

# FIREFIGHTER/PARAMEDIC POSITION PROFILE



City of Hutchins, TX

Applications are now being accepted

## The Community

The City of Hutchins is ideally situated along the I-45 and I-20 corridor in Dallas County. Hutchins is a close knit, diverse community of 5,500 residents in 9.2 square miles. It is surrounded by a larger service area that is 100 square miles. Travel along the I20/I45 corridor and international intermodal are enhancing the community profile. As a result, the City is experiencing a season of growth and development like never before. This is an exciting time to join the executive team.

## Fire Department

The Hutchins Fire Department was established as an all volunteer Fire Company in 1947. By the mid 1980's the City hired its first paid fulltime firefighter. Currently Hutchins Fire Rescue has a full staff of Firefighter/Paramedics on a 24/48 rotation. The department has an ISO PPC rating of 4. The Department is aided by CAD (Computer Aided Dispatch) enabling the staff to review residential caller as well as businesses information to prepare for providing assistance while in route to calls.

The Fire Department has a total of 22 fulltime employees and the adopted FY 2017-18 budget is \$2 million. The City has received a grant from FEMA that will allow for an additional Fire Station as well as emergency shelter for residents.

### MISSION STATEMENT

*The mission of the Hutchins Fire & Rescue is to minimize the loss of life and property resulting from fires, medical emergencies, environmental, and other disasters.*

*We will accomplish our mission through prevention, education, fire suppression, medical services, code enforcement, rescue skills, and other related emergencies and non-emergency activities. We will actively participate in our community, serve as role models, and strive to effectively and efficiently utilize all of the necessary resources at our command to provide a product deemed excellent by our citizens.*

### VALUE PRINCIPLES

*The Hutchins Fire & Rescue believes that people are the most valuable resource.*

*The Hutchins Fire & Rescue believes that pride, the pursuit of excellence, and commitment to public service is a par mount importance.*

*The Hutchins Fire & Rescue strives through active leadership to develop new knowledge and concepts for a progressive environment.*



Hutchins Fire Station No. 2



## Education & Experience

All applicants must hold a minimum of TDSHS Paramedic certification and Texas Commission on Fire Protection Basic Certification

Applicant must have a high school diploma or GED, and possess a valid Texas Motor Vehicle Class C Operator's License or able to get required license before Hire Date.

## Job Summary

Responds to emergencies and provides fire suppression services. Performs search and rescue in active emergency situations. Responds to medical calls and administers emergency medical care. Transports patients as needed. Performs rescue and extrication operations. Performs general firefighting and rescue duties as assigned. Inspects commercial businesses and premises for compliance with fire prevention laws and ordinances. Provides public education regarding fire and safety.

## Primary Duties and Responsibilities

- ⇒ Responds to fire alarms, emergency medical service calls, and other emergency calls.
- ⇒ Performs fire suppression functions including rescue, deploying and operating hose, ventilating roofs, performing salvage work after fires, and other related tasks associated with fire suppression.
- ⇒ Administers first aid and emergency medical services to injured persons.
- ⇒ Inspects, cleans and maintains apparatus, equipment, quarters, and grounds.
- ⇒ Conducts inspections of businesses and hydrants to ensure compliance with city ordinances pertaining to fire prevention codes.
- ⇒ Participates in and occasionally conducts fire training classes and drills.
- ⇒ Performs related duties, such as physical training each shift.



## SALARY INFORMATION

This position pays \$16.76/hour or \$46,191 annually after probation for fully qualified hires.



## Benefits

The City of Hutchins offers a robust benefits package to fulltime employees including:

- ⇒ A per