 76068. A copy of the application is also available on our website at www.mineralwellstx.gov and can be emailed to acarter@mineralwellstx.gov or faxed to 940-328-7705. Please call Anglea Carter, Human Resources at 940-328-7701 for further information.

THE DEADLINE FOR SUBMITTING APPLICATION Is June 09, 2023 at noon, (call or email Anglea Carter of your intent to participate and deliver your resume to the HR office.

Applications must be brought to the City Clerk/Personnel Office, or be postmarked no later than the deadline in order to be considered.

THE CITY OF MINERAL WELLS IS AN EQUAL OPPORTUNITY EMPLOYER