



City of McLendon-Chisholm Fire Rescue

Job Description for Full-Time, Part-Time and Volunteer Positions

Responds to emergency fire, rescue and medical incidents; provides support functions, including vehicle and equipment maintenance, emergency responses, records and reporting duties, and emergency medical treatment including but not limited to medical emergencies, trauma emergencies and inter facility transports. Plans, organizes, directs and controls fire/rescue and medical service functions within applicable laws, codes, rules and regulations.

Requirements:

At least 18 years of age

No more than three moving violations in the last three years

Clear Criminal History except for Class C moving violations

TCFP Basic Firefighter certification, SFFMA Certified and a training program will be offered for individuals who do not currently hold certifications but wish to be a volunteer.

Minimum of TDSHS EMT certification

Texas Class B Exempt Driver's License within 30 days of appointment

NIMS 100, 200, 700 and 800 or the ability to obtain within 30 days of

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: emergency medical care to the basic level, fire suppression and rescue practices, fire prevention, principles, methods, and practices; local codes related to emergencies; state statutes, city ordinances, and criminal law; and standard office practices and procedures.

Skill/Ability to: perform fire suppression and rescue activities, pre-hospital emergency medical care to the basic level of certification, operate computers, including word processing and spreadsheet software; establish and maintain effective working relationships with co-workers and the general public; develop, organize, motivate, and effectively utilize staff; communicate effectively, both orally and in writing; read and interpret manuals, policies, and other documents; and operate fire suppression equipment, operate medical equipment.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation or its equivalent; prefer a minimum of one-year experience as an EMT Basic and one-year experience as a Firefighter

OR

Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Texas Commission on Fire Protection (TCFP) or International Fire Service Accreditation Congress (IFSAC) certified Structural Firefighter;

Texas Department of State Health Services (TDSHS) or as an EMT-B;

Completion of a FEMA certified National Incident Management (NIMS) course or equivalent;

Valid Texas motor vehicle operator's license

Please submit applications to City Hall 1371 West FM 550 McLendon-Chisholm, TX 75032 or email to: firechief@mclendon-chisholm.com

Complete application along with all supporting documents.

Posting will remain open until all positions are filled.