



CIVIL SERVICE WRITTEN EXAMINATION FOR ENTRY-LEVEL FIREFIGHTER OFFICER POSITION

COVERSHEET

PACKET INSTRUCTIONS:

PLEASE READ ALL INSTRUCTIONS AND DOCUMENTS IN THIS PACKET CAREFULLY!

The application must be thoroughly completed and submitted by the deadline.

Please note that you must first pass the written exam in order to be eligible to take the physical agility exam. The physical agility exams will be taking place TBD, and will be notified via email of your scheduled date.

A **COPY** of the following **MUST** be submitted along with your application via email to humanresources@cityofedinburg.com:

- ☐ Valid Driver's License (State of Texas)
- ☐ TCFP Certificate (If you are already a Certified Firefighter only)
- ☐ DD214 Member 4 Form with an Honorable Discharge (If you are a Veteran only)
- ☐ *This form must be submitted in order to qualify for the Veteran's credit points to be added to your passing score.



https://cityofedinburg.com/departments/human_resources_civil_service/firefighter.php

*We recommend that you set-up an appointment with your doctor as soon as possible.

Application Submittal Deadline:

**February 18, 2025
No later than 11:59 p.m.**

***Applications will not be accepted after this date and time- no exceptions.**

TABLE OF CONTENTS

<u>Item</u>	<u>Page No.</u>
I. Notice-Civil Service Written Examination for Entry-Level Firefighter	Page 1
II. Minimum Requirements & Automatic Disqualifiers	Page 2, 3
III. Physical Agility/Strength and Endurance Test Requirements	Page 4, 5
IV. Edinburg Fire Department—Civil Service Compensation Plan	Page 6
V. Written Exam Procedures	Page 7
VI. Release of Liability	Page 8
VI. Job Description	Page 9



NOTICE

CIVIL SERVICE WRITTEN EXAMINATION FOR ENTRY-LEVEL FIREFIGHTER POSITION

The City of Edinburg will conduct testing for the position of Entry-Level Firefighter. The test will be administered as follows:

DATE: Friday, February 28, 2025
TIME: 8:30 a.m. (doors open at 8:00 a.m.)
LOCATION: Activity Center
123 E. Palm Dr.
Edinburg, Texas 78539

An Application may be filled out online at the City of Edinburg website:
https://cityofedinburg.com/departments/human_resources_civil_service/employment_opportunities.php
from February 5, 2025 to February 18, 2025

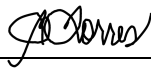
Deadline to submit the application and required documents is on February 18, 2025.

As per Local Civil Service Rules:

- 1) Entry level eligibility lists for the Fire Department will expire one year after the date of the entrance examination. A new examination may be given, depending on the needs of the Edinburg Fire Department, at the end of the twelve (12) month period or sooner, if applicable.
- 2) Firefighter Applicants who possess a valid certification as a basic Firefighter by the Texas Commission on Fire Protection (TCFP) may be given preference regardless of their position on the eligibility list upon providing evidence of such certifications.

PERSONS WITH DISABILITIES WHO MAY NEED ASSISTANCE ARE REQUESTED TO CONTACT THE HUMAN RESOURCES/CIVIL SERVICE DIVISION AT (956) 388-1873. REQUESTS MUST BE SUBMITTED AT LEAST ONE WEEK PRIOR TO THE EXAM SO THAT ARRANGEMENTS CAN BE MADE ACCORDINGLY.

I hereby certify this notice of a Civil Service Entry Level Firefighter Position was posted in accordance with Subchapter B. Classification and Appointment, Section 143.024. Entrance Examination Notice, in the Rules of the Firefighters' Police Officers' Civil Service Commission for the City of Edinburg, Texas, at the City Offices of the City of Edinburg located at 415 W. University Drive main lobby at the entrance outside bulletin board, at the bulletin board located in the Human Resources Department, the Police and Fire Department of the City of Edinburg, visible and accessible to the general public during regular work hours. This notice was posted on February 5, 2025 at 10:00 a.m.

By: 
Belinda Torres, Civil Service Director

All applicants will be required to present a valid Driver License for photo identification purposes.



