



CITY OF PLAINVIEW CIVIL SERVICE
ENTRY-LEVEL FIREFIGHTER
EMPLOYMENT APPLICATION PACKET

APPLICATION DEADLINE: WEDNESDAY, MARCH 13, 2024

**JOB ANNOUNCEMENT
ENTRY-LEVEL FIREFIGHTER**

The City of Plainview is currently accepting applications for the position of Entry-Level Firefighter.

All applicants for a beginning position with the Fire Department must meet all legal requirements necessary to become eligible for future certification by the Commission on Fire Protection Personnel Standards and Education, must be at least 18 years of age but not 36 years of age or older, must not be otherwise disqualified in accordance with these rules and meet any other minimum standards set by the Civil Service Commission and outlined in the rules. Applicants must have a high school diploma or its equivalent, have or obtain a minimum of Class B driver's license within three months, and be able to read and write English. Other requirements include, but are not limited to: (1) successful completion of a written examination, (2) a physical agility test, (3) a post-offer physical examination, (4) a pre-employment criminal history and driver's license check, (5) a personal history investigation, and (6) an interview.

Applicants must have reached at least their 18th birthday at the time of the written examination. Applicants must also meet Departmental weight standards.

ADDITIONAL INFORMATION/REQUIREMENTS

In order to be considered complete, applications **must** be returned with the following attachments:

1. Copy of current Firefighter Certification or eligibility letter issued by the Texas Commission on Fire Protection (if available)
2. Copy of current EMT Basic Certification or higher issued by the Texas Department of State Health Services (if available)
3. Copy of your birth certificate
4. Copy of your driver's license (front and back)
5. Copy of your high school diploma or GED certificate
6. Copies of any college transcripts
7. Copy of your DD-214 (if you are applying for veteran's preference)
8. Signed Authorization to Release Information form
9. Signed Consent for Criminal Background History and Motor Vehicle Check Authorization/Waiver/Indemnity
10. Copy of a completed Nepotism Rule form
11. Copy of a completed Employment Application
12. Other (if applicable)

Completed applications must be submitted by 5:30 p.m. on Wednesday, March 13, 2024, on City of Plainview website at www.plainviewtx.org.

The physical agility test and written examination will be held on **Wednesday, March 27, 2024**. In order to take the physical agility test and written examination, the Civil Service Commission must have a completed application on file meeting the minimum requirements stated above.

For more information on the date, time and location of the entrance examination, please contact the Director of Civil Service at (806) 296-1107 or visit the City website at www.plainviewtx.org and view the Firefighter Application Packet under the Employment section.

The employment application packet including the entrance examination information is available online at www.plainviewtx.org.

JOB DESCRIPTION

Firefighter

DEPARTMENT: Fire Services

SUMMARY: Under general supervision, performs emergency firefighting, rescue and paramedic level medical care to residents of the City.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responds to fire and/or EMS calls; provides fire suppression, rescue and emergency medical services.
- Acts as a first-responder to all types of emergency situations.
- Responds to rescue calls.
- Ensures fire equipment is fully functional at all times.
- Performs general maintenance and upkeep of fire apparatus, equipment, fire station and surrounding grounds.
- Performs preventive maintenance on fire apparatus and the fire station.
- Prepares various activity reports and other documentation.
- Participates in various planning meetings.
- Participates in public education activities, including fire safety, first aid and CPR.
- Attends various training activities.
- Supports the relationship between the City of Plainview and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

KNOWLEDGE AND SKILLS:

Knowledge:

- City policies and procedures.
- Fire suppression and rescue practices and methods.
- Fire prevention principles, methods and practices.
- Emergency medical procedures and techniques.
- Local codes regarding emergency responses.
- City ordinances and state statutes.
- Customer service principles and practices.

Skill in:

- Explaining state and federal rules and regulations, and City policies and procedures.
- Analyzing problems and developing effective solutions.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating fire suppression equipment.
- Providing emergency medical care.
- Using various medical equipment.

- Establishing and maintaining cooperative working relationships with other City staff, external public agencies, hospitals and the general public.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

High School diploma or equivalent; AND one year of experience in firefighting/EMT operations; OR an equivalent combination of education and experience.

LICENSE AND CERTIFICATION:

- Basic Firefighter certification
- Basic EMT certification.
- Possession of a Texas Class B Commercial Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an indoor and outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions, potential physical harm, hazardous chemicals and infectious diseases. May be required to climb ladders and work in confined spaces. May be required to lift and carry items weighing up to 100 pounds.

