



Terrell Hills Fire Department
5100 North New Braunfels Avenue
San Antonio, Texas 78209
210-824-7401



Full-Time Firefighter / EMT-Basic

June 7th, 2023

The City of Terrell Hills is currently accepting applications for **Firefighter / EMT-Basic**. Responsibilities include firefighting, EMS first responses, fire prevention activities, assistance in fire inspection and code enforcement, and other duties related to the fire service such as swift water rescue, hazmat, technical rescue, and other duties that may be assigned. This position requires shift work on a 48/96 rotating basis.

All perspective employees **MUST** pass an extensive medical / physical examination, drug screen, and an extensive background check.

Minimum Qualifications and Requirements:

- High School diploma or equivalent
- Certified Structure Firefighter by the Texas Commission on Fire Protection
- Texas Department of State Health Services certified **EMT- Basic**.
- Minimum of a Class "B" driver's license or able to obtain within the probationary period of employment
- **No** Driving while intoxicated or impaired or under the influence of drugs within the previous five years preceding the date of the written examination
- Acceptable driving record that conforms to city policy
- Must pass a pre-employment physical and drug screen

Pay and Benefits:

Base Salary for Probationary FF / EMT-Basic - \$4,699.40 monthly.

Base Salary with longevity FF / EMT-B after 1 year of employment - \$57,640

Base Salary with longevity FF / EMT-B after 5 years of employment- \$61,024

Above Salary does not include FLSA Overtime

Overtime is paid out as it is accrued

Paid Vacation (5 shifts after 6 months, 10 shifts per year after 1st full year of employment)

Paid Sick Leave (accumulated at ½ a shift per month)

TMRS Retirement: 7% 2:1, 5-Year Vesting, 20-Year Retirement

Voluntary 457 deferred compensation plan available with Mission Square Retirement

Employee Health/Dental/Life Insurance - City Paid (\$550 monthly allowance, multiple plans)

Longevity pay X 2% of base pay years 1-3, 1% of base years 4-7, and ½% years 8 and forward.

Starting July 10th, 2023 the department will be on a 48/96 shift schedule



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New employees that have prior full time fire service experience as a TCFP firefighter with a TCFP regulated department are eligible for up to an 8% increase in base salary based on their number of completed years of fire service experience.

Education/Certification Pay Incentive:

TCFP Intermediate Firefighter Certification	\$600 /year
TCFP Advanced Firefighter Certification	\$900 /year
TCFP Master Firefighter Certification	\$1200 /year
Associates Degree	\$900 / year
Bachelor's Degree	\$1800 /year
Master's Degree	\$2400 /year
TCFP Fire Instructor	\$300 / year
TDSHS EMS Instructor	\$600 / year
TCFP Fire Inspector	\$600 / year

Application Acceptance:

- Applications will be accepted in person at City Hall, through the U.S. mail, or can be sent via email to jseibert@terrell-hills.com. Positions are open until filled.
- Emailed applications should be a single file sent as a PDF document.
- Applications may be obtained at the Terrell Hills City Hall from the Human Resources manager at 5100 North New Braunfels, San Antonio, Texas 78209 or via the Internet at www.terrell-hills.com under the employment link.
- All applications **must** include copies of a current Texas Driver's license, TCFP documentation / certificate, Texas Department of State Health Services certificate, as well as a copy of the DD214 for prior military service.
- You **must** provide a valid email on the application. All correspondences from us will be sent to the email on your application.
- All persons that submit an application will receive an application status email from us. If you do not receive an email from us regarding your application within 3 business days from submitting it, you must contact us.
- **Applications will be considered incomplete unless all instructions have been followed.**



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Testing Process:

1. All applicants will be contacted via email. Applicants that meet the minimum requirements will be invited to participate in our testing process.
2. The testing process will consist of three phases. Phase one will be a 100 question written exam over basic fire and EMS knowledge. The fire knowledge exam will be based on the 5th edition of “Essentials of Fire Fighting and Fire Department Operations” published by IFSTA. Phase two will be a firefighting/EMT skills verification exam. Phase three will be an oral interview.

The Firefighting Skills Verification will consist of up to 5 stations. Four stations will be skills stations taken from the Texas Commission on Fire Protection state skills exam and 1 station will be a basic EMS skill taken from the Texas Department of State Health Services (TDSHS) Interim skills sheets. The 5 skills stations are:

Basic Structure Fire Suppression: Ladders # FFI-9
Basic Structure Fire Suppression: SCBA # FFI-4
Basic Structure Fire Suppression: Hose # FFI-3
Basic Structure Fire Suppression: Ropes #FFI-5 and FFI-3
TDSHS Interim Patient Assessment/Management- Trauma Evaluation

The Performance Standards can be found on the Texas Commission on Fire Protection web site and TDSHS web site.

3. Selected applicants will be scheduled a time to come in attend phase 1 of the testing process (written exam). Applicants that successfully completed phase 1 will be invited back as needed to fill all vacant positions.

The Terrell Hills Fire Department is an equal employment opportunity employer. For further information, please contact:

Assistant Fire Chief Justin Seibert jseibert@terrell-hills.com or (210)-824-7401