MINIMUM REQUIREMENTS

Civil Service Written Examination Entry-Level Position for Fire Fighter

I. To be eligible to take the Physical Agility/Strength and Endurance Test and the Civil Service Written Examination for Entry-Level Position Fire Fighter with the Edinburg Fire Department, applicants shall:

- (a) Not be less than 18 years of age and not be older than 35 years of age (*Pursuant to the Texas Local Government Code, Subchapter A. General Provisions, 143.023 Eligibility for Beginning Position (c)*);
- (b) Be a high school graduate or have passed a general educational development (GED) test indicating high school graduation level. All firefighters must be able to intelligently read and write the English language.
- (c) Have a valid Driver License and satisfactory driving record (a valid Texas Driver License and satisfactory driving record is required prior to employment as an Entry-Level Fire Fighter);
- (d) Must be a U.S. Citizen, Legal Permanent Resident Alien, or authorized by law to have U.S. residency.
- (e) Have completed and returned the enclosed documentation to the Edinburg Civil Service Director; by the deadline. **No applications will be accepted after the deadline.**
- (f) Meet the minimum standards set forth in the published notice and established minimum qualifications in the position classification plan as adopted by the Civil Service Commission; and
- (g) Must arrive to test site 30 minutes prior to posted start time to check in. **If you arrive after the posted start time you will not be allowed to test.**

II. An applicant may not be certified as eligible for an Entry-Level position with the Fire Department unless the applicant meets all legal requirements necessary to become eligible for future licensing by the Texas Commission on Fire Protection (TCFP).

Texas Administrative Code; Title 37 Public Safety and Corrections; Part 13 Texas Commission on Fire Protection; Chapter 421 Standards for Certification; Rule §421.3 Minimum Standards Set by the Commission

- (a) General statement. It shall be clearly understood that the specified minimum standards described in this section are designated a minimum program. Employing entities are encouraged to exceed the minimum program wherever possible. Continuous in-service training beyond the minimum standards for fire protection personnel is strongly recommended. Nothing in these regulations shall limit or be construed as limiting the powers of the Civil Service Commission, or the employing entity, to enact rules and regulations which establish a higher standard of training than the minimum specified, or which provides for the termination of the services of unsatisfactory employees during or upon completion of the prescribed probationary period.
- (b) Functional position descriptions:
 - (1) Structural Fire Protection personnel. The following general position description for structural fire protection personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the firefighter operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.

- (a) Qualifications. Successfully complete a commission approved course; achieve a passing score on written and performance certification examinations; must be at least 18 years of age; generally, the knowledge and skills required show the need for a high school education or equivalent; ability to communicate verbally, via telephone and radio equipment; ability to lift, carry, drag, and balance weight equivalent to the average human weight; ability to interpret in English, written and oral instructions; ability to work effectively in high stress situations; ability to work effectively in an environment with loud noises and flashing lights; ability to function through an entire work shift; ability to calculate weight and volume ratios; ability to read and understand English language manuals including chemical, medical and technical terms, and road maps; ability to accurately discern street signs and address numbers; ability to document in English, all relevant information in prescribed format in light of legal ramifications of such; ability to converse in English with coworkers and other emergency response personnel. Good manual dexterity with ability to perform all tasks related to the protection of life and property; ability to bend, stoop, and crawl on uneven surfaces; ability to withstand varied environmental conditions such as extreme heat, cold, and moisture; and ability to work in low or no light, confined spaces, elevated heights and other dangerous environments.
- (b) Competency. A basic firefighter must demonstrate competency handling emergencies utilizing equipment and skills in accordance with the objectives in Chapter 1 of the commission's Certification Curriculum Manual.

III. Additional Requirements

- (a) Must be fingerprinted.
- (b) Be subject to Local, State, and National records and/or files to disclose any criminal records and to verify driving records.
- (c) Once hired, applicants will be required to obtain within twelve months of employment a Texas Driver License Class B, failure to obtain will cause the applicant to be terminated from employment.
- (d) Not have been arrested or convicted of a felony offense.
- (e) Not have executed at any time, a confession to a felony offense where such confession was admissible as evidence against another person in any criminal proceedings in any State or Federal Court.
- (f) Not have been arrested or convicted of a misdemeanor offenses of a Class "A" or Class "B" grade or equivalent with the last five (5) years.
- (g) Not be presently on probation for a criminal offense.
- (h) Not have more than five (5) traffic violations within the last three (3) years.
- (i) Be of good moral character.
- (j) Not have had a Firefighter Certificate from the Texas Commission on Fire Protection revoked.
- (k) The commission shall require each applicant for a beginning or a promotional position to take an appropriate, physical examination. The commission may require each applicant for a beginning position to take a mental examination.
- (l) An additional five points shall be added to the examination grade of an applicant who served in the United States armed forces, received an honorable discharge, and made a passing grade on the examination. ***To receive the points, documented proof (DD214) of the honorable discharge must be submitted to the Civil Service Office prior to the entrance examination.***