Employee Acknowledgment: _____

Date ____/____/____



**CONSENT FOR CRIMINAL BACKGROUND HISTORY AND MOTOR VEHICLE
CHECK AUTHORIZATION/WAIVER/INDEMNITY**

Each employee, employee applicant, volunteer, or volunteer applicant who is to be screened must sign an authorization/waiver/indemnity form, giving approval for the City of Plainview to perform a background search.

I hereby give my permission for the City of Plainview to obtain information related to my background and motor vehicle record. The background record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used in part to determine my eligibility for an employment /volunteer position with the Plainview. I also understand that as long as I remain an employee/ volunteer with the City of Plainview, the background and motor vehicle records check may be repeated at any time. I understand that I will have an opportunity to review the background, and a procedure is available for clarification, if I dispute the record received.

I, the undersigned, do, for myself, my heirs, my executors and administrators, hereby remise, release and forever discharge and agree to indemnify the City of Plainview and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs debts and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become an employee/volunteer and/or my continued employment with the City.

I also understand that the City of Plainview is an at-will employer and that nothing in this Authorization/Waiver/Indemnity form creates a contract of employment, express or implied, between me and the City and that I should not view it as such or as a guarantee of employment for a specific duration.

Last Name	First Name	M
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Other Names (Alias, Married, Maiden)

For identification purposes:

Social Security No.: _____; Date of Birth: _____

Driver's License No.: _____; State of Issue: _____

Address: _____

Applicant's Signature	Date
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PLAINVIEW, TX
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AUTHORIZATION TO RELEASE INFORMATION

I hereby request and authorize you to furnish the CITY OF PLAINVIEW with any and all information they may request concerning my past work record, educational history, military record, financial status, criminal record, and general reputation.

This authorization is specifically intended to include any and all information of a confidential or privileged nature, as well as photocopies of such documents if requested. The information will be used for the purpose of determining my eligibility for employment in the Plainview Fire Department.

I hereby release you and your organization from any liability which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications.

Applicant's Signature

Date

Please print or type the following:

Name: _____
Last First Middle Initial

Address: _____

Social Security Number: _____

NEPOTISM RULE

Rule 3.04 of the Plainview Civil Service Rules provides that no individual shall be appointed to fill any position in the Fire Department where that individual is related within the third degree of affinity or consanguinity to any member of the City of Plainview Civil Service Commission.

Are you related to any of the following individuals?

Carolyn Baker, Commissioner	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Juan Escamilla, Commissioner	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Kelvin Tipton, Commissioner	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes, nature of the relationship: _____

Applicant's Signature

Date

Printed Name



NOTICE OF ENTRANCE EXAMINATION FOR ENTRY-LEVEL FIREFIGHTER

The City of Plainview will conduct both a physical agility test and a written examination on **Wednesday, March 27, 2024** for the purpose of establishing an eligibility list for the position of Entry-Level Firefighter. The eligibility list will be in effect for one year from the date of the examination.

Below is information on the time and location for the physical agility test and the written examination.

PHYSICAL AGILITY TEST

TIME: 8:00 A.M.
LOCATION: Ollie Liner Center
2000 S. Columbia
Plainview, Texas 79072

* Applicants are instructed to wear t-shirt, shorts or sweats, and at least $\frac{3}{4}$ high duty boots.

WRITTEN EXAMINATION

TIME: 1:30 P.M.
LOCATION: Ollie Liner Center
2000 S. Columbia
Plainview, Texas 79072

* All persons admitted to the test area must have photo identification such as driver's license, student or military ID. Commercially purchased ID will not satisfy this requirement. All testing supplies are furnished. No one will be admitted to the testing area after the examination begins.

In order to ensure sufficient time for the required in-processing, applicants should arrive at the test location no later than 1:15 p.m. on the date of the examination.

If you have any questions regarding applications, entrance exams or the physical agility test, please do not hesitate to contact the Office of the Civil Service Director at (806) 296-1107.

I certify that the above notice was posted at City Hall and in the Civil Service Office on the 6th day of February, 2024. In addition, this notice was provided for posting at all three Fire Stations.

Belinda Hinojosa
Director of Civil Service



PLAINVIEW FIRE DEPT.
2701 Dimmitt Rd.
Plainview, TX 79072
Phone: (806) 296-1170
Fax: (806) 296-1170
bgipson@plainviewtx.org



To all prospective applicants,

To enhance your opportunity to pass our physical agility test successfully, we will set up three practice and coaching sessions before the March 27th, 2024, test date. Plainview Fire Department personnel will be available to assist and coach during your practice session. Practice session days will be February 17th, March 2nd, and March 16th. Practice time is 0930 – 1130. The practice site is the Ollie Liner Center at 2000 South Columbia Street, Plainview, TX, 79072.

