

**CITY OF MEXIA  
JOB OPPORTUNITY ANNOUNCEMENT**

- Job Title:** Entry Level Firefighter/EMT
- Compensation:** Start \$15.75 hourly, \$45,990.00 annually. After 6 months probation \$16.14 hourly, \$47,139.75 annually. This is based on 2,920 hours for the year.  
Cert Pay for EMT-I, Paramedic Certification. Cert Pay for FF Intermediate, Advanced, and Master Certification.  
Overtime opportunity. Medical Insurance, Retirement, 14 Paid Holidays, Two-week vacation after first year, and Longevity Bonus. Growing community.
- Department:** Fire Department
- Supervision Received:** Work is performed under the immediate direction of the Fire Captain.
- Supervision Exercised:** None
- Knowledge and Requirements:** Applicant must be at least 18 years of age, a U.S. Citizen and must have a High School Diploma or GED. Applicant must be certified as an EMT-Basic with the State of Texas; Paramedic preferred. Applicant must be certified as a Basic Structural Firefighter with TCFP and must have or be able to obtain a Texas Class B Driver's License within six months. Applicant must have an acceptable driving record that complies with current City insurance requirements. Applicant must pass a criminal background check, a physical and a drug/alcohol test.
- How to Apply:** Applications may be obtained from Dee Lindvay, City Manager's Office, City Hall, P.O. Box 207, 101 N. McKinney, Mexia 76667. You may email [deel@cityofmexia.com](mailto:deel@cityofmexia.com) for a packet. Applications must be submitted to the same office.
- Condition of Employment:** The City of Mexia is an equal opportunity employer and is committed to a drug free workplace. Applicants will be required to undergo drug and alcohol screening prior to employment and may be subject to further screening throughout employment.

## City of Mexia

### FIRE FIGHTER/ EMERGENCY MEDICAL TECHNICIAN

#### DESCRIPTION OF WORK

Job Summary: Performs fire suppression duties, renders emergency medical care and responds to other emergency calls; performs rescue operations; performs salvage and overhaul; performs ladder operations; forcibly opens structures and enclosures; applies ventilation procedures; and performs other duties as may be required.

Drives assigned fire apparatus to and from the scene of fires and emergencies; operates pumps or other mechanical equipment; performs duties of a fire fighter; and performs other duties as may be required.

Answers emergency requests for fire and medical assistance and dispatches appropriate equipment and personnel through the E-9-1-1 system, computer aided dispatch (CAD) system or radio system, and performs a variety of clerical, administrative and other duties as may be required.

Supervision Received: Work is performed under the immediate direction of a Fire Sergeant.

Supervision Exercised: May lead and coordinate fire personnel on assigned apparatus or reserve fire fighters as required.

#### GENERAL DUTIES

- Drives assigned fire apparatus to and from the scene of fires and emergencies; operates pumps or other mechanical equipment as required.
- Keeps inventory of tools and equipment on the apparatus.
- Cleans and services the assigned apparatus and maintains it in a condition of readiness; reports mechanical failures or difficulties to the proper person; may assist departmental mechanic in making minor apparatus repairs.
- Directs and/or coordinates hose lays.
- Performs field hydraulics.
- Teaches and demonstrates to others practical and theoretical aspects of equipment operations.
- Performs salvage work after fires.
- Prepares various reports and records.
- Responds to fire alarms and other emergency calls; and performs necessary fire suppression functions, possibly under hazardous conditions.
- Deploys and operates hose and connects hoses to hydrants.
- Cleans, inspects, and maintains fire apparatus and equipment.
- Operates fire apparatuses, as needed.
- Participates in drills and training classes.
- Studies technical materials on fire prevention, equipment operation, and fire suppression.
- Performs various public relations activities such as conducting presentations on fire safety.

