

Dear Applicant:

Thank you for your interest in the City of Lockhart Fire Department. Enclosed is an application packet which includes information regarding the entrance test posting, a timeline of the testing activities, pay schedule, position minimum requirements, and a City of Lockhart Application for Employment, as well as details about the physical testing. Please review the information carefully to determine if you are prepared to meet these standards.

The City of Lockhart Fire Department is governed by the Local Government Code Civil Service Chapter 143. All applicants must meet the MINIMUM ELIGIBILITY REQUIREMENTS FOR FIRE FIGHTER in order to be eligible to test with the department. Upon completion of the written exam, an eligibility list is created based on the applicants' test scores and additional points for military service if applicable. This list will remain in effect for one year or until exhausted, whichever occurs first.

The application and the following documents must be completed and submitted to the Civil Service Director no later than 5:00 p.m. on **Tuesday, October 29, 2019**:

- A copy of your Basic (or above) Texas Firefighter Certification from the Texas Commission on Fire Protection OR evidence of current enrollment in an academy approved by the Texas Commission on Fire Protection.
- A copy of your current registration by the Texas Department of Health as an EMT-B (EMT-1 and or Paramedic preferred) OR evidence of current enrollment in program to receive certification.
- Signed Release from Liability for physical agility testing.
- Original DD-214 if applicable-must indicate discharge status (i.e. honorable, general, dishonorable, etc).
- Copy of valid driver's license.
- Signed job description.
- Signed General Orders-Personal Appearance Acknowledgement.

The application and copies of the required documents must be returned to the Civil Service Director by 5:00 p.m. on **October 29, 2019**. Failure to meet this deadline shall render the candidate ineligible to take the examination. **NO EXCEPTIONS!**

Packets may be returned in person at City Hall, 308 West San Antonio Street, mailed to City of Lockhart, Attn: Julie Bowermon, PO Box 239, Lockhart, Texas 78644, or emailed to jbowermon@lockhart-tx.org

***Applicants will be required to provide proof of identity by presenting their valid driver's license on the day of the written exam.**

Should you have further questions, please contact me via telephone at (512) 398-3461 ext 244 or via email at jbowermon@lockhart-tx.org.

Sincerely,



Julie Bowermon
Civil Service Director



NOTICE OF CIVIL SERVICE EXAMINATION Fire Fighter

EXAMINATION: Date: Saturday, November 2, 2019
TIME: 9:00 a.m.
PLACE: Glosserman Room (at City Hall)
308 West San Antonio Street
Lockhart, Texas 78644

ELIGIBILITY LIST: The Eligibility List established through this testing will be effective for twelve months from the date of the test or until exhausted, whichever comes first.

INTENT TO TEST: Application packets can be obtained from the Civil Service Director at 308 West San Antonio Street, Lockhart, Texas 78644 or on-line at www.lockhart-tx.org.

APPLICATION DEADLINE: Tuesday, October 29, 2019 at 5:00 p.m. **NO EXCEPTIONS**

HOW TO APPLY: Submit application packet to the Director of Civil Service by deadline.

Application packets may be returned:

- **In person** at City Hall, 308 West San Antonio Street, Lockhart, Texas 78644;
- **By mail** to City of Lockhart, Attn Julie Bowermon, PO Box 239, Lockhart, Texas 78644;
- **By email** to jbowermon@lockhart-tx.org.

You must confirm that your application has been received!

Faxed applications will not be accepted. Applications post-marked by the deadline, but not physically received by the Director by the deadline will not be accepted.

Failure to return a completed application packet by the above date, time, and method of delivery shall render the candidate ineligible to take the examination.

PHYSICAL AGILITY: Physical Agility testing will follow the written examination for those applicants who pass the written examination.

FIRE FIGHTER APPLICANT TESTING TIMELINE

- October 4, 2019 - Notice posted.
- October 29, 2019 - Application deadline; turned in by 5pm.
- November 2, 2019 - Written Exam begins at 9am.
- November 2, 2019 - Applicants passing written exam will complete the physical agility testing. Applicants will receive further instruction regarding the location of the physical testing following the written exam.
- November 2, 2019 - Applicants with top scores on written exam and passing the physical agility testing will be invited to complete a background packet.
- To be announced - Background packets due.
- To be announced - Applicant interviews.

Applicants selected for hire will be notified and conditional job offers made, based upon satisfactory completion of physical exam and drug screening.

