

## Firefighter/Paramedic

The City of Lucas has three positions open for a Firefighter/Paramedic

Salary range Firefighter/Paramedic: \$53,000 - \$54,600 DOQ

Comprehensive Benefits Package

City of Lucas Application must be received by 5:00 pm on Wednesday, January 8, 2020. Please include a copy of any certifications that you possess to qualify for this position. Late or incomplete applications will not be considered.

One position may be filled that will work 24 on/48 off shifts, totaling 168 hours every 3-week period.

Applicants should meet the following minimum criteria:

- Must possess or be able to obtain by end of orientation period, a valid Texas Class "B" Driver's License.
- Texas Department of State Health Services Paramedic and Texas Commission on Fire Protection Firefighter

For a complete list of desirable qualifications and experience, please refer to Firefighter/Paramedic job description which can be found on the City of Lucas website.

Physical Ability to be conducted on Friday, January 10, 2020

- \*Candidates to wear non-departmental work out clothing, water bottle, and towel
- \*Candidates meet after 0830 hours and before 0900 hours at the fire station
- \*0900 hours in training room – general welcome and explanation of physical ability
- \*Those passing the physical ability will select interview times

Candidate interviews to be conducted on Tuesday, January 14, 2020.

Chief's interviews to be conducted on Thursday, January 16, 2020.

The new hire will report to work on Monday, February 3, 2020 at 0700 hours. New hire will be assigned 0700-1500 hours the first week, and then assigned to shift starting the week of February 9<sup>th</sup>.

Additional information and application requirements regarding the recruitment process can be found at <https://www.lucastexas.us/job-opportunities/> .



# Application For Employment

Equal Opportunity Employer

**City of Lucas**

665 Country Club Road

Lucas, Texas 75002

972.912.1204

Fax 972.727.0091

[jbabcock@lucastexas.us](mailto:jbabcock@lucastexas.us)

If you need an accommodation during any phase of the application, interview, or employment process or any pre-employment testing, please notify Human Resources at 972.912.1204 and every reasonable effort will be made to accommodate your needs in a timely manner. All applications submitted will be applicable only for the specific position being applied for and will remain on an "active" status until that vacancy has been filled.

## Applicant Information

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Position Information

Position Applying For: \_\_\_\_\_  
What type of employment are you willing to accept? ☐ Full-Time ☐ Part-Time ☐ Temporary  
What date are you available for work? \_\_\_\_\_  
How did you learn of this job posting? ☐ City Hall Website: \_\_\_\_\_ Other: \_\_\_\_\_

## General Information

Are you over 18 years old? ☐ Yes ☐ No  
Are you known by any other name? ☐ Yes ☐ No  
If yes, by what name? \_\_\_\_\_  
Have you worked for the City before? ☐ Yes ☐ No  
If yes, provide department name: \_\_\_\_\_  
Are you related to any elected official or employee of the City?  
☐ Yes ☐ No  
If yes, provide the person's name, department  
and relationship to you: \_\_\_\_\_

Have you been told the essential functions of  
the job or have you reviewed the job descrip-  
tion? ☐ Yes ☐ No

Can you perform the essential functions with  
or without reasonable accommodation? ☐ Yes ☐ No

The City of Lucas has adopted a Drug and  
Alcohol Policy to maintain a drug-free work-  
place. Any applicant applying for employ-  
ment in a safety related position with the  
City will be required to submit to testing for  
illegal drug use prior to employment. Em-  
ployment will be contingent upon a negative  
drug test result. If required will you submit  
to a drug testing? ☐ Yes ☐ No

Are you authorized to work in the United  
States on an unrestricted basis? ☐ Yes ☐ No

### Education History

Education Type	Name & Location of School	Major	Diploma / Degree

### Licenses & Certifications

License Type	Issuing Agency	Number	Expiration Date

### Special Skills & Qualifications

Summarize special skills and qualifications acquired from employment, education or experience.

### Work History

List below each job held. Start with your current or last job. Include military service, paid, or unpaid, full or part time, summer job, etc.  
“See resume” is not acceptable. Previous employers will be contacted to verify your employment record. Add additional pages as necessary.

May we contact your current employer? ☐ Yes ☐ No

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

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

Name and Title of Supervisor: \_\_\_\_\_

Date Started: \_\_\_\_\_ Starting Position: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ per / \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Position: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_ per / \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### Work History Continued

May we contact this employer?

☐ Yes

☐ No

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

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

Name and Title of Supervisor: \_\_\_\_\_

Date Started: \_\_\_\_\_ Starting Position: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ per / \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Position: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_ per / \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer?

☐ Yes

☐ No

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

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

Name and Title of Supervisor: \_\_\_\_\_

Date Started: \_\_\_\_\_ Starting Position: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ per / \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Position: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_ per / \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### References

Provide name, e-mail and phone number of three (3) professional references.

Name	E-mail	Phone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Emergency Contacts

Identify below the person (s) to be notified in case of an emergency

Name	Phone
_____	_____
_____	_____
_____	_____

### E-Verify

The Immigration Reform and Control Act of 1986 requires employers to verify the citizenship, or authorization to work in the United States, on all individuals since November 6, 1986. Documentation is required no later than three days from employment commencement. It is the employee's responsibility to assure the Human Resources Division receives the appropriate documentation.

The City uses E-Verify to validate the identity and employment eligibility of all persons hired to work for the City of Lucas. E-Verify compares information from an employee's Form I-9 to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

### Certification

I hereby certify that answers given herein are true and complete to the best of my knowledge and agree that if employed, any misrepresentation, falsification or omissions of facts thereon shall justify my dismissal.