PHYSICAL AGILITY/STRENGTH AND ENDURANCE TEST REQUIREMENTS

***ANYONE ARRIVING AFTER THE SCHEDULED TIME WILL NOT BE ALLOWED TO TEST.**

- Aerial Climb
- Ladder Raise
- Hose Drag
- Smoke House
- Rescue Carry
- Hose carry and Standpipe Connection

Description of the Obstacle Course:

The physical agility will require an applicant to complete several specified evolutions in a given sequence. An orientation is conducted prior to testing.

Criteria for passing the exam:

The Physical Agility Test will consist of 6 evolutions. Each evolution must be successfully completed without any rest periods during each evolution or between evolutions. No running is allowed. Failure to successfully complete an evolution will constitute failure of the Physical Agility Test.

THE PHYSICAL AGILITY TEST IS DESIGNED TO TEST THE APPLICANTS ABILITY TO SUCCESSFULLY PERFORM ESSENTIAL JOB FUNCTIONS.

For the purpose of the Physical Agility Test, full firefighting protective equipment and protective clothing will be worn on all evolutions. Full firefighting equipment and protective clothing is defined as the following:

- Helmet
- Gloves
- Bunker Coat
- Bunker Pants
- Boots
- Suspenders
- Self-Contained Breathing Apparatus

NOTE: Air from SCBA tanks will be used during Tests 2 thru 6.

Test Components:

All applicants will be given an orientation and walk through. No one will be allowed to take the test unless they fully understand what is expected of them.

1. **AERIAL CLIMB:** The Applicant, wearing SCBA and not using the air, will climb to the top of the fully extended aerial ladder. When Applicant reaches the top of the ladder, Applicant will touch a marker. The Applicant will then descend the ladder to the starting point. This test is designed to check for acrophobia (fear of heights), and performance of firefighting rescue work above ground level.
2. **LADDER RAISE:** A twelve foot ladder will be used. With the ladder flat on the ground and the butt of the ladder against the base of the drill tower, the Applicant will squat to lift the top of the ladder and upright the ladder flat against the wall of the drill tower. The Applicant will pull the butt of the ladder one fourth (1/4) the distance of the ladder. Applicant will face the ladder and check angle of ladder by placing the tips of the boots on the butt of the ladder. The Applicant will then extend the arms in front of chest and place the hands on the rungs. After checking angle of ladder, the Applicant will lift ladder and return ladder flat against the wall. With the butt of the ladder touching the base of the drill tower, Applicant will lower the ladder by grabbing the rungs and using the hand over hand method until the last rung. The Applicant will squat and lay the ladder on the ground. This test duplicates firefighters wearing SCBAs, setting up ladders, and lowering ladders at fire scenes.
3. **HOSE DRAG:** Two hundred (200) feet of charged 1 ¾" hose with nozzle will be connected to a fire truck. Hose will be laid on the ground as though it was just pulled from the fire truck. Applicant will pick up the nozzle and drag hose slightly beyond the one-hundred (100) feet mark. Applicant will slowly open the nozzle completely. Applicant will then operate nozzle from full fog to straight stream and then back to full fog. Applicant will close the nozzle slowly and then lay nozzle on the ground. This test simulates actual fire ground functions of dragging the hose and spraying different water patterns at fire scenes.
4. **SMOKE HOUSE:** Applicants' face piece (SCBA Mask) will be completely covered. Applicant will enter smoke house and exit through the rear door. The cover will be removed from face piece. This test simulates actual fire scenes where areas are so dark that firefighter's cannot see. This test is to check claustrophobia (fear of closed in spaces) and nyctophobia (abnormal dread of the night or darkness).
5. **RESCUE CARRY:** The candidate from a starting point will pick up a dummy weighing approximately one hundred sixty-five (165) pounds. Candidate will carry or drag dummy one hundred (100) feet. Candidate and dummy must be beyond the one hundred (100) foot mark before dummy is laid on the ground. This test simulates actual rescue of victim under emergency conditions.
6. **HOSE CARRY AND STANDPIPE CONNECTION:** One hundred (100) feet of 1 ¾" hose with nozzle connected to the hose will be used. Starting point will be at the ground level just outside entrance door of drill tower. Candidate will pick up hose and place it on the shoulder and walk up the inside stairs to the third floor. Hose will be laid on the third (3rd) floor. Candidate will simulate removing the standpipe cap. Candidate will simulate placing standpipe cap back on. Candidate will then shoulder the hose pack and walk down to ground level and place hose back in the starting position.