This is NOT mandatory but attending at least one practice session is highly recommended. NO coaching will be provided on the day of the test. Arrive early if you need a gear fitting. Please get in touch with Captain Seth Stephens (ssstephens@plainviewtx.org or 806-296-1172) if you intend to make a practice session. If no applicants are at the Ollie Liner Center by 0900, the session will be closed for that day. All practice sessions that occur after the close of the application date will be reserved for actual applicants only.

You may provide your protective gear or use the Plainview Fire Department's available gear for testing. You will need at least $\frac{3}{4}$ high duty boots or bunker boots. Personal Bunker Gear must meet NFPA 1971, 2007 standards.

**Bobby Gipson,
Fire Chief
Plainview Fire Department**

Plainview Fire/EMS Department

Physical Agility Test

Instructions and Course Layout for Candidates

Advisory Statement

This test is strenuous! If you have had a recent illness, or surgery, or are on medication, ask your doctor if it is safe for you to attempt this test. If you have any doubt about your physical ability to perform the test, you should not attempt it. This is for your safety and well-being.

Bunker Gear

The candidate *will* be allowed to utilize appropriate personally owned bunker gear and gloves if he/she so *desires* so long as the gear *complies* with NFPA 1971, 2007 Edition.

All candidates will be required to wear at least 3/4 High Duty Boots. These duty boots must be furnished by the candidates.

If personally owned gear *is* not available, appropriately *sized* gear *will* be

furnished. Helmets and SCBA *will* be furnished by the Plainview Fire Department.

Overview of Agility Test

This course consists of eight *fire* ground-related skill stations. There will be one station that is a non-timed event that each *firefighter* must complete before advancing to the portion of the course with seven accumulative timed events.

Untimed Task

Ladder Climb:

Candidate wearing full protective ensemble: (Bunker Coat, Bunker Pants, Helmet, Rescue Gloves, at least 3/4 High Duty Boots, SCBA ensemble without face piece.)

The candidate *will*, upon instruction from the course proctor, climb a *fire* ground ladder that is extended to a height of 30'-7" and tied off to the building at the correct climbing angle *of* 70 degrees.

The candidate will climb to the top of the ladder and touch the top rung of the ladder before descending.

The candidate will utilize every rung of the ladder including the bottom rung.

Skipping a rung *will* cause disqualification of the candidate.

Timed Tasks

This phase of the testing will be timed. There are Seven Stations that each candidate must successfully complete. Each candidate will be given 4 minutes and 30 seconds (4:30) maximum time to complete the entire course.

Before beginning the timed course:

- Each candidate will be 'walked' through the course and be instructed on how to navigate the course. Any questions will be answered during the walkthrough.
- Each candidate will don a full protective ensemble with SCBA and face piece.
- The test proctor will confirm that the candidate has an SCBA air bottle that contains 4500 psi of air.
- The candidate will step up to the starting line and wait for the test proctor to start the exam.
- The test proctor will advise the candidate to go on air from the SCBA and instruct the candidate to start the course.
- Time will start when the candidate steps across the start line.

NON-TCFP certified candidates may perform the physical agility without being placed on breathing air.

NON-TCFP-certified candidates may wish to perform the physical agility test while on breathing air. TCFP-certified rules will then apply during the agility test.

(TCFP Certified) Depletion of the SCBA air supply, before completion of the timed course, will result in automatic failure of the physical agility test.

(TCFP certified) Removal of the air supply regulator before completion of the timed course will result in automatic failure of the physical agility test.

(TCFP Certified and NON-certified) Removal of face piece before completion of the timed course will result in automatic failure of the physical agility test.

No re-tests shall be offered unless there is an equipment failure or malfunction.

Station 1: Forcible Entry

The candidate will advance to the forcible entry station and taking a 9 lb. dead blow hammer provided, will strike the face of the tire with the hammer 50 times.

The proctor will only count qualifying blows.

Qualifying blows are those in which the hammerhead rises above shoulder height. The handgrip on the hammer must be below the taped handle with both hands.

Following completion, the candidate will immediately proceed to the next station.

Penalties:

- 5 Second penalty added for grip on the hammer above the taped handle.
- Candidate must repeat any non-qualifying blows. Failure to complete 50 qualifying blows will result in automatic failure of the physical agility test.

