

Buda Fire Department Job Description

Job Title: *Firefighter*
Department: Buda Fire Department
Reports To: Station Officer
FLSA Status: Non-Exempt
Prepared By: Raymond Seyfried
Prepared Date: 02-24-2020
Approved By: Chief Huckaby
Approved Date: 03-02-2020

SUMMARY

General fire duty work is the protecting of life and property from fire, accidents, natural disasters, or other occurrences where the intervention of the department and its personnel can limit, contain, or prevent the loss of life and destruction of property. Normal work schedule is 48 hours on duty, followed by 96 hours off duty. Members may be asked to be available for recall on their off-duty time during especially hazardous periods. Occasionally, members may also be asked to work overtime to cover shift vacancies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responds to fire alarms and other emergency calls. Selects hose nozzle and hose type, depending on type of fire, and directs stream of water or fire suppression chemicals onto fire.

Dons and doffs personal protective equipment including bunker gear and self-contained breathing apparatus.

Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.

Utilizes forcible entry tools and techniques to facilitate ingress and/or egress, to perform overhaul procedures and to extricate trapped individuals.

Creates openings in buildings for ventilation or entrance. Positions ventilation fan(s) as to maximize efficiency of positive pressure ventilation, insuring maximum protection for trapped occupants and salvageable property.

Protects property from water and smoke by use of waterproof salvage covers and/or PPV fans.

Administers emergency medical care to injured or ill persons.

Communicates effectively using radio communications.

Maintains proficiency in firefighting, emergency medical services, vehicle extrication and hazardous materials operations throughout employment.

Maintains apparatus, quarters, buildings, equipment, grounds, and hydrants according to departmental preventative maintenance and daily duty schedules. Insures proper operation of departmental equipment. Notifies Station Officer of equipment that is not operating to specified performance standards or is out of service.

Participates in training drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques.

Drives and operates firefighting and medical vehicles and equipment.

Provides instruction on departmental-wide basis, as qualified.

Establishes and maintains effective working relationships with other employees and the general public. May conduct or assist with public education classes.

Maintains conduct and appearance so as to reflect on the department in a manner promoting positive, and good relations with all concerned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities. Senior firefighters are expected to function as Field Training Officers (FTOs) for new staff, assisting them with completion of New Hire workbooks and other applicable training. Career firefighters may also assist with other training.

QUALIFICATIONS

Must be at least 18 years of age at the time of appointment. In Compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Must have good moral character and habits, which may be substantiated by a confidential background investigation. Must be in good physical and emotional health. Must have a fluent command of written and spoken English, and have legible handwriting. Must have no criminal record, excluding minor traffic violations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of

the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Completed accredited Fire Training academy and EMT-B course.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess current Texas Class C driver's license and be eligible to obtain Texas Class B driver's license. Must be certified through the Texas Commission on Fire Protection as Certified Firefighter. Must be current State of Texas Emergency Medical Technician. All of these licenses and/or certifications must be maintained throughout employment.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually very loud. The work environment may include potential exposure to blood borne pathogens and/or infectious diseases.



BUDA FIRE DEPARTMENT EMPLOYMENT APPLICATION

Full Printed Name: _____

POSITION APPLYING FOR: _____

(For Office Use Only)

Date Received: _____

PLEASE READ & INITIAL THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- ____ I certify that all information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal for membership.
- ____ I understand that as a condition of employment, I will be required to provide legal proof of authorization to work (social security card, naturalization card) in the U. S.
- ____ I understand that Buda Fire Department may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any driving/criminal history in accordance with applicable statutes.
- ____ I understand that I am expected to participate and successfully pass any and all drug screenings and physical examinations that may be required of me.
- ____ I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.
- ____ I understand that nothing in this application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract. I agree and understand that if I become an employee of Buda Fire Department, my employment will be at-will, for an indefinite period of time, and may be terminated at any time, with or without cause or notice, at the option of Buda Fire Department or myself. I understand that I have the right to end my employment at any time and that Buda Fire Department retains the same right. I also understand that no one has the authority to enter into any contract, agreement or modification of the foregoing unless such contract, agreement or modification is in writing and signed by the Chief or the Board of Commissioners of the Buda Fire Department / Hays County ESD #8 or ESD#2.

SIGN

THIS APPLICATION MUST BE SIGNED

HERE:

Signature – Applicant

Date

TO SUBMIT YOUR APPLICATION:

Application Checklist **Please assemble your application packet in the following order:**

(Office Use Only)

Your Checklist: Please

- Completed & Signed Application
- Professional Resume
- Reference Sheet (At least 3 References)
- Copy of Driver's License
- Copies of all applicable certifications for position

Mail your application and supporting documents to:

Buda Fire Department
Human Resources Department
P.O. Box 1159
Buda, Texas 78610

-or-

Drop off application and supporting documents to the Buda Fire Department Administrative Office:

Buda Fire Department
209 FM 2770
Buda, Texas 78610

(The administrative office is located in the back building behind the station)

Please do NOT fax applications!