An applicant who is able to complete the entire series of events successfully, in proper sequence passes the test.

EDINBURG FIRE DEPARTMENT-CIVIL SERVICE
COMPENSATION PLAN - FY 2024 -2025
Effective: 10-14-2024

Estimated Population	102,483	
Square Miles	39.00	
	BASE PAY	
NON-EXEMPT/BASE PAY (Entry Pay)	ANNUAL	
Entry Level Firefighter (non-certified)	\$41,686.27	
Entry Level Firefighter (certified)	\$47,045.62	
Firefighter	\$52,693.66	
Driver/Apparatus Engineer	\$56,393.23	
Lieutenant	\$62,834.40	
Captain	\$67,914.71	
Deputy Chief	\$78,897.22	
Assistant Fire Chief	\$85,000.00	
LONGEVITY PAY	\$3.846 pp/\$100 per year of service	
SENIORITY PAY	Annual	Per Pay Period
3-5 years	\$2,500.00	\$96.1538
6-7 years	\$4,500.00	\$173.0769
8 - 9 years	\$7,000.00	\$269.2308
10 - 12 years	\$8,500.00	\$326.9231
13-14 years	\$10,500.00	\$403.8462
15-16 years	\$12,000.00	\$461.5385
17-18 years	\$13,000.00	\$500.0000
19 - 20 years	\$15,000.00	\$576.9231
21 years and over	\$16,500.00	\$634.6154
CERTIFICATION PAY	Annual	Per Pay Period
TCFP Firefighter Intermediate	\$1,000.00	\$38.4615
TCFP Firefighter Advanced	\$1,500.00	\$57.6923
TCFP Master Firefighter	\$2,000.00	\$76.9231
TCFP Hazardous Materials Technician	\$1,500.00	\$57.6923
TCFP Driver/Operator - Pumper	\$1,500.00	\$57.6923
TCFP Aerial Operator	\$1,500.00	\$57.6923
TCFP Wild Land Firefighter	\$1,000.00	\$38.4615
TDH Emergency Medical Technician	\$1,500.00	\$57.6923
TDH Emergency Medical Responder	\$1,000.00	\$38.4615
ASSIGNMENT PAY	Annual	Per Pay Period
TCPF Inspector Intermediate	\$1,000.00	\$38.4615
TCPF Inspector Advanced	\$1,500.00	\$57.6923
TCPF Inspector Master	\$2,000.00	\$76.9231
TCFP Fire Investigator Intermediate	\$1,000.00	\$38.4615
TCFP Fire Investigator Advanced	\$1,500.00	\$57.6923
TCFP Fire Investigator Master	\$2,000.00	\$76.9231
TCFP Instructor I	\$800.00	\$30.7692
TCFP Instructor II	\$1,000.00	\$38.4615
TCFP Instructor III	\$1,200.00	\$46.1538
Arson Investigator	\$1,500.00	\$57.6923
EDUCATION PAY	Annual	Per Pay Period
Associates Degree	\$1,200.00	\$46.1538
Bachelors Degree	\$1,700.00	\$65.3846
Masters Degree	\$2,500.00	\$96.1538

10/01/13: Under 143, all switch to non-exempt except Chief

5% increase to Firefighters who transfer to Prevention as per Meet & Confer
(Only Firefighters, Drivers, Lieutenants & Captains)