- Cleans and maintains fire station facilities and grounds and performs other related domestic duties while on duty.
- Participates in fire prevention work through inspections of homes and businesses.
- Provides emergency medical care and transportation for sick or injured individuals in accordance with level of certification and department policy, procedures and protocols, which may include invasive techniques of I.V. Administration, Endotracheal Intubation and/or administrations of medications.
- Maintains fire and emergency equipment and vehicles.
- Performs rescue operations.
- Carries or assists conscious, unconscious, or deceased victims down ladders or stairs using drags, slings, cots, scoops, chairs, stretchers, or improvised equipment. Carries victims to ambulance, coronary unit, or other emergency vehicles.
- Climbs, maneuvers, raises, spots, holds, bridges, and lowers straight ladders, extension ladders, roof ladders, pole ladders, attic ladders, and A-frame ladders.
- Forcefully opens structures and enclosures.
- Uses pulling and prying tools (pike pole, plaster hook, wrecking bar, Kelly tool, spanner) to pull down ceilings, wallboard, or siding, and to pry open doors, windows, or other barriers.
- Applies ventilation procedures by cutting or breaking walls and roofs or by forcing doors and windows open.
- Obtains and dons appropriate protective clothing and equipment (e.g. mask, turnout gear, safety belt).
- Observes fire and smoke conditions and locates fire source.
- Identifies and removes or protects flammable or hazardous materials at fire scene.
- Recognizes and preserves evidence of arson.
- Answers emergency calls on the E-9-1-1 system, computer aided dispatch (CAD) system or radio system and dispatches appropriate fire and medical equipment and personnel to the proper locations.
- Provides pre-arrival emergency medical assistance to citizens on the telephone until paramedic units arrive at the location; relays patient status, vitals, treatment or advice between paramedics and Medical Command Post, as necessary.
- Answers non-emergency calls to the Fire Communications Center and provides general information and assistance to the public, as needed.
- Monitors various emergency equipment, i.e. alarm panel, weather console and stations, the "deaf" communication system, etc.
- Maintains log of radio and telephone communications and location of personnel and equipment.
- Monitors radio communications of other cities/agencies for emergencies.
- Composes, types and edits correspondence, reports, memoranda's and other documents.
- Enters and cleans dispatch center.
- Maintains and cleans dispatch center.

## MINIMUM QUALIFICATIONS:

### Knowledge:

- Knowledge of the principles, practices and procedures of modern fire fighting and fire prevention
- Knowledge of the operation and maintenance of various types of fire fighting apparatus and equipment
- Knowledge of explosives and hazardous chemicals, liquids and gases
- Knowledge of the geography of the city including the location of hazardous premises, principal buildings, major streets, landmarks and fire hydrants
- Knowledge of first aid and resuscitation techniques
- Knowledge of emergency medical procedures, treatment of terminology
- Knowledge of human anatomy, pathology and physiology principles
- Knowledge of emergency rescue operations and techniques
- Knowledge of the principals of hydraulics as applied to fire operations
- Knowledge of friction loss and proper pressures for various hose layouts, nozzles and equipment
- Knowledge of pumps and ladder operations
- Knowledge of methods and practices of operating equipment on fire apparatus/vehicles
- Knowledge of the laws of motion as they apply to steering, acceleration, and cornering of fire apparatus
- Knowledge of the effects of centripetal and centrifugal forces as they apply to driving fire apparatus
- Knowledge of the proper techniques for handling off the road slides
- Knowledge of the proper techniques for driving, accelerating, braking, hydroplaning, crossing intersections, and backing fire apparatus
- Knowledge of proper cornering techniques; knowledge of proper skid control techniques
- Knowledge of proper crash and crash safety procedures
- Knowledge of the causes and effects of stopping distances of fire apparatus
- Knowledge of equipment inventory and placement on apparatus
- Knowledge of the mechanical principles involved in the operation of fire apparatus and allied equipment
- Knowledge of basic emergency dispatch procedures and techniques
- Knowledge of the general practices and procedures used by the Fire Department
- Knowledge of radio communication equipment including computer aided dispatch systems
- Knowledge of the city limit boundaries, street names, and the approximate locations
- Knowledge of modern office practices and procedures.

