



Copperas Cove Fire Department Employment Process

Firefighter Pre-requisites - Potential candidates need to meet certain Firefighter Prerequisites to be considered for employment with the City of Copperas Cove Fire Department.

- Be a United States citizen;
- Be at least 18 years of age;
- Be a high school graduate or possess a high school equivalence diploma;
- Possess a current driver's license;
- Honorable discharge if ever in the military;
- Certified or Certifiable Firefighter in the State of Texas.
- Texas EMT Basic mandatory, Texas Paramedic/National Registry preferred.

Qualities of a Desirable Firefighter/Paramedic

- | | |
|--------------------------------------|------------------------------------|
| • motivation to serve | effective communication skills |
| • physical, mental, emotional health | ability to exercise sound judgment |
| • strong sense of responsibility | compassion (even when stressed) |
| • ability to work as team member | strong work ethic / tolerance |
| • honesty and integrity | problem-solving skills |

• Step 1: Application Materials

Candidates complete and turn in all required application materials to the City of Copperas Cove Human Resources Department.

• Step 2: Written Test

The written test generally consists of multiple-choice questions designed to test abilities important to the performance of the firefighter's job, such as memory, visualization, and reasoning.

• Step 3: Physical Ability Test

The Physical Ability Test consists of a series of events that simulate firefighting activities.

Although the evaluation utilizes activities that may be performed on the fire ground, the tasks are not specifically skill oriented. No special knowledge is required to be able to successfully complete all tasks. The time limit for the completion of tasks 1 – 10 is 13.00 minutes. The following are in no particular order.

Aerial Ladder Climb Task – Separate task/ pass or fail

Large Diameter Hose (LDH) Deployment

Ventilation/Forcible Entry

Victim Search

Ladder deployment

2.5 inch Supply/Attack Hose Assembly and Deployment

1.75 inch Charged Attack Line Deployment and Fire Stream Manipulation

Equipment Carry

Stair climb

Extension Ladder/Equipment Raise

Rescue Manikin Drag/ Carry

Candidates exceeding time limit will be dismissed from further consideration.

• Step 4: Oral Board Examination

The Oral Board Examination is designed to measure a candidate's ability in several different areas: verbal comprehension and verbal expression, reasoning, fluency of ideas, and originality.

Candidates that successfully complete the first four steps are placed on a Firefighter Eligibility List, which remains in effect for approximately 12 months or until such time as the list is dissolved by the Fire Chief.

- Step 5: Thorough and Extensive Background Investigation

The background packet will be filled out and returned to the Human Resources Department. Packets will be given to investigators for extensive reference/background checks.

- Step 6: Conditional Offer of Employment

The Department makes a conditional offer of employment contingent on completion of a satisfactory pre-employment medical examination(s) at the City's occupational health provider.

- Step 7: Polygraph Test

Candidate will be given a time to meet with an independent agency to perform this test. The Polygraph test consists of a series of questions designed to assess a candidate's integrity and character.

- Step 8: Psychological Test

Candidate will be given a time to meet with an independent agency to perform this test. The Psychological test consists of a series of questions designed to assess a candidate's motivational, value-related, and attitudinal characteristics

- Step 9: Physical Exam and Drug Test

Candidate will be given times to meet with an independent agency to perform these tests.

- Step 10: Final Job Offer

In compliance with the Americans with Disabilities Act, the City of Copperas Cove will make every reasonable effort to accommodate your needs. For any special requests, please call the Human Resources Department at 254-542-8922.

The City of Copperas Cove is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, color, religion, national origin, veteran status, age, or disability in hiring, conditions, or termination of employment.

DISCLAIMER OF WARRANTIES AND ACCURACY OF DATA. The information contained herein is merely an informal summary of the process. No warranty, expressed or implied, is made regarding the accuracy, adequacy, completeness, reliability or usefulness of the information. Should you have any questions regarding the recruitment and hiring process for the City of Copperas Cove Fire Department, please direct your inquiry to Fire Recruitment.