	By: 2756 Hrs	By: 2080 Hrs	5% Fire Prev / 2080	
18 mo. Prob.	\$15.13	\$20.04	\$43,770.58	\$21.04
12 mo. Prob.	\$17.07	\$22.62	\$49,397.90	\$23.75
After Prob.	\$19.12	\$25.33	\$55,328.34	\$26.60
	\$20.46	\$27.11	\$59,212.89	\$28.47
	\$22.80	\$30.21	\$65,976.12	\$31.72
	\$24.64	\$32.65	\$71,310.45	\$34.28
	\$28.63	\$37.93		
	\$30.84	\$40.87		



Written Examination Procedure

- When you submit an application and required documents for civil service written examination, you will be issued a study guide with 1 business day upon receipt.
- Be at the examination location 15 – 30 minutes prior to scheduled time.
- Provide your valid Driver License for photo identification purposes.
- No electronic devices such as; cell phones, ipods, etc., bags, purses, books, food/drinks or documents are allowed in the examination area. All necessary materials (exam and pencils) will be provided.
- After the exam has begun, you will not be allowed to leave the examination room unless an emergency arises.
- Fraudulent conduct or false statements by an applicant, on any application or examination, shall give cause for exclusion from the examination or removal of the person's name from the Eligibility List.
- **EXAM STARTS PROMPTLY AT 8:30 A.M., ANYONE ARRIVING AFTER THE SCHEDULED TIME WILL NOT BE ALLOWED TO TEST.**

Post-Examination Procedure

- Raw scores will then be posted on the bulletin board placed by the South entrance of Edinburg City Hall at 415 W. University Drive, Edinburg, Texas and the City of Edinburg Website www.cityofedinburg.com

SCORES WILL NOT BE GIVEN BY TELEPHONE

- Raw scores are defined as the score on the written examination without the Veterans Credit added. The applicant shall not be placed upon the eligibility list unless the applicant makes a passing grade of 70 solely on the written exam.
- An applicant's position on the Eligibility List is determined by the total passing score (70 or better) plus Veteran's Points, if applicable. The Eligibility List is in order from the highest score to lowest score.
- Eligibility Lists for entry-level positions in the Edinburg Fire Department will remain in effect for not less than twelve(12) months from the date that the Edinburg Firefighter' Civil Service Commission certify the list, unless all names on the list referred to the Edinburg Fire Department have been exhausted. A new examination may be given, depending on the needs of the Edinburg Fire Department, at the end of the twelve (12) month period or sooner, if applicable.
- After being placed on the Eligibility List, in order to proceed with the selection process for an open position, applicants must be able to pass the following:
 - a) A physical agility examination **(Please see Physical Agility Exam information below)**
(Items (b) – (e) are conducted only after passing the physical agility examination)
 - b) A thorough background investigation
 - c) An oral interview
 - d) A medical/physical examination
 - e) A mental examination/psychological evaluation

Failure to successfully complete, or failure to receive a passing recommendation on any of these steps is cause for immediate removal from the application process.



WAIVER OF LIABILITY

PHYSICAL AGILITY/STRENGTH AND ENDURANCE TEST

2025



APPLICANT NAME: _____
Last First

Last four of SOC. SEC. #: _____ D.O.B.: _____

As an applicant for the Entry-Level Firefighter position for the City of Edinburg Fire Department, I understand that I will be required to undertake a Physical Ability/Strength and Endurance Test for the purpose of determining my physical fitness and ability to perform the physical requirements of a police officer (the "Activities").

I hereby certify that I consent to participate in the Activities. For and in consideration of being given the opportunity to participate in such activities, I understand and acknowledge that I am fully aware of and assume the risks (including but not limited to the risk of serious bodily injury, property loss or damage) of my participation. I recognize my responsibility to ensure that I participate only in those activities for which I have the required skills, qualifications, and physical conditioning. I understand that the City of Edinburg, its employees, elected and appointed officials, officers, successors and assigns (the "City") shall have no responsibility to pay for medical treatment and related costs if I am injured. Knowing the risks of participating, I agree to assume all the risks and responsibilities surrounding my participation. **To the fullest extent allowed by law, I hold harmless and agree to indemnify the City from and against any present or future claim, cause of action, loss or liability for injury to person or property, which I may suffer or for which I may be liable to any other person, related to my participation, resulting from any cause whatsoever, and regardless of fault.** I hereby grant the City and its personnel full authority to take whatever actions they deem necessary regarding my health and safety if time is of the essence, and I fully release the City and its personnel from any liability in connection with those decisions. I grant permission for emergency treatment by a rescue squad, private physician and/or hospital or emergency health

care facility staff, if needed. I acknowledge that the City will take any such action in my best interest.