Fire Department Step Pay Plan
Civil Service Personnel
Rate Per Hour

**Effective October 1, 2019*

<u>Tenure</u>						
Firefighter/EMT Per Hour	0	2	4	6	8+	
	\$14.84	\$15.39	\$16.12	\$16.85	\$17.23	
	Estimated Annual	\$44,535	\$46,185	\$48,376	\$50,567	\$51,707
<u>Tenure</u>						
Fire Engineer Per Hour	0	3	6	9	12+	
	\$16.49	\$16.85	\$17.59	\$17.95	\$18.32	
	Estimated Annual	\$49,486	\$50,567	\$52,788	\$53,868	\$54,978
<u>Tenure</u>						
Captain Per Hour	0	3	6	9	12+	
	\$18.32	\$19.06	\$19.42	\$19.78	\$20.16	
	Estimated Annual	\$54,978	\$57,199	\$58,279	\$59,360	\$60,500
<u>Tenure</u>						
Assistant Chief Per Hour	0	3	6	9	12+	
	\$28.29	\$28.80	\$29.32	\$29.83	\$30.87	
	Estimated Annual	\$58,843	\$59,904	\$60,986	\$62,046	\$64,210

Additional Benefits:

Certification Pay
 Educational Pay
 Longevity Pay
 3 weeks vacation leave annually
 3 weeks sick leave annually
 12 paid holidays annually
 1 personal holiday annually
 20 Year Retirement
 Life Insurance
 Health Insurance

***Certain conditions apply to be eligible for the additional benefits outlined above. Please refer to the Application Packet or the Civil Service Director for further information.**



Lockhart Fire Rescue Physical Ability Test June 2, 2018

The Physical Ability Test (PAT) is designed to evaluate a candidate in the essential job functions of a firefighter's job. All firefighter candidates will be evaluated and must successfully complete the PAT to continue in the hiring process.

Prior to testing, the Proctor will walk candidates through all eight (8) tasks and identify disqualifiers for the test. If a candidate does not successfully complete the PAT, they will have failed the test and be removed from the hiring process. A Proctor will be assigned to each candidate during the test to determine pass or fail based on PAT criteria. Disqualifiers include:

- 1. Candidate is unable to complete a task as instructed.**
- 2. Candidate performs a task in an unsafe manner.**
- 3. Candidate fails to complete all eight tasks, in numerical order, in six (6) minutes and thirty (30) seconds or less at a walking pace.**

Required personal protective equipment (PPE) during test: Fire jacket, self-contained breathing apparatus (SCBA), firefighter structural gloves, and firefighter helmet. All PPE is provided by Lockhart Fire Rescue.

Physical Ability Test Tasks

Task 1 – High-Rise Pack Carry #1: Time starts when the candidate picks up the 100-foot high-rise pack of 1¾-inch fire hose. The candidate places the bundle on their shoulder and carries it up the stadium bleachers to the top right platform. The candidate must step on every step on the way up. The hose bundle is then placed on the platform. The candidate proceeds to Task 2.

Disqualifier: *Not stepping on each step on the way up or running.*

Task 2 -Three-Inch Hose Hoist: The candidate uses a 1¼-inch rope to hoist a 50-foot roll of 3-inch hose to the top of the stadium bleachers platform using the hand over hand technique and places it on the platform floor. The candidate proceeds to Task 3.

Disqualifier: *Not using the hand over hand method to hoist the hose, losing grip and allowing the hose to fall to ground, not getting the hose over the railing.*

Task 3 – High-Rise Pack Carry #2: The candidate picks up the high-rise pack and walks down the steps of the stadium bleachers to the ground level. The candidate must touch every step on the way down. The candidate then sets the high-rise pack on the ground. The candidate proceeds to Task 4.

Disqualifier: *Not stepping on each step on the way down and running.*

Lockhart Fire Rescue Physical Ability Test

Task 4 - Simulated Roof Ventilation: The candidate steps onto the platform of the KIESER Sled. The candidate picks up the dead blow sledge and strikes the sled unit until it reaches the opposite end. Once the Proctor advises the candidate that they have reached the designated mark, the candidate lays the sledge on or against the KIESER Sled. The candidate proceeds to Task 5.

Disqualifier: *Losing control of the sledge hammer or not laying the sledge hammer on the KIESER when complete.*

Task 5 - Hose Roll Stacking: The candidate steps to the rear of the apparatus and picks up each of the four 3-inch rolls, which are sitting on the ground behind the apparatus. Using proper lifting and carrying technique, the candidate places each hose roll on the tail board of the apparatus. Once all four rolls have been stacked on the tailboard in two stacks of two, the candidate then repeats the action and places the hose rolls back on the ground within the marked border. The candidate proceeds to Task 6.

Disqualifier: *Not placing hose in the designated marked border.*

Task 6 - Connecting Two Unequal Size Hoses: The candidate will approach an uncharged 3-inch hose and a 1¾-inch hose. From the provided selection of appliances, the candidate will select the appropriate appliance and connect the 3-inch hose to the 1¾-inch hose. The candidate proceeds to Task 7.

