

Fire Captain

The City of Lucas has two (2) openings for Fire Captain/Paramedic.

Salary range Fire Captain: \$63,470-\$70,000

Comprehensive Benefits Package

A Letter of Application, a City of Lucas Employment Application, copies of relevant TCFP and DSHS certifications, and a copy of your college transcript will be required to apply.

City of Lucas Application must be received by 5:00 pm on Thursday, January 21, 2021. Please include a copy of any relevant certifications that you possess to qualify for this position. Late or incomplete applications will not be considered.

The position works a 24-hour shift with 48 hours off.

Applicants should meet the following minimum criteria:

- **Formal Education/Certification/Licenses**
 - Must possess, a valid Texas Class “B (exempt)” Driver’s License, without record of suspension or revocation in any state.
 - Ability to complete certification of Emergency Vehicle Operations Class (EVOC) within two weeks of hire.
 - Certified by the Texas Commission on Fire Protection as a Driver/Operator
 - Certified by the Texas Commission on Fire Protection as a Basic Firefighter (Intermediate Preferred).
 - Certified by the Texas Commission on Fire Protection as a Fire Instructor.
 - Certified by the Texas Department of State Health Services as an EMT-Paramedic.
 - Have a minimum of thirty (30) hours towards a bachelor’s degree in a fire science, public administration, or an approved field or graduation from a college or university with an associate’s degree in fire science, public administration, or a related field.
- **Prior Experience**
 - Minimum of five (5) years of experience as a firefighter or any equivalent combination of education and experience to be determined by the employer.

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

Physical Ability (mandatory) to be conducted on Monday, January 25, 2021.

- Candidates will be required to wear a CDC recommended mask while in the fire station. He/she will be allowed to remove the mask only during the physical assessment.
- Candidates to wear non-departmental workout clothing and may bring a water bottle, and a towel.

- Candidates meet at 0900 hours in the fire station apparatus bay, 165 Country Club Road, Lucas, Texas 75002 for general welcome and explanation of physical ability.
- Candidate must successfully complete the Physical Ability to continue in the hiring process.

Candidate Assessment Center Training (encouraged) to be conducted on Thursday, January 28, 2021.

- Candidates will be required to wear a CDC recommended mask while in the fire station.
- Candidates to wear non-departmental business-casual attire.
- Candidates meet at 0800 hours in the fire station apparatus bay, 165 Country Club Road, Lucas, Texas 75002.

Candidate Assessment Center (mandatory) to be conducted on Tuesday, February 2, 2021.

- Candidates will be required to wear a CDC recommended mask while in the fire station.
- Candidates to wear non-departmental business-professional attire.
- Candidates meet at 0800 hours in the fire station apparatus bay, 165 Country Club Road, Lucas, Texas 75002.

Fire Chief interviews to be conducted on Thursday, February 4, 2021.

- Candidates will be required to wear a CDC recommended mask while in the fire station.
- Candidates to wear non-departmental business-casual attire.
- Candidates will be informed of the time and place of the Chief's interview before 5:00pm, Wednesday, February 3, 2021.

If internal candidate(s) selected, he/she will report to work as shift assigned during the week of February 8, 2021.

If external candidate(s) selected, he/she will report to work on or before Monday, February 22, 2021 at 0800 hours. New hire will be assigned 0800-1600 hours for one week, and then assigned to shift starting the week of March 1, 2021.

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

acohen@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 description? 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 workplace. Any applicant applying for employment in a safety related position with the

City will be required to submit to testing for illegal drug use prior to employment. Employment 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: acohen@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: Fire Captain
Position Code:
Department: Fire
FLSA Status: Non-Exempt
Revision History: January 2021
Emergency Status: Emergency Essential

Leadership

Supervisor: Assistant Fire Chief
Direct Reports: Firefighters

Position Purpose

Protects life and property by supervising and performing the duties of firefighting, emergency medical services, hazardous materials and fire prevention. Maintains fire equipment, apparatus and facilities.

