



# Keller Fire Department

## Applicants will be contacted with testing information.

### HIRING FOR FIREFIGHTER/PARAMEDIC OR PARAMEDIC

Apply at [www.cityofkeller.com/jobs](http://www.cityofkeller.com/jobs)

Applicants will be contacted with testing information. Applicants must arrive with enough time to register. Applicants must present their driver's license or another form of identification in order to test.

**Application Deadline: Applications must be received by May 22, 2023 at 5:00pm CST**

#### Testing Location

Keller Town Hall, 2<sup>nd</sup> Floor, Room 212  
1100 Bear Creek Pkwy  
Keller, TX 76248

#### Testing Process

Candidates will take a 90 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:

1. Possess a Texas Department of State Health Services (TDSHS) Paramedic certification, AND Texas Commission on Fire Protection (TCFP) Firefighter certification, OR
2. Possess a Texas Department of State Health Services (TDSHS) Paramedic certification (Applicants within three (3) months of completing a Paramedic certification are encouraged to apply. Proof on enrollment required.)

A National Registry Certification only for Paramedic does not meet minimum requirements to apply. To legally practice as a Paramedic or EMT in the State of Texas you have to be certified or Licensed by TDSHS. Preference maybe given to candidates who hold Firefighter and Paramedic certifications.

#### Hiring Incentives for Certified Firefighter/Paramedics or Paramedics

Applicants who hold both Paramedic and Firefighter certifications are eligible for:

- A \$5,000 sign-on Incentive
- A \$2,500 relocation stipend for living further than 150 miles from Keller Town Hall

Applicants who hold a Paramedic certification are eligible for:

- A \$2,500 sign-on Incentive

#### 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.

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#### 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.

#### Starting Pay

\$ 22.25 per hour or \$ 64,792.00 per year plus applicable FLSA overtime.

#### Hiring Process

Apply Online: Candidates must apply on The City of Keller's website and submit certifications.

Proof of Certification: Applicants must attach Texas Commission on Fire Protection Firefighter certification (if applicable) and Texas Department of State Health Services Paramedic certification to their application.

Attire: Applicants must be prepared to take physical agility examination immediately after the written 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: Candidates must successfully pass a Physical Agility Test (PAT). The PAT will be held directly after the written examination. Details about the PAT are included in the attachment below.

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

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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:

- Answer fire, rescue, medical, and other emergency calls.
- 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.
- Take charge of patient care in emergency medical situations requiring paramedic training and communication with medical experts.
- Perform maintenance on the fire station, fire apparatus and equipment.
- Maintain and upgrade certifications by attending various training courses.
- Memorize district and facilities within district, streets, hydrants, sprinkler connections, and Fire Department Key Boxes.
- Prepare various written reports.
- Participate in physical fitness training exercises to meet and maintain required fitness for the job as established by the department.
- Receive training to drive and operate fire apparatus and equipment.
- Drive ambulance and fire apparatus, as needed and if qualified.

#### Other Functions:

- Conduct public education programs, fire inspections, and pre-fire planning activities.
- 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.
- Assume duties of the next higher rank in the absence of the immediate supervisor.
- 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

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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 48 hours on duty followed by 96 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.

1. Participate in physical fitness training exercises to meet and maintain required fitness for the job as established by the department.
2. Receive training to drive and operate fire apparatus and equipment.
3. 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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