

**JOB TITLE:** FIREFIGHTER/EMT- EMT,  
EMT Advanced, EMT Paramedic (Paramedic Within two years of hire date) (NON-EXEMPT) Hire date after January 1, 2018

**DEPARTMENT:** FIRE/EMS

**FULL TIME:** YES                    **Date revised:** November 21, 2017

---

**JOB SUMMARY:** Under general supervision of assigned Captain, responds to fire calls, fire alarms, medical emergencies, hazardous materials incidents, rescue and other calls to protect life and property. Participates in EMS and Fire Suppression training. Promotes Fire prevention practices. Maintains assigned station, firefighting and EMS equipment in a ready state.

**ESSENTIAL FUNCTIONS:** (This list is not exhaustive and may be supplemented as necessary.)

- Respond to fire and other emergency calls; extinguish structure, wild land and auto fires; deploy and connect hoses; maintain pumping apparatus; hold nozzles and direct water streams, raise and climb ladders; ventilate burning structures; enter buildings to evacuate occupants.
- Respond to Fire Alarm calls and determines appropriate action necessary.
- Responsible for the safe delivery and operation of all apparatus in the Mineral Wells Fire EMS fleet, during daily activities, en route too, leaving from, and while at emergency scenes; maintain a knowledge of City streets.
- Operate multiple types of fire and rescue equipment, including portable fire extinguishers, hand tools, hand lines, positive pressure fans, generators, salvage covers, forcible entry tools, aerial ladder equipment and emergency medical equipment.
- Respond to Motor Vehicle Collisions (MVC), evaluate MVCs, request necessary assistance. Ability to stabilize collisions and preform auto extrication, using hydraulic, electric, and/or pneumatic extrication tools.
- Responds to and provides emergency medical services up to and including, your level of EMS certification.
- Work inside and out-of-door environments subject to extremes of temperature, inclement weather and intermittent exposure to dust, fumes, biological and explosive hazards.
- Maintain physical activity over prolonged periods of time, including standing, walking, kneeling, stooping in awkward positions; able to carry, climb, crawl, drive, kneel, lift (200 lb., push 150 pounds), sit, stand, stoop, and twist.
- Work in confined spaces.
- Inspects, cleans, restocks and maintains apparatus, equipment, quarters, and grounds.
- Conducts inspections of businesses (Inspector certification required) and or pre-fire plans, occasionally conducts fire training classes and drills, and studies technical materials on equipment and apparatus operations, fire suppression and fire prevention to improve or maintain an effective level of performance.
- Perform service test on fire hose, hydrants, and ground ladders.
- Transfer medical patients from one location to another.
- Completes and maintains reports, records and logs in accordance with departmental SOPs.
- Assures documents are filed or sent to the correct location in a timely manner.
- Ascends and descends stairs carrying patients and equipment with the assistance of one person.
- Ensures safety of self, co-workers, patient, family, and bystanders.

- Obtain and preserve evidence at a fire scene.
- Ability to understand and implement both written and verbal commands.
- Maintains strict adherence to patient treatment as approved by Medical Director as outlined in current Medical Protocols.
- Maintains complete confidentiality of all patient information.
- Seeks guidance from Superior Officers as necessary. Reports concerns and needs to Captain.
- Responds to and recognizes hazardous materials incidents – awareness level. Assist to minimize or mitigate the effects to life and the environment from a hazardous material release.
- Attend and participate in training, stay abreast of new innovations in the field of firefighting, rescue, and emergency medical services. Maintains continuing education in fire, EMS, and specialized disciplines.
- Inspect, clean, and maintain apparatus, ambulance and equipment at fire stations; check unit for functional readiness; perform general custodial duties as required.
- Maintain appropriate uniform and personal hygiene.
- Maintain firefighter's protective ensemble, following NFPA 1851.
- Must not presently pose a threat to the health and safety of self or others.
- Maintain regular attendance and arrives at work on time and prepared to begin work.
- Maintain a knowledge of City's Personnel Rules and Regulations, departmental SOPs and Medical Directives.