Essential Functions

- Performs and supervises firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, performing fire combat, and containment and extinguishment tasks.
- Administers first aid and emergency medical care to injured/ill persons consistent with the level authorized by EMT-P certification, established medical protocols and standard operating procedures.
- Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials and related subjects. Instructs classes in assigned subject areas.
- Receives and relays fire calls and alarms. Operates radio and other communication equipment.
- Participates in the inspection of buildings and other structures in fire prevention programs.
- Performs general maintenance work in the upkeep of fire facilities and equipment.
- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials and emergency medical services activities. Presents programs to the community on safety, medical and fire prevention topics.
- Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.
- Responsible for management of shift as determined by the Assistant Fire Chief.

- Responds to emergencies and assumes initial command, coordinates and supervises the emergency operations of all companies involved in fire suppression, rescue and other emergencies.
- Coordinates the activities of a shift to maintain and support the operation of department equipment, apparatus and facilities to insure operational readiness and longevity.
- Plans and coordinates the effective use of shift personnel to help meet departmental objectives and goals.
- Ensures workplace policies and administrative procedures established in the City of Lucas Employee Manual are implemented and maintained.
- Ensures that departmental policies, procedures, rules and regulations are implemented and maintained.
- Evaluates performances of subordinates; provides counseling and direction to firefighters; participates in selections, disciplinary actions and other personnel actions in coordination with the Assistant Fire Chief and human resources.
- Participates in planning, organizing, training, and the administration of employee relations within the Department.
- Coordinates and approves leave of assigned personnel to ensure adequate staffing levels are maintained.
- Performs administrative functions as directed by the Assistant Fire Chief or designee.

Secondary Functions

- Represents the department in dealing with citizens or other City/County/State agencies as directed.
- Plans, organizes, and prepares special reports or projects as required by the Assistant Fire Chief.
- May serve as an integral part of the Emergency Management Team.
- Performs other duties as assigned.

Capital and/or Fiscal Responsibility

- Responsible for adhering to City of Lucas Purchasing Policies while performing purchasing tasks.
- Assist department in controlling expenditures and overall management of financial resources.
- Assist in the preparation and administration of the Fire Department portion of the annual budget.

Credentials

- **Knowledge/Skills/Abilities**
 - Advanced knowledge of modern fire prevention, suppression, hazardous materials, and emergency medical principles, procedures, techniques, and equipment.
 - Working knowledge Texas Department of State Health Services and National Registry EMT and EMT-P certification and recertification requirements.
 - Knowledge of applicable laws, ordinances, departmental standard operating procedures, and regulations.
 - Knowledge of building, electrical, mechanical and fire codes.

- Skill in the operation of the tools and equipment listed in “Tools and Equipment Used” section below.
 - Ability to train and supervise subordinate personnel in duties of their position.
 - Ability to apply standard firefighting, emergency medical services, hazardous materials, and fire prevention techniques.
 - Ability to analyze complex situations and problems and use sound judgment in drawing conclusions and make decisions.
 - 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 act effectively in emergency and stressful situations.
 - Ability to effectively communicate both orally and in writing.
- **Formal Education/Certification/Licenses**
 - Must possess, a valid Texas Class “B (exempt)” Driver’s License, without record of suspension or revocation in any state.
 - Ability to complete certification of Emergency Vehicle Operations Class (EVOC) within two weeks of hire.
 - Certified by the Texas Commission on Fire Protection as a Driver/Operator
 - Certified by the Texas Commission on Fire Protection as a Basic Firefighter (Intermediate Preferred).
 - Certified by the Texas Commission on Fire Protection as a Fire Instructor.
 - Certified by the Texas Department of State Health Services as an EMT-Paramedic.
 - Have a minimum of thirty (30) hours towards a bachelor’s degree in a fire science, public administration, or an approved field or graduation from a college or university with an associate’s degree in fire science, public administration, or a related field.
- **Prior Experience**
 - Minimum of five (5) years of experience as a firefighter or any equivalent combination of education and experience to be determined by the employer.

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, both day and night. 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. This position works a twenty-four (24) hour shift and has supervisory responsibility of the shift and station while on duty.

The employee occasionally works near moving mechanical parts, in proximity of moving traffic, 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.

HIPAA Compliance Statement

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities and of the Fire Department's policies and procedures that impact their job duties. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.

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: _____

City of Lucas Fire Department

Physical Ability Test

The physical ability test will be performed wearing comfortable clothing and footwear. The test will be completed while wearing department issued helmet, gloves, firefighting coat and 28 lb weight vest. The test time allotted will be 5 minutes to complete the six tests. This is a pass or fail test. During the test there will be a proctor following the applicant for your safety and timing the test. Time will start when the applicant places his foot on the bottom rung of the ladder of the first station and will stop when the dummy crosses the pre-marked line.

The Test will consist of:

1. **Ladder Climb:** Candidate must ascend and touch top rung of a 12' A-Frame ladder. A total of two ascend/descend sets will be completed. Candidate must touch each step with his/her foot until the top rung can be touched with a gloved hand, then descend back down.
2. **Stair Climb:** Candidate must ascend and descend one flight of stairs. A total of three ascend/descend sets will be completed. Candidate must not skip steps and touch top step with both feet before descending back down.
3. **Hose Stack:** Candidate must unload a fifty-foot rolled section of 3" hose from the hose rack, place the hose on the floor completely before placing the hose back in its proper location. A total of eight unload/reload sets will be completed. Candidate must maintain control of the hose at all times.
4. **Equipment Carry:** Candidate will proceed to Engine 861 and carefully unload and place the chainsaw on the floor, carefully unload the rotary saw (K12) and then carry both tools a cone 60' away. (Same distance as where the yellow fire hydrant is on the front pad) and back to Engine 861. Candidate must then place the chainsaw on the ground, reload the rotary saw (K12) on its proper shelf and then reload the chainsaw to its proper location-Maintaining control of tools at all times. (THIS EQUIPMENT IS NOT TO BE DROPPED)
5. **Hose Drag:** Candidate must carry the nozzle of a hydrant charged 1 3/4" hose line a distance of 66'.
6. **Dummy Drag:** Candidate must drag the 165lb. "Rescue Randy" dummy 60' fully across the predetermined line. Once complete the proctor will announce when the test has been completed. Rescue Strap is allowed and must be put on dummy by member prior to dragging the dummy.

Applicant Name: _____ Signature: _____

Initial BP: _____/_____ Pulse: _____

Post BP: _____/_____ Pulse: _____

TIME: _____

PASS/FAIL



CITY OF LUCAS FIRE RESCUE



WAIVER AND RELEASE FORM

Warning and Acknowledgement of Risk and Damages

I have entered the job related physical ability test out of my own free will. I acknowledge that I am in good physical condition and have no medical problems that would affect my ability to participate in this event. I voluntarily agree to assume the full risk of any injuries, damages, or losses of properties, regardless of severity. Should I suffer an injury or illness, I authorize officials of the attending emergency services to use their discretion to have me medically treated and transported to a medical facility.

Liability Release

I acknowledge that I have read and understood the above warning and acknowledgement of risk of injuries, damages, or losses of properties. I, for myself, and on behalf of my heirs, personal representatives, and next of kin, hereby release, hold harmless, and promise not to sue the City of Lucas, the Lucas Fire Rescue, all members of said organizations, their respective employees, agents and other individuals who are associated with this event, with respect to any and all injuries, damages, and losses that may arise from my participation in this event. This Waiver and Release extends to all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown.

I have read this agreement, fully understand its terms, and sign it freely and voluntarily.

Participant's signature: _____ Date: _____

Print participant's name: _____

In case of emergency, notify:

Name: _____ Relationship to me: _____

Home: (____) _____ Work: (____) _____

Name: _____ Relationship to me: _____

Home: (____) _____ Work: (____) _____