### Skills:

- Skill in the operation of fire equipment, apparatuses, and tools
- Skill in administering first aid, resuscitation, and other emergency measures
- Skill in the maintenance and operation of air and oxygen breathing equipment.
- Skill in driving and operating fire apparatuses.

- Skill in using the radio dispatching and communications equipment
- Skill in operating and entering data into computer terminals including computer aided dispatch systems
- Skill to type a minimum of 35 wpm.

Abilities:

- Ability to evaluate fires, recognize danger, and take immediate action necessary for the protection of life and property
- Ability to inspect buildings, recognize and determine fire or other hazardous conditions, make written and oral reports of such conditions and recommendations for their correction
- Ability to use sound judgment and react calmly under emergency conditions
- Ability to perform strenuous of peak physical effort during emergency, training, and station maintenance activities for prolonged periods of time and at extreme heights
- Ability to work in awkward and confined spaces
- Ability to work in intense and emotionally stressful situations
- Ability to climb high poles and ladders and walk on steep roofs
- Ability to confront dangerous, conflicting, and difficult situations without displaying fear
- Ability to follow verbal and written orders and directions
- Ability to assess patient's condition and to administer emergency care to injured and critically ill persons
- Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public
- Ability to communicate effectively both verbally and in writing
- Ability to make quick and independent judgments
- Ability to learn the operation of fire suppression and other emergency equipment
- Ability to apply standard firefighting, emergency aid, and fire prevention techniques
- Ability to operate all assigned apparatus and equipment
- Ability to perform field hydraulics and hose lays
- Ability to properly steer, accelerate, brake, stop, corner, and back assigned fire apparatus
- Ability to properly handle slides, skids, and hydroplaning of fire apparatus.
- Ability to learn and apply the methods, practices, and procedures of emergency dispatching
- Ability to speak clearly and fluently
- Ability to follow oral and written directions and procedures
- Ability to make independent judgments
- Ability to respond to emergency calls and apply established procedures for emergency situations
- Ability to ask clear questions and elicit desired information
- Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public.

Education:

- High school graduate or GED.

### Licenses and Certifications:

- Basic fire fighter certification from the Texas Commission of Fire Protection Personnel Standards and Education
- Emergency Medical Technician certification from the Texas Department of Health
- Texas Class B driver's license

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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

- Subject to prolonged periods of sitting and standing and is frequently required to walk, reach, climb, kneel, stoop, crouch, crawl and bend over
- Must have adequate manual dexterity and coordination to operate fire and rescue equipment and emergency medical and first aid equipment and to drive ambulances and fire apparatuses
- Must have normal vision and hearing
- Must frequently lift and/or move objects and persons weighing over 100 pounds.
- Employee will work both indoors and outdoors in extreme temperatures including heat, cold, and during inclement weather conditions
- Employee will be exposed to personal risk from fire, smoke, fumes, noxious odors, chemicals, and mechanical and electrical hazards
- Employee is occasionally exposed to personal risk while working in precarious places and while driving or riding in an emergency vehicle at high rates of speed
- Employee is subject to health risks associated with treating injured, ill and sick persons and exposure to possible body fluid contamination
- The noise level of work environment ranges from generally quiet to loud when working in emergency situations due to alarms, sirens, motors and pumps.

**FIREFIGHTER / EMERGENCY MEDICAL TECHNICIAN**

- By signing this document, I agree that I have read the Firefighter/Emergency Medical Technician Job Description and agree that I am physically, mentally, and emotionally able to perform the job described in the job description.
- I understand that even though I have completed an application and/or interviewed, the City of Mexia is under no obligation to hire me.
- I understand that the City of Mexia is under no obligation to divulge information obtained in connection with references and/or any information regarding a decision to employ me.