Disqualifier: *Inability to choose the proper appliance or unable to make connection.*

Task 7 - Charged Hose Line Advance: The candidate picks up the nozzle and 1¾-inch charged hose line. The candidate then advances the charged line as quickly as possible 50-foot to the marked line on the ground and discharges water while maintain control of nozzle and hose. The candidate places the hose line on the ground. The candidate proceeds to Task 8.

Disqualifier: *Dropping the nozzle or losing control while flowing water.*

Task 8 -Simulated Victim Removal: The candidate moves the simulated victim 25-feet to the cone, around the cone and back over the finish line.

Disqualifier: *Knocking over the cone.*

Overall time is stopped upon completion of all eight (8) tasks.

MINIMUM ELIGIBILITY REQUIREMENTS FOR FIRE FIGHTERS

An applicant for fire fighter shall meet the following criteria in order to be considered for an entry-level position:

- (a) Achieve a minimum passing score of seventy (70) percent on the written examination;
- (b) Successfully complete the physical ability test and/or CPAT, as determined by the Fire Chief, demonstrating the Applicant is physically capable of performing the essential functions for the position of Fire fighter;
- (c) Pass a background investigation;
- (d) Pass oral interviews;
- (e) Successfully complete a post-job offer psychological examination and medical examination that includes passing a visual acuity test, and physician certification that the applicant is not dependent on and does not use illegal drugs or misuse legal drugs;
- (f) Be at least eighteen (18) years of age and not more than thirty-five (35) years of age at the time of hire;
- (g) Be a graduate of an accredited high school or have an equivalency certificate;
- (h) Have a valid Class C or higher Texas Driver's license at the date of hire. Must obtain a Class B non-CDL Texas Driver's license or higher within 6 months of date of hire. With reasonable cause, the employee may request an extension in writing through the chain of command to the Fire Chief for additional time to obtain a Class B non-CDL Texas Driver's license. The Fire Chief may grant the extension of time or may terminate the probationary employee at the Fire Chief's sole discretion at any time with or without a reason. However, an approved extension shall not extend beyond eleven (11) months from the date of hire;
- (i) Be able to read, write, and speak the English language fluently;
- (j) Be of good moral character;
- (k) Preferably possess a certification as a basic Fire fighter, or become certifiable at time of appointment, as established by the Texas Commission on Fire Protection and the Texas Department of State Health Services ("DSHS"). At or before the time of entrance examination, applicants shall provide either (1) evidence of certification issued by the Texas Commission on Fire Protection, or (2) evidence of current enrollment in a basic recruit fire training academy approved by the Texas Commission of Fire Protection; and
- (l) Preferably possess certification as a (1) Paramedic (more preferable) or (2) an EMT by the Texas Department of State Health Services at time of appointment. At or before the time of entrance examination, applicants shall provide either (1) a Paramedic or EMT Certificate issued by the Texas Department of State Health Services, or (2) evidence of current enrollment in a Paramedic (more preferable) or EMT course approved by the Texas Department of State Health Services.
- (m) Be eligible to work in the United States.

CAUSE FOR REJECTION FOR FIRE FIGHTERS AND POLICE OFFICERS

The City may reject an applicant for one or more of the following reasons listed below. Time calculations for an action that constitutes rejection for a specified period of time shall be calculated from the date the application for employment is submitted by an applicant.

- (a) Applicant fails to pass any part of the entrance examinations;
- (b) Applicant fails to make application in the manner prescribed in the notice of examination, and/or fails to file the application with the Director within the time limits prescribed in the notice of examination;
- (c) Applicant fails to meet Minimum Standards for Initial Licensure as set forth by Texas Commission on Law Enforcement Officer Standards and Education for peace officer candidates or fails to meet any of the minimum requirements expressed in the rules of the Texas Commission on Fire Protection and the Texas Department of State Health Services for fire fighter candidates;
- (d) Applicant for Police Officer is not a citizen of the United States of America by birth or naturalization. The applicant shall be considered disqualified until citizenship is obtained in compliance with federal laws.
- (e) Applicant fails to demonstrate his/her ability to read, write, and fluently speak the English language. The applicant shall be disqualified until the deficiency is corrected.
- (f) Applicant is unable to perform the essential functions of the position to which he/she seeks appointment, with or without reasonable accommodation.
- (g) Applicant has been convicted of or admitted to conduct that constitutes a Class A or Class B Misdemeanor under the Penal Code or equivalent under federal law, to include the Uniform Code of Military Justice (UCMJ), except for marijuana use, within the past ten (10) years may result in a temporary rejection. Applicant cannot have formal criminal charges above a Class C misdemeanor pending before a Grand Jury or District Attorney's office. Crimes involving moral turpitude may result in permanent disqualification and shall be considered on a case-by-case basis with appropriate consideration of circumstances and recency. Applicant must not be on court-ordered community supervision or probation for any misdemeanor offense above the grade of a Class C misdemeanor. Applicant will be rejected if he/she is subject of any arrest warrant above the grade of Class C misdemeanor. All Class C misdemeanor warrants must be cleared within fourteen (14) days of notification of existence of warrant(s).