I agree that this document shall be governed by the laws of the State of Texas. I further stipulate and agree that the laws of the State of Texas shall control in the construction of this document. I agree that the venue for any and all disputes related to this document shall be Hidalgo County, Texas.

I am at least eighteen years of age and have carefully read and freely signed this Waiver of Liability. I understand and agree that no oral or written representations can or will alter the contents of this document.

Applicant Signature

Date

Witness Signature

Date

Officer(s) Performing Test:



Job Description

Job Title:	Firefighter
Department:	Fire
Reports to:	Fire Chief
FLSA Classification:	Non-Exempt
Safety Sensitive Type:	Safety Sensitive
Effective Date:	05/01/2022

Job Summary:	Individual who has worked for the City of Edinburg for one year and has had a favorable evaluation and been removed from probation. The individual controls and extinguishes fires, protects life and property, and maintains equipment of the City. Responds to fire alarms and other emergency calls. Selects hose nozzle, depending on type of fire, and direct stream of water or chemicals onto fire. Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures. Creates opening in buildings for ventilation or entrance, using ax, chisel, crowbar, electric saw, core cutter, and other power equipment. Protects property from water and smoke by use of waterproof salvage covers, smoke ejector and deodorants. Administers first aid and artificial respiration to injured and those overcome by fire and smoke. May operate the Jaws of Life to assist in evacuating individuals in car accidents. Communicates with supervisor during fire, using portable two-way radio. Inspects buildings for fire hazards and compliance with fire prevention ordinances. Performs assigned duties in maintaining apparatus, quarters, buildings, equipment, grounds and hydrants. Conduct periodic maintenance on buildings, grounds, fire trucks, breathing apparatus, nozzles, hoses, and other equipment. Participates in drills, demonstrations, and course in hydraulics, pump operation and fire fighting techniques. Drive fire truck to fire or accident scenes. May issue forms to building owners listing fire regulation violations to be corrected. Firefighter will be assigned duties by the Fire Chief.
Essential Job Functions:	Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. a. Drive fire truck to emergency scene. b. Extinguish fires with the use of water or chemicals. c. Determines proper hose nozzle and equipment dependent on the type of fire. d. May use various tools and equipment to create openings in buildings to extract victims or for ventilation purposes. e. May operate the Jaws of Life to extract victims from motor vehicles at accident site. f. Provide first aid and CPR techniques to individuals in need of same. g. Attend periodic training, drills and courses as directed or scheduled. h. Performs maintenance on fire truck, fire station, and grounds as directed or scheduled. i. Inspects and maintains fire equipment such as air apparatus, uniform, gear, tools. j. Communicates with others through the use of two-way radio during a fire.



Job Description

	k. Inspect buildings within the City of Edinburg for fire hazards and compliance with fire prevention ordinances as assigned or scheduled. l. Interprets City policy and procedures as related to assigned job. m. Perform activities to be in compliance with all City, County, and State building and safety codes. n. Attend drills, and/or course which the department provides. o. Perform housekeeping duties as assigned or scheduled. p. Perform other appropriate duties as required. q. Duties involve continuous bending, lifting, digging, carrying, or walking, and/or using force equal to lifting 50-300 pounds.
Conditions of Employment:	a. Must be a U.S. Citizen b. Must possess a Class B State of Texas driver's license c. Must be certified through the Texas Commission on Fire Protection d. Pass a physical and drug screening administered by a physician licensed to practice in the State of Texas e. Meet all other department and City employment standards f. Individual who has worked for the City of Edinburg for one year and has had a favorable evaluation and been removed from probation g. Current First Aid and CPR certification
Required Education:	High School Diploma, GED or equivalency
Education Preference:	Not Applicable
Educational Substitute:	Not Applicable
Required Work Experience:	No experience required
Experience Preference:	One (1) year of related experience
Supervisory Experience Requirement:	Not Applicable
Required Knowledge, Skills, & Abilities	a. ability to drive and operate a fire truck and equipment b. Be prepared to make quick decisions, under hazardous conditions, based on sound personal judgement. c. Ability to perform well in a stressful situation, when dealing with people under stress. - d.
Equipment Materials:	General office and safety equipment/materials to include but not limited to the following: • Fire truck • 12 up to 36 foot ladders • Firefighting hoses • Breathing apparatus • Gloves • Suit • Helmet • Boots • Axe • Flash light • Chisel • Crowbar