\_\_\_\_\_ / \_\_\_\_\_

Applicant's Signature – Date

\_\_\_\_\_

Applicant's Printed Name

Authority to Release Information

TO WHOM IT MAY CONCERN:

I hereby authorize the City of Mexia and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, education, personal history, including not limited to academic, achievements, attendance, and disciplinary records.

I hereby direct you to release such information upon the request of the bearer. This release is executed with full knowledge and understanding that the information is for official purposes. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official duties.

I hereby release you, as custodian of such records, any officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, because of compliance with this authorization and request to release information.

Applicant's Printed Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Applicant's Notarized Signature \_\_\_\_\_

Sworn to and subscribed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in and for  
\_\_\_\_\_ county, in the state of \_\_\_\_\_.

Printed Name of Notary: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary Seal

**MEXIA FIRE DEPARTMENT  
FIREFIGHTER/EMT**

REQUIRED DOCUMENTS

The following documents must be attached to the application upon returning to the City of Mexia. **Failure to supply these documents with a completed application will be grounds for rejection.**

1. Copy of certified birth certificate.
2. Copy of your high school diploma or G.E.D.
3. College transcript(s) and copy of degree (if applicable).
4. Military discharge (honorable) if applicable.
5. Naturalization papers, if applicable.
6. Copy of Texas Driver's License.
7. Copy of Social Security Card.
8. Copy of Texas Commission of Fire Protection and EMT Certification/(s).
9. Authority to Release Information (Must be Notarized)
10. Job Description Acknowledgment Page (Must be Signed)

It is recommended that upon completion of this application, you make a copy for your files.

**Personal Information**

Date \_\_\_\_\_

Last Name	First Name	Social Security No.	
Physical Address	City	State	Zip Code
Mailing Address	City	State	Zip Code
Home Phone	Cell Phone	Referred By	
Drivers License Number	Type or Class	Expiration Date of License	

**Employment Desired**

Position	Date you can start	Salary Desired
Are you Employed Now? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, can we inquire of your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Ever applied to the City of Mexia before? Yes <input type="checkbox"/> No <input type="checkbox"/>	Which Department/When?	Are you currently authorized to work In the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Education History**

Name and Location of School	Years Attended	Did you graduate?	Subjects Studied
Grammar School			
High School			
GED			
College			
Trade, Business or Correspondence School			

**Military**

Have you ever served in the Military? Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, Dates Served	Branch of Military	Rank
--	----------------------	--------------------	------

**Criminal History**

Have you ever been convicted, detained, or given a deferral by law enforcement or a court of law? Yes  No   
If Yes, Please give details including dates and disposition:

---

---

---

Have you received any traffic violations in the last 4 years? Yes  No  If Yes, Please give details including dates and disposition: \_\_\_\_\_

---

---

**Former Employers**

Date Month and Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

**General Information**

Please list any subjects of special studies/training/skills and tell us why you are interested in working for the city:

---

---

---

---

Are you related to anyone on the City Council or any person(s) who work for the City? Yes  No

If Yes, whom and relationship: \_\_\_\_\_

---

**References**

Give below the names of three persons not related to you, whom you have known at least one year:

Name	Address	Business	Phone	Years Known

**Authorization**

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein on my application. I authorize all references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release them and the City of Mexia from all liability for any damage that may result from the utilization of such information.

I understand and agree that by completing this application or being interviewed for a position with the City of Mexia, it does not constitute an agreement that I am being hired.

I also understand that the City of Mexia does not discriminate on the basis of sex, age, or disabilities. I also understand that the City of Mexia is 100 % drug free and in the event that I am offered employment, I will undergo both a physical and a drug screen.”

Date \_\_\_\_\_ Signature \_\_\_\_\_

Do Not Write Below This Line \_\_\_\_\_

**Remarks**