Be sure you have all required documents!

*** Incomplete Applications will not be considered.**

*To submit your completed packet you may **mail** or **drop off** your application and supporting documents.

Please type or print legibly in black ink.

LAST NAME: _____



BUDA FIRE DEPARTMENT EMPLOYMENT APPLICATION

Position Applying For: _____ Today's Date: _____

Legal Name: _____
Last First Middle

List any other names, including nicknames, by which you may be known: _____

Social Security #: _____ Birth Date: _____

Driver's License: _____ Class A Class B Class C Class M
(State) (Number) (Expiration Date)

Address: _____
Street City/State Zip Code

CONTACT INFO - Please be sure this is accurate contact information!

Cell Phone: _____ *Best Email Address: _____
(* **EMAIL** is will be the main way we will get information to you during the application process so be sure it's an active email)

EDUCATION

Check the Highest Level of Education Completed:
 High School Associate's Bachelor's Master's Doctorate
Name and Location of Highest School _____
Hours Completed _____ Graduated Yes No
What was your degree in?: _____

Technical, Vocation, or Business Schools
Name and Location of School _____
Hours Completed _____ Certificate Obtained Yes No Trade?: _____

Why do you want to work for Buda Fire Department? _____

Tell us a little about yourself and how your education, training, and experience have qualified you for this position. _____





BUDA FIRE DEPARTMENT EMPLOYMENT APPLICATION

MILITARY HISTORY

1. Have you ever served in any branch of the military? Yes No
If so, which branch?

2. Do you have a DD 214? How is your discharge listed? (Honorable, General, etc.)?
(If hired, we'll need a copy of your DD 214 for your file.)

3. How long did you serve in continuous active duty status without a break in service? (years, months, days)?

4. Were you ever the subject of any disciplinary action (military or civil) while serving active, reserve, or inactive? If yes, give specific details (date, action, outcome, reason, etc.)?

5. Have you ever applied for military service and been rejected? If yes, explain when and why.

6. List the reason you left the military. _____

CRIMINAL AND CONVICTION HISTORY:

***A Criminal History Record will be required before employment.**

NOTE: If you are not sure whether or not you were actually convicted, contact the Business Office, explain the situation, and get a ruling on this. The excuse, "I didn't realize I was convicted" will not be accepted if questions arise later in the hiring process.

- 1) Have you ever been detained, arrested, or charged with any offense greater than a Class C misdemeanor (if yes, please list all instances)?

- 2) List any convictions and guilty or no contest:

<u>Date of Conviction</u>	<u>Offense</u>	<u>Disposition</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
- 3) As part of the hiring process we will be doing an extensive background investigation. Is there anything in your past that you would like to discuss or explain to this panel? Yes No

LAST NAME: _____



BUDA FIRE DEPARTMENT EMPLOYMENT APPLICATION

EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experiences should clearly describe your qualifications.

1. Begin with your current or last position and work back your last four positions.
2. Employment history should include each position held, even those with same employer.

Most Recent Employer: _____

Position Title: _____

Business Address: _____ City, State/Zip: _____

Employer's Telephone No: _____ Immediate Supervisor: _____

Dates Employed: Starting Date: _____ Ending Date: _____

Full-Time Part-Time Temp Average Number of Hours per week _____ May we contact: Yes No

Summary of Experience:

Specific reason for leaving:

Employer: _____

Position Title: _____

Business Address: _____ City, State/Zip: _____

Employer's Telephone No: _____ Immediate Supervisor: _____

Dates Employed: Starting Date: _____ Ending Date: _____

Full-Time Part-Time Temp Average Number of Hours per week _____ May we contact: Yes No

Summary of Experience:

Specific reason for leaving:

LAST NAME: _____



BUDA FIRE DEPARTMENT EMPLOYMENT APPLICATION

Employer: _____

Position Title: _____

Business Address: _____ City, State/Zip: _____

Employer's Telephone No: _____ Immediate Supervisor: _____

Dates Employed: Starting Date: _____ Ending Date: _____

Full-Time Part-Time Temp Average Number of Hours per week _____ May we contact: Yes No

Summary of Experience:

Specific reason for leaving:

Employer: _____

Position Title: _____

Business Address: _____ City, State/Zip: _____

Employer's Telephone No: _____ Immediate Supervisor: _____

Dates Employed: Starting Date: _____ Ending Date: _____

Full-Time Part-Time Temp Average Number of Hours per week _____ May we contact: Yes No

Summary of Experience:

Specific reason for leaving:

AWARDS OR RECOGNITION AND YEARS OF FIRE DEPARTMENT EXPERIENCE

Brag Box: List any awards/recognition that you have received related to the position and years of fire department/EMS experience.

LAST NAME: _____