I hereby authorize the City of Lucas to fully investigate my record and work qualifications either before or after my employment by the city of Lucas and to facilitate such investigation, I also hereby authorize any persons, office, agency or source, having information and knowledge about my personal, employment, military, education, driving record, criminal, credit or financial history; prior work related injury information, physical screening, drug screening and other related matters as may be necessary in arriving at an employment decision to furnish and release such information to the City of Lucas. I hereby release employers, schools, agencies, or persons from all liability in responding to inquiries in connection with my application.

I understand that additional testing of job-related skills and drug screening is required when applying for safety related positions prior to employment. After a contingent job offer of employment, and prior to reporting to work. Depending on the needs of the job, I may be required to be examined by a medical professional designated by the City to determine my ability to perform the essential functions of the job, with or without reasonable accommodation.

In submitting this application, I understand that it becomes the property of the City of Lucas and will not be returned or altered by the City staff. I hereby understand and acknowledge that, any employment relationship with the City is of an "at will" nature, which means any employee may be removed by the City Manager at in time in accordance with applicable law and policies.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please forward completed application form to:

City of Lucas  
Attn: Human Resources  
665 Country Club Road  
Lucas, TX 75002  
Fax: (972) 727-0091  
Email: jbabcock@lucastexas.us

Resumes can be attached to the application form for additional information but cannot be substituted for the City Application form. The application must be completed in full.

An applicant is an individual who fully completes an employment application for a position that is currently open, and who meets the qualifications for the position. If your application does not meet the definition of an applicant it will not be considered.

The City will not accept applications for employment unless in response to a posted position.

The City of Lucas is an equal opportunity employer. The City strives to comply with state and federal laws regarding discrimination based on race, creed, color, sex, religion, national origin, age, disability, veteran status or political affiliation. In addition, the City of Lucas complies with all other state and local laws prohibiting discrimination in those areas where such laws apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of a job.



## City of Lucas -- Job Description

Position Title: Firefighter/EMT -or- Firefighter/Paramedic  
Pay Grade: 7  
Department: Fire  
FLSA Status: Non-Exempt  
Revised: February 12, 2018  
Emergency Status: Emergency Essential

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### Leadership

Supervisor: Captain  
Direct Reports: None

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### Position Purpose

Performs a variety of highly technical and specialized tasks involving and/or related to fire suppression, emergency medical services, rescue, hazardous material incidents, fire prevention, fire inspections and other special assignments as required.

### Essential Functions

- Performs fire suppression activities including driving fire apparatus, operating pumps and related equipment, laying hose and performing fire combat, containment and extinguishment tasks.
- Participates in fire drills, attends classes in fire suppression, emergency medical, hazardous material and related subjects.
- Receives and responds to fire calls and alarms. Operates radio and other communication equipment.
- Participates in the inspection of buildings, and other structures in fire prevention programs.
- Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.
- Performs general maintenance work in the upkeep of fire facilities and equipment to include care for the grounds around the fire station.
- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting hazardous materials and first responder and emergency medical services.
- Performs rescues or assist in rescues, such as water, vehicle, trench, high angle, elevator, body recovery, confined space or any other rescue as needed.
- Presents programs to the community on safety, medical and fire prevention topics.
- Performs salvage operations such as throwing salvage covers, water removal, and removing debris.
- Performs basic life support (BLS) and advanced life support (ALS) activities in accordance with certification level.
- Adhere to the Lucas Fire-Rescue Standard Operating Guidelines and Procedures. Adhere to the City of Lucas Employee policies and Procedures Manual.

## **Secondary Functions**

- Assists in administrative activities as assigned.
- Assists in training activities as assigned.
- Attends classes that are required to maintain certifications, or as requested and approved.
- Performs all other duties as assigned.

## **Capital and/or Fiscal Responsibility**

Responsible for adhering to all City of Lucas Purchasing Policies while performing purchasing tasks.

## **Credentials (minimum preferred)**

### **❖ Knowledge/Skills/Abilities**

- Working knowledge of driver safety.
- Working knowledge of basic life support (BLS) and/or advanced life support (ALS).
- Ability to operate fire suppression and other emergency equipment.
- Ability to apply standard firefighting, first responder and emergency medical services, hazardous material and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Ability to analyze complex situations and problems, and use sound judgment in drawing conclusions and make decisions.
- Ability to act effectively in emergency and stressful situation.
- Ability to communicate effectively verbally and in writing.
- Ability to establish effective working relationships with employees, other agencies and the general public.
- Ability to work through hazardous weather conditions.

### **❖ Formal Education/Certification/Licenses**

- Graduation from a High School or GED Certificate.
- Must possess, or be able to obtain by the end of your probationary period, a valid Texas Class "B" Driver's License without record of suspension or revocation in any state and certification of Emergency Vehicle Accident Prevention Program (EVAP).
- Certified by the Texas Commission of Fire Protection as a Basic Firefighter, or currently enrolled in a fire academy program actively seeking this certification.
- Must be certified by the Texas Department of State Health Services as an EMT, with preference given to Paramedic or EMT currently enrolled in Paramedic school.
- Maintain certifications and participates in continuing education as provided by the City of Lucas Fire~Rescue.

### **❖ Prior Experience**

- Previous firefighting/EMS experience preferred.

## **Tools and Equipment Used**

Fire apparatus, fire pumps, hoses and other standard firefighting equipment; power tools such as chain saws and hydraulic spreaders and cutters; hand tools, ladders, first aid equipment, radio, pager, personal computer, phone and water rescue devices.

**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 frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to two-hundred (200) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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. Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, liquid chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderately quite in the office settings, and very loud at an emergency scene.

**Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**Acknowledgement**

*This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.*

Employee (print name): \_\_\_\_\_

Employee (signature): \_\_\_\_\_

Date: \_\_\_\_\_