Applicant has been convicted of or admitted to conduct which constitutes a felony under state or federal law, to include the UCMJ. Conviction of or admission to conduct that constitutes a felony shall result in permanent disqualification.

The Fire and Police Chiefs may recommend, and the City Manager may authorize, a variance of the above standards on a case-by-case basis.

An applicant shall not be considered for employment while charges are pending for any criminal offense or while he/she is currently on probation for any offense.

- (h) Applicant has made any false statement in any material fact; withheld information, practiced or attempted to practice any deception or fraud in his/her application, examination or appointment. Depending on the variables involved, rejection may be either permanent or temporary.
- (i) Applicant fails to complete or satisfactorily meet the employment process requirement of the respective Department, including missed appointments, failure to return necessary paperwork, failure to notify Department of changes in address or telephone numbers, failure to properly complete any or all application materials, or who otherwise fails to complete application process.
- (j) Applicant fails to satisfactorily pass the oral interview process, including but not limited to B-PAD (Behavioral Personnel Assessment Device, if required by the Chief) for police officer applicants. An applicant shall be disqualified for failure to verbally communicate effectively and appropriately; failure to demonstrate an understanding of the roles and responsibilities of a fire fighter or police officer; failure to present the maturity expected of a fire fighter or police officer; or failure to accurately and precisely respond to the questions of the interviewers.
- (k) Applicant has used illicit substances as indicated by the following guidelines:

An applicant may be temporarily or permanently disqualified if it has been determined by the City that, or he/she has admitted to, conduct which constitutes excessive and/or recent use of illicit substance(s) or excessive use of intoxicants, under the following guidelines:

- (1) Consumption of marijuana within the last 5 years.
- (2) Consumption of paints, gases or other abusable chemicals.
- (3) Unlawful consumption of any Texas Health and Safety Code Penalty Groups I and II drugs (excluding Marijuana).
- (4) Unlawful consumption of any Texas Health and Safety Code Penalty Groups III, IV, or V drugs within the last 10 years.

Conduct involving excessive and/or recent use of illicit substance or excessive use of intoxicants shall be considered on a case-by-case basis with consideration given to circumstances and recency.

An applicant may be temporarily or permanently disqualified if it has been determined by the City that he/she has admitted to, conduct which constitutes abuse of legally obtained prescription medication(s), or illegal use of the prescription medication(s) of another person. Conduct involving the abuse and/or misuse of prescription medication(s) shall be considered on a case-by-case basis with consideration given to circumstances and recency.

An applicant shall be permanently disqualified if it has been determined by the City that, or he/she has admitted to, conduct which constitutes illegal use of felony grade substances as defined in the Texas Penal Code.

The Fire and Police Chiefs may recommend, and the City Manager may authorize, a variance of the above standards on a case-by-case basis.

- (l) Police applicant does not have a valid driver's license. Fire Fighter applicant does not have a valid Class C or higher Texas Driver's license at the date of hire or fails to obtain a Class B non-CDL Texas Driver's license or higher within time frame designated in Section 143.023 (2) (h).
- (m) Applicant has a conviction of DWI/BWI/FWI/DUI within the past five (5) years or violations exceeding four (4) events (moving violations or preventable accidents) within the past three (3) years. An applicant shall be temporarily disqualified until he/she can meet the above standards.

Lesser, but more severe, violations which tend to indicate driving habits that are not compatible with the operation of emergency vehicles and present potential liabilities to the City shall be temporary disqualifications. Reapplication shall be permitted when the applicant can meet the above standards.