Job Description

	• Electric saw • Core cutter • Portable generator • 2 way radio communication system
Work Conditions:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual may need to work both indoors and outdoors in which the following conditions may be present: humidity, cold, hot, wet, slippery, dusty, and/or smoke. The job may also expose the individual to hazardous conditions such as extreme heat, fumes, toxic gases, heights, contact with chemical substances, electrical current, falling materials, and/or heavy equipment operation(s).
Mental Demands:	While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; perform detailed work, multiple deadlines and concurrent tasks; work with constant interruptions; and interact with staff and the public.

Physical Demands

Environmental Conditions:

HEALTH AND SAFETY		ENVIRONMENT FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	☒	Respiratory Hazards	☒	Office Environment	☐
Chemical Hazards	☒	Extreme Temperatures	☒	Warehouse	☐
Physical Danger or Abuse – upset customers	☒	Expressing/Exchanging Spoken Word	☒	Closed Quarters/Crawl Spaces	☒
Fire Hazards	☒	Noise	☒	Vehicle	☐
Explosives	☒	Wetness/ Humidity	☒	Outdoor Environment	☒
Communicable Diseases	☒	Vibration	☒	Inside Environment	☒
Electrical Hazards	☒	Physical Hazards	☒	Shop	☐

Visual Acuity:

Near Visual	☒	Clarity of vision at approximately 20in or less (i.e., working with small objects or reading small print), including use of computers.
Far Visual	☒	Clarity of vision at 20ft or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
Peripheral Vision	☒	Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

Physical Activities:

TASK	FREQUENCY	PERFORMANCE
------	-----------	-------------



Job Description

N = Never (never occurs)	R – Rarely (less than 1 hour a week)	O = Occasionally (up to 1/3 of the time)	F = Frequently (from 1/3 to 2/3 of the time)	C = Continuously (2/3 or more of the time)
Climbing	F	Ascending of descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.		
Stooping (bending at waist)	F	Bending body downward and forward by bending spine at waist.		
Kneeling (one or both knees)	F	Bending legs at knee to come to a rest on knee or knees.		
Lifting/Carrying	F	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.		
Keyboarding	N	Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-key numeric keypad.		
Reaching (at or below shoulder level)	O	Extending hand(s) and arm(s) in any direction.		
Reaching Overhead	O	Extending hand(s) and arm(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.		
Twisting/Turning (rotation)	O	Rotating one part of the body in a direction away from or opposite to another part. Includes lateral rotation of the trunk and spine.		
Handling (manipulated objects)	C	Seizing, holding, grasping, turning or otherwise working with hands.		
Standing	F	Remaining upright on the feet, particularly for sustained period of time.		
Walking	F	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.		
Sitting	R	Remaining in a seated position for extended periods of time without being able to leave the work area.		
Grasping (whole hand activities)	C	Applying pressure to an object with the fingers and palm.		
Pushing/Pulling	F	Using upper extremities to press against something with steady force, in order to thrust forward, downward or outward. Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.		

Physical Requirements:

TASK	WEIGHTS	CHECK IF APPLICABLE	PERFORMANCE
Sedentary Work	Up to 10 lbs.	☐	Exerting up to 10lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
Light Work:	Up to 20 lbs.	☐	Exerting up to 20lbs of force occasionally, and/or up to 10lbs of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.



Job Description

Medium Work:	Up to 50 lbs.	☐	Exerting up to 50lbs of force occasionally, and/or up to 20lbs of force frequently, and/or up to 10lbs of force constantly to move objects.
Heavy Work:	Up to 100 lbs.	☒	Exerting up to 100lbs of force occasionally, between 2 persons, and/or in excess of 50lbs of force frequently, and/or up to 20lbs of force constantly to move objects.

Authorization:	I have reviewed this description and understand the requirements and responsibilities of the position.		
	Date	Print Name	Signature of Employee
The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.			