Station 2: Ladder Raise and Lower

The candidate will take a 14' roof ladder, which is lying flat on the ground, raise the ladder to an upright position and place it against an indicated structure with the butt of the ladder placed into the designated area. The candidate then shall immediately lower the ladder back to the ground.

The candidate shall raise and lower the ladder in a controlled manner.

A test proctor will assist with the healing of the ladder.

Following completion, the candidate will immediately proceed to the next station.

Penalties:

- 15 Second penalty if the ladder is dropped above knee-high.
- 5-second penalty if the butt of the ladder is set outside the designated box

Station 3: Hose Carry

The candidate will pick up and carry two 3"x50' hose rolls, simultaneously, 50' while staying inside the designated lane.

The hose must be carried without dropping or stopping and readjusting the grip.

Following completion, the candidate will immediately proceed to the next station.

Penalties:

- 5-second penalty per infraction if the candidate stops for any reason
- 5-second penalty per infraction if the candidate strays outside the designated lane

Station 4: Obstacle Course

The candidate will negotiate the obstacle course with their body passing on the outside of each cone that is positioned at a designated spot on the course.

Following completion, the candidate will immediately proceed to the next station.

Penalties: 5-second penalty for each cone that is knocked over

- If the candidate fails to walk outside each cone, the test proctor will inform the candidate that he/she must return to the beginning of this station and begin again

Station 5 Tire Drag

The candidate will utilize a 5/8" Twisted Poly Rope that is 85' in length to pull a tire weighing 47 pounds.

While standing inside the designated box, the candidate will pull the tire 75' until the tire lies completely within the designated box.

A test proctor will assist with the tail of the rope to avoid entanglement.

Penalties:

- 5-second penalty if the tire is not completely within the box after the candidate leaves the station
- 5-second penalty per infraction if the candidate's foot/feet completely leave the designated box before completing the station. Note: no penalty will be assessed unless an entire foot is outside of the designated box (stepping on the line is permissible).

Station 6: Charged Hose Advancement

The candidate will advance a 1-3/4" fire hose with a nozzle charged to 100 psi 75' to a marked box.

After advancing into the designated box, the candidate shall open the nozzle and direct the hose stream at a target 35' from the box.

Once the target is struck by the hose stream at a sufficient force to cause movement, the proctor shall advise the candidate to proceed.

The candidate will then completely shut off the nozzle and set the nozzle on the ground within the designated box.

Following completion, the candidate will immediately proceed to the next station.

Penalties:

- 5-second penalty per infraction if the candidate opens the nozzle at any point while outside of the designated box
- 5-second penalty if the candidate sets down the nozzle completely outside of the designated box

Station 7: Rescue Drag

The candidate will manually move a 185-pound manikin to a line 75' from the start line. This may be achieved by lifting, dragging, or any combination thereof.

Two (2) test proctors (one on each side) will accompany the candidate during the drag to ensure that the candidate moves fairly straight and prevents hard falls.

The candidate's time will be stopped when manikin's feet cross the finish line.

Penalties:

- **5-second penalty** per infraction if the candidate steps outside the designated lane.

General Procedures for Testing

- All tests will be supervised by the Training Captain and/or FireChief
- Candidates will await their turn in an area that does not allow them to watch other candidates perform the timed events.
- At least two (2) proctors will time each candidate to prevent mistakes and/or equipment failure.
 - If there is a discrepancy in times, which affect the pass/fail of a candidate, the fastest recorded time shall be posted.
- All SCBA bottles will be checked to assure that the bottle is full (4,500psi) before beginning the timed events.
- Any personally owned bunker gear will be inspected to assure compliance with NFPA. 1971, 2007 Edition before being approved for use during the physical agility test
- Penalties will be assessed for only flagrant violations as determined by at least two proctors.
- **(NON-TCFP) certified candidates may perform the physical agility test without being placed on breathing air. ALL PPE including a face piece must be worn during the physical agility exam.**
- **If a NON-certified candidate wishes to perform the physical agility test while breathing air. TCFP rules apply once the agility test begins.**
- **(TCFP - Certified) Depletion of the SCBA air supply, before completion of the timed course, will result in automatic failure of the physical agility test.**
- **(TCFP - Certified) Removal of air supply regulator before completion of the timed course will result in automatic failure of the physical agility test.**
- **(both TCFP - Certified and NON-Certified) Removal of face piece before completion of the timed course will result in automatic failure of the physical agility test.**
- No re-tests shall be offered unless there is equipment failure or malfunction.