- (n) Applicant has been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency, or misconduct. Said dismissal or termination shall be considered on a case-by-case basis. Rejection under this provision shall be considered permanent.
- (o) Applicant has demonstrated a failure to pay just debts. Due to the variables involved, each situation shall be considered on a case-by-case basis. Factors which shall be considered include, but are not limited to: type and number of debts, reasons for the bad credit, extenuating circumstances, and the potential for the credit-related problems impacting the applicant's judgment and integrity. Resolution of bad credit may result in requalification.
- (p) Applicant has exercised poor judgment skills within the past five (5) years. The applicant has demonstrated either immaturity or poor judgment in the applicant's decision-making process. Examples of such conduct would include, but is not limited to: attendance at a party or social function at which controlled substances or dangerous drugs are consumed, and such activity is known or should have been known by the applicant; silent acceptance of known illegal conduct by others in his/her presence; workplace behavior/decisions that adversely affect the business or associates, with little or no objectively justifiable need for such behavior. Rejection for this cause shall be temporary until the applicant can demonstrate that his/her judgment skills have developed.
- (q) Applicant has a history of unstable work, i.e., including short terms of employment over his/her employment history; a history of employment in an illegal occupation. Rejection under this provision shall be temporary in nature and an applicant shall be eligible for reapplication after a five (5) year period. Due to the variables involved, each situation shall be considered on a case-by-case basis. Rejection for employment in an illegal occupation shall be permanent in nature.

- (r) Applicant has failed to meet all legal requirements necessary for future licensing and certification as required by the Texas Commission on Law Enforcement Officer Standards and Education or the Texas Commission on Fire Protection. Rejection for this cause shall be temporary until applicant can meet those standards.
- (s) Applicant has been discharged from any military service under less than honorable conditions, including specifically:
 - i. Under other than honorable conditions;
 - ii. Bad conduct;
 - iii. Dishonorable; or
 - iv. Any other characterization of service indicating bad character.
- (t) Applicant fails to return a completed Personal History Statement at a time designated by the Department Head.
- (u) Applicant intentionally provides false information related to the selection process.
- (v) Applicant fails any part of background investigation.

Any applicant rejected during the testing process must wait at least one year before re-applying for employment, unless a longer waiting period is indicated by the reason for the rejection, such as an unacceptable driving record.

ENTRANCE EXAMINATION ADMINISTRATION PROCEDURES

- (a) Smoking shall be prohibited at all times in the testing area.
- (b) Check In – An applicant shall be checked in and provide proof of identity with a valid Driver's License. No applicant shall be admitted once test instructions start.
- (c) Military Service Credit – An applicant who desires to have military service credit of five (5) points added to a passing test score of 70% or better, shall provide an original DD-214 showing a minimum of 180 total days of active military service at the time of application and by the specified application deadline. Any discharge other than honorable discharge is not creditable for the purpose of this section.
- (d) Failure to Appear - The application of an applicant who fails to appear for the entrance examination shall be voided and shall be disposed of by the Director.
- (e) Cancellation or postponement of entrance examination - The Commission or Director may cancel or postpone a scheduled entrance examination for sufficient cause.
- (f) Dishonesty - An examinee taking an entrance examination who uses or attempts to use any dishonest means to answer a question on such an examination shall have his/her examination confiscated and voided by the Test Administrator. The examinee will be removed from the testing site. The Test Administrator shall report the action to the Director.
- (g) Upon request, accommodations shall be provided to an applicant in accordance with the Americans with Disabilities Act. An applicant who needs special arrangements shall submit a request in writing to the Director at a time to be determined by the Director.

**DOCUMENTS LISTED BELOW MUST BE TURNED IN WITH YOUR
APPLICATION**

- A copy of your Basic (or above) Texas Firefighter Certification from the Texas Commission on Fire Protection OR evidence of current enrollment in an academy approved by the Texas Commission on Fire Protection.
- A copy of your current registration by the Texas Department of Health as an EMT-B (EMT-1 and or Paramedic preferred) OR evidence of current enrollment in program to receive certification.
- Notarized Release from Liability for physical agility testing.
- Original DD-214 if applicable-must indicate discharge status (i.e. honorable, general, dishonorable, etc).
- Copy of valid driver's license.
- Signed job description.
- Signed Applicant Acknowledgement of the Lockhart Fire / Rescue General Orders Chapter 1, Section 110.12: Personal Appearance.

ALL COPIES MUST BE LEGIBLE

Application For Employment

City of Lockhart
P.O. Box 239
Lockhart, TX 78644

Name: _____

Position: _____

Date: _____

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

(PLEASE PRINT)

Position Applied For		Date of Application
How did you learn about us?		
☐ Advertisement	☐ Friend	☐ Walk-in
☐ Employment Agency	☐ Relative	☐ Other (Specify):

Last name				First name				Middle name							
Street Address				City				State				Zip Code			
Telephone Number(s)				Social Security Number											

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes

☐ No

☐ N/A

Have you ever filed an application with us before?

☐ Yes

☐ No

If yes, give date: _____

Have you ever been employed with us before?

☐ Yes

☐ No

If yes, give date: _____

Are you currently employed?