City of Copperas Cove
POSITION DESCRIPTION

Job Title:	Fire Fighter I		
Effective Date:	December 1, 2012	Department:	Fire-44- Operations
Job Category:	Protective Services	FLSA:	Non-Exempt
Reports To:	Shift Supervisor	Supervises:	n/a

General Purpose:
 Protects life and property by performing firefighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

Essential Duties and Responsibilities:

Perform firefighting activities including; driving fire apparatus, operating pumps and related equipment, laying hose, performing fire combat, containment and extinguishment tasks.

Perform emergency aid activities including; rescue, administering emergency medical aid and providing other assistance as required.

Participates in fire drills, attends classes in firefighting, rescue emergency medical, hazardous materials, and related subjects.

Operates radio and other communication equipment.

Participates in the inspection of buildings, hydrants, 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; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

Participates in training to develop and maintain certifications, skills, and knowledge as it relates to fire prevention, suppression, rescue and EMS care and skills.

Various duties as assigned in order to complete training necessary for advancement to Fire Fighter II.

Perform other duties as assigned.

Employees may not perform the duties of a higher classification without the assignment being designated in writing and approved by the Deputy Chief of Operations, the Fire Chief or City Manager. Pay for stepping up will be provided in accordance with Texas Local Government Code 141.033(b).

Desired Minimum Qualifications:
 High school diploma or equivalent.
 No specific work experience level required.
 Must possess a valid Texas Driver's License without record of suspension or revocation in any State

by date of hire.

Certified by the Texas Commission on Fire Protection as a Basic Structural Firefighter.

Certified by the Texas Department of State Health Services as either an Emergency Medical Technician – Basic, Intermediate or Paramedic.

Must obtain a Texas Class B drivers' License within 15 days of hire.

Must not have any felony convictions or disqualifying criminal histories.

Must be able to proficiently read and write the English language.

Must successfully pass entry-level fire examination.

Must pass a medical exam which includes a vision exam and hearing exam.

Must pass the Department's physical agility test and drug test.

May be required to pass a polygraph examination and psychological test.

Must meet City of Copperas Cove's response time requirements.

Certification in NIMS ICS 100, 200, 700, 701 -706, & 800 required within 6 months of employment.

Selection Guidelines:

Must have the ability to meet department's physical standards. Must be able to meet all legal requirements necessary maintain current and future certifications by the Texas Commission on Fire Protection and the Texas Department of State Health Services.

Tools and Equipment Used:

Emergency medical aid unit, fire apparatus, fleet vehicles, fire pumps, hoses, and other standard firefighting equipment, safety equipment, ladders, first aid equipment, radio, pager, personal computer including word processing software, phone, copy/fax machine, cameras, other specialized tools and equipment as required.

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 stand, walk, use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, co-peripheral vision, depth perception, and the ability to adjust focus.

Math:

Standard calculations necessary for safety, training, and various rescue situations.

Reasoning:

Ability to assess emergency situations calmly and to act safely, quickly, and appropriately in a variety of rescue/emergency encounters.

Interpersonal:

Ability to communicate effectively with coworkers, officials, and citizens in a variety of situations. Works for extended periods of time in both emergency and routine assignments as part of an assigned crew of diverse employees. Ability to cooperate as part of a team and to receive direction from crew leaders during stressful as well as routine situations. Maintains calm, mature composure, emotional self-control and rational cognitive/decision-making ability in dangerous situations or

hazardous environments that are personally offensive (cases of child abuse, child molestation, sexual assault, extreme trauma, or death, etc.) or which involve considerable stress, danger, personal risk, violence and hostility.

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.

While performing the duties of this job, the employee regularly works in outside weather conditions. 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, risk of electrical shock, and vibration.

Possibility of severe injury or loss of life when fighting fires.

The noise level in the work environment is usually moderate, except during certain firefighting or E.M.S. activities when noise levels may be loud.

Employee will be required to work a flexible/rotating work schedule.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Employee Name Employee Signature Date

Approval: _____
Appointing Authority Signature Date