---

#### **OTHER JOB FUNCTIONS:**

- Provide Public Education in a variety of settings.
- Issue burn permits.
- Conducts station tours as assigned.
- Ability to operate computers, including EPCR, Fire House, word processing and spreadsheet software.
- Provide customer service
- Temporarily fill the position of Captain as assigned by the Chief or Assistant Chief. Temporary Captain will fulfill all the duties of a regularly assigned Captain, including administrative and emergency responsibilities.

#### **REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES:**

Achieve the certification of EMT Paramedic within two years of hire date. Subject to the terms of a signed agreement, with the assistance of Mineral Wells Fire EMS.

High School Diploma or equivalent (GED)

Basic Firefighter Certificate (or higher) issued by the Texas Commission on Fire Protection  
Emergency Medical Technician Paramedic Certificate issued by the Department of State Health Services (EMT or EMT Advanced on entry- must obtain EMT Paramedic certification within two years of hire date) Assistance available through Mineral Wells Fire EMS.

U.S. Citizen

Texas Class B Exempt Driver's License and a good driving record, insurable through the city's insurance carrier.

Obtain and maintain the following certifications from the American Heart Association, and the National Association of Emergency Medical Technicians (offered through MWFEMS),

CPR- Cardiopulmonary Resuscitation  
ACLS- Advanced Cardiac Life Support  
PALS- Pediatric Advanced Life Support  
PHTLS - Prehospital Trauma Life Support  
AMLS – Advanced Medical Life Support

---

#### **EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:**

Possess firefighting and emergency medical services certification; EMT Paramedic certification (within two years of hire date) with Firefighter certification; knowledge of principles, practices and procedures of modern firefighting; operation of fire apparatus, equipment, tools, devices, facilities and their proper use; emergency medical, CPR and other medical assistance techniques; layout of the City's street and water main system; advance life support and/or basic life support procedures and techniques; human anatomy and body functions; basic and/or advanced rescue techniques and procedures; basic fire science; modern firefighting techniques. Capabilities of various kinds of equipment and ability to use the same; ability to calculate friction loss, and proper pressures in various hose layouts. Knowledge of the various types of building construction within the city. Locations of Target Hazards and High Hazard occupancies. Maintain a high respect for patients, patient's family, and co-workers; cooperate with co-workers to provide patient care and maintain effective work relationships; maintain a professional atmosphere at all times when in contact with the public and within the hospital setting; perform emergency medical treatment at fire scenes; demonstrate mechanical aptitude as required in the operation of firefighting equipment; meet the emergency medical requirements as prescribed by the Department of State Health Services to administer emergency medical services; demonstrate physical aptitude; understand and follow oral and written directions promptly and accurately; communicates effectively, both orally and in writing; maintain physical condition to perform essential duties as specified by firefighter and EMS certification; ability to take effective action in emergency situations; ability to write fire and medical reports, inspection forms, and other forms; think clearly and act effectively in emergency situations; exercise precautionary measures and good judgment in the interest of safety and public relations. Consistently complies with the City and Fire Department Policies, Rules, and Regulations and Standard Operation Procedures.

#### **STARTING SALARY \$15.34 Hour .**

**EMPLOYEE BENEFITS:** Employees of the City of Mineral Wells receive City paid Hospitalization, Life Insurance and Short and Long Term Disability with optional dependent hospitalization, dependent and employee dental and vision; Flexible Spending Accounts (FSA); Health Saving Account (HAS); ICMA RC retirement at employee's expense; TMRS Retirement Plan; Sick Leave Benefits; Certification and education pay (up to \$500 per month), 10 paid holidays and one personal holiday.

**HOW TO APPLY:** Applications must be submitted on the City's Application for Employment form, which is available from and returnable to: City of Mineral Wells, City Clerk/Personnel Office, P.O. Box 460, 115 S.W. First Street, Mineral Wells, TX. Applications are also available on the City's website at [www.mineralwellstx.gov](http://www.mineralwellstx.gov). Please call Sherri Lee, HR Coordinator at 940-328-7701 for further information.

**THE DEADLINE FOR SUBMITTING AN APPLICATION IS November 29, 2019 at 12 noon**  
Applications must be brought to the City Clerk/Personnel Office, or be postmarked no later than the deadline in order to be considered.

**THE CITY OF MINERAL WELLS IS AN EQUAL OPPORTUNITY EMPLOYER**