☐ Yes

☐ No

May we contact your current employer?

☐ Yes

☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?

☐ Yes

☐ No

Proof of citizenship or Immigration status will be required upon employment.

Date available for work _____

What is your desired salary range? _____

Are you available to work:

☐ Full Time

☐ Part Time

☐ Shift Work

☐ Temporary

Are you currently on "lay-off" status and subject to recall?

☐ Yes

☐ No

Can you travel if the job requires it?

☐ Yes

☐ No

Have you ever been convicted by Federal, State or other law enforcement authorities or pleaded *nolo contendere* for violation of any Federal, State county or municipal law, regulation or ordinance? You must include any offense for which a fine of \$100 or more was imposed. Do not include any offense which occurred prior to your 18th birthday. (Conviction will not necessarily disqualify an applicant from employment.)

☐ Yes ☐ No

If yes, explain on a separate sheet.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name & Address Of School	Course of Study	Number of Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate School/ Professional				
Other (Specify)				

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status

Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone Numbers:		Hourly Rate/Salary		
		Start	End	
Job Title:				
Supervisor:				
Reason for Leaving:				May We Contact? ☐ Yes ☐ No

Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone Numbers:		Hourly Rate/Salary		
		Start	End	
Job Title:				
Supervisor:				
Reason for Leaving:				May We Contact? ☐ Yes ☐ No

Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone Numbers:		Hourly Rate/Salary		
		Start	End	
Job Title:				
Supervisor:				
Reason for Leaving:				May We Contact? ☐ Yes ☐ No

Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone Numbers:		Hourly Rate/Salary		
		Start	End	
Job Title:				
Supervisor:				
Reason for Leaving:				May We Contact? ☐ Yes ☐ No

Comments: Include explanation for any gaps in employment.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

ADDITIONAL INFORMATION

Other qualifications: *Summarize special job-related skills and qualifications acquired from employment or other experience.*

SPECIALIZED SKILLS (Skills/Equipment Operated)

☐ Terminal	☐ Spreadsheet	<u>Production/Mobile Equipment (List)</u>	<u>Other (List)</u>
☐ PC/MAC	☐ Word Processing		
☐ Typewriter WPM _____			
☐ Shorthand WPM _____			

State any additional information you feel may be helpful to us in considering your application.

Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation?

☐ Yes ☐ No

PERSONAL/PROFESSIONAL REFERENCES *(Do not include family members or past supervisors)*

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with the City is of an "*at will*" nature, which means the Employee may resign at any time and the City may discharge Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the City.

I have reviewed the attached job description and find it to be a fair description of the demands of the job.

I certify that the answers given herein are true and complete.

Signature of Applicant

Date

AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize the **City of Lockhart** 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, military, credit, or education records, including not limited to academic, achievement, attendance, personal history, disciplinary records, and credit records.

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as custodian of such records, and any school, college, university, or other educational institution, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or attempt to comply with it.

This release excludes private health/medical information.

Should there be any question as to the validity of this release, you may contact me as indicated below:

Applicant's Printed Full Name: _____

Address: _____

Telephone Number: _____

Applicant's Signature: _____



P. O. BOX 239
Lockhart, TX 78644

Job Description Form

Job Title: Fire Figher/EMT

Date: October 1, 2019

Pay Rate: \$14.84 - \$17.23

Pay Grade: 1 (Non-Exempt)

Brief Description of the Job:

Protect life and property by extinguishing fires, assists in fire prevention activities and other emergency and non-emergency situations. Drives and operates apparatus in response to an emergency incident.

Essential Functions-Listed in descending order of frequency; in the Strength Column, S= Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code See Below		% of Time	Strength	Physical Demand Code
Essential Functions				
1. Clean and check equipment on trucks including air packs, tools, oil, & engine fuel levels, pumps and radio. Fill out and file reports. Clean station including sweeping and mopping, and perform general maintenance duties.		30	M	A B C D E F G H M N O P
2. Participate in pre-fire planning, fire inspections, fire prevention activities.		20	L	A C H I K M Q R S
3. Operate fire equipment including working pump and checking equipment.		20	L	A B C D E F G H J K M N O P Q T
4. Suppress trash, grass, building, vehicle, chemical and all other fires.		10	H	A C D E F G H I J K L M N O P R S T U
5. Participate in training to maintain knowledge of street and hydrant locations, studying books, pamphlets, magazines and other materials concerning fire tactics and related information in order to maintain knowledge of fire station equipment, procedures, rules and regulations. Includes classroom training and live evolutions.		5	H	A B C D E F G H I J K L M N O P R S T U
6. Perform rescue operations: remove people from hazardous situations such as vehicle rescues, confined spaces, rescues and above ground (high angle)		5	VH	A C D E F G H I J K L M N O P Q R S T U
7. Other miscellaneous duties: Assist EMS in transporting patient (2nd call EMS) Administer first-aid, CPR, & oxygen. Attend to sick or injured persons performing BLS until EMS personnel arrive. Respond to public assistance calls. Assist Police Dept. and/or other city dept. on calls and perform related duties as determined by shift captain, and/or officer in charge of scene.		5	L	
8. Performs other assigned tasks related to City functions		5	M	A-T
A. STANDING D. LIFTING G. REACHING J. KNEELING M. BENDING P. BALANCING S. TALKING B. SITTING E. CARRYING H. HANDLING K. CROUCHING N. TWISTING Q. VISION T. FOOT CONTROLS C. WALKING F. PUSH/PULL I. FINE DEXTERITY L. CRAWLING O. CLIMBING R. HEARING U. OTHER: _____				

Job Title: Fire Fighter/EMT**PHYSICAL DEMANDS****OVERALL STRENGTH DEMANDS:**

_____ SEDENTARY _____ LIGHT _____ MEDIUM _____ HEAVY X VERY HEAVY

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

A. STANDING	E	G. REACHING	E	M. BENDING	E	S. TALKING	E
B. SITTING	O	H. HANDLING	E	N. TWISTING	E	T. FOOT CONTROLS	O
C. WALKING	E	I. FINE DEXTERITY	O	O. CLIMBING	E	U. OTHER	O
D. LIFTING	E	J. KNEELING	O	P. BALANCING	E	ENDURANCE & STAMINA	
E. CARRYING	E	K. CROUCHING	O	Q. VISION	E		
F. PUSH/PULL	E	L. CRAWLING	O	R. HEARING	E		

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMMODATION.

Physical Demand	Description
STANDING/ WALKING:	On concrete, asphalt, burned out buildings, may walk on structurally unsafe surfaces.
LIFTING/ CARRYING:	Protective gear - 23 lbs.; self-contained breathing apparatuses - 24 lbs.; ladders up to 35 feet long - 84 lbs.; fan - 45 lbs.; fire extinguisher-45 lbs.; jaws & power unit-60 lbs. Each; stretcher weight-55 lbs.; plus weight of victim.
PUSHING/ PULLING:	Red line-20 lbs. Of exertion; hose-45 to over 50lbs. Of exertion; pull discharge valve-over 50lbs. Of exertion; close valve-55lbs. Of exertion; push and pull charged hose-over 50lbs. Of exertion; for CPR-35lbs of force
REACHING:	For fan and hurst tool in cramped confined space; to lift ladders-60 inches for fire extinguishers-20 inches; for deluge gun-up to 80 inches; for extension ladder-72 inches; for hurst tool and power unit-42 inches; to use ceiling hook to pull ceilings and to wash apparatus.
HANDLING:	To connect hoses; use ladders; use small tools; open and close valves; handle victims.
BENDING:	To fold, couple and uncouple fire hoses; move equipment and tools; administer first aid.
TWISTING:	To operate hose streams; put on self-contained breathing apparatus while on fire truck; communicate on vehicle in response to fire.
CLIMBING:	On ladders, stairs or fire vehicle to obtain equipment.
BALANCING:	To walk on rafters, attics, ladders, use hose stream; climb on fire vehicle.

PHYSICAL DEMANDS

JOB TITLE: Fire Fighter/EMT

MACHINES, TOOLS, EQUIPMENT AND WORK AIDES

Chainsaws, smoke ejectors, generators, self contained breathing apparatus, fire pumps, nozzles axes, pike poles, ladders, ropes, hurst tool and power unit, hoses, deluge gun, halligan tool, stretcher, oxygen, electrical cords, spanner wrench, hydrant wrench.

ENVIRONMENTAL FACTORS

Exposed to extreme heat in burning structures; work outside in all types of weather and high humidity. Exposure to chemicals, exhaust fumes, smoke, burning buildings, power lines, buildings with unsafe structural integrity, noise from truck engines, hurst tool, saws, sirens and air horns, Vibrations when riding on trucks, operating power saws, and hurst tool.

PROTECTIVE EQUIPMENT REQUIRED:

Steel toed boots, hard hat, special clothing, gloves, eye protection, ear protection, self-contained breathing apparatus and pass devise.

NON-PHYSICAL DEMANDS

Frequency Codes: F= Frequent O= Occasionally R= Rarely

Time Pressures	<u> O </u>	Emergency Situations	<u> O </u>
Noisy/Distracting Environment	<u> F </u>	Tedious Exacting Work	<u> R </u>
Performing Multiple Tasks Simultaneously	<u> F </u>	Working Closely with Others as part of a Team	<u> F </u>
Danger/Physical Abuse	<u> O </u>	Irregular Schedule/Overtime	<u> F </u>
Frequent Change of Tasks	<u> F </u>	Other (Description Below:)	<u> F </u>
		Stress in life-threatening situations.	

JOB REQUIREMENTS

FORMAL EDUCATION:

High School Diploma or G.E.D. equivalent.

EXPERIENCE:

OTHER REQUIREMENTS:

18 Y.O.A. (Minimum), Texas Basic Firefighter Certification or certifiable with the Texas Commission on Fire Protection. Current registration by the Texas Department of Health as an EMT-B, (EMT-I and or Paramedic Preferred).

Valid State of Texas Class C at the date of hire.

Valid State of Texas Class B NON CDL driver's license (or higher) within 6 months from the date of hire.

Failure to obtain State of Texas Class B NON CLD driver's license or higher) within 6 months from the date may result in immedate termination.

PAGE 4

PHYSICAL DEMANDS

JOB TITLE: Fire Fighter/EMT

SKILLS

READING:

Training manuals, other materials to maintain certification.

WRITING:

Fire reports, using fire codes in reports, write statements concerning incidents.

MATH:

Must be able to learn hydraulic formulas for pump operations, plus adding and subtracting.

REASONING:

Quickly analyze complex information in emergency or dangerous situations and make decisions of a life and death nature; follow instructions.

SUPERVISORY:

N/A

MANAGERIAL

N/A

INTERPERSONAL

Deal with public; calm injured, frightened people; handle emergency situations. Deal with irate, hysterical, frightened or injured individuals, make attempts to verbally calm them; handle life and property threatening situations.

SIGNATURES - REVIEW AND COMMENT

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

I have reviewed the experience and qualification requirements of the job and I feel I am qualified.

Applicant/Employee - Print Name and Title

Signature

Date

Supervisor- Print Name and Title

Signature

Date

Comments:



**Lockhart Fire/Rescue
General Orders
Chapter I
Sec. 110.12 Personal Appearance**



Policy

- a. Tattoos and Brandings:** Firefighters should remember that they are public servants and must always project a professional image. The guidelines for tattoos and brandings are as follows:
1. No visible tattoo or branding in head and neck area.
 2. No visible tattoo or branding below the elbow.
 3. A tattoo or branding which meets the criteria are allowable unless they are deemed offensive or insensitive.
 4. Tattoos visible while wearing shorts for physical fitness are allowed if they are not offensive or insensitive.

APPLICANT ACKNOWLEDGMENT

Applicant Signature

Date

**RELEASE FROM LIABILITY
CITY OF LOCKHART
FIRE DEPARTMENT - PHYSICAL AGILITY TEST**

I, _____ hold harmless the City of Lockhart and the Lockhart Fire Department, its officers and employees, for any injury or harm that may come to me while participating in the fire department's applicant selection process. I understand that the physical activities involve potential risk of injury. I am also aware that I must wear appropriate clothing to prevent injury while participating in the applicant selection process.

Knowing the above, I release the City of Lockhart, the Lockhart Fire Department, and its officers and employees from all legal responsibilities for any injuries to me while engaged in the physical agility activities.

In case of accident while participating in the physical agility activities, I request the Lockhart Fire Department contact the person indicated below:

_____ NAME	_____ RELATIONSHIP	_____ PHONE NUMBER
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Applicant Printed Name

Applicant Signature

THE STATE OF TEXAS
COUNTY OF _____

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, known to me or proved to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she has read and fully understands said release of liability and that he/she executed the same for the purposes and consideration therein expressed, and for no other reason, and that he/she did so of his/her own free will.

SUBSCRIBED AND SWORN TO BEFORE ME on this ____ day of _____, 20____.

Notary Public in and for the State of Texas

{SEAL}

Commission Expires:_____

FIRE FIGHTER

The City of Lockhart will be holding a Civil Service Exam for Firefighter on Saturday, November 2, 2019 to establish an eligibility list.

Starting estimated salary: \$44,535 and increasing to \$46,185 after two years. Possibilities for additional pay include: certification pay, educational pay, longevity pay. Benefits include: 3 weeks vacation leave annually, 3 weeks sick leave annually, 12 paid holidays, 1 personal holiday, 20 yr retirement, life insurance, & health insurance.

For application packets contact City Hall, 308 West San Antonio Street, Lockhart, Tx 78644 or via phone at (512) 398-3461. Application packets are also available on the internet at www.lockhart-tx.org.

Application Deadline: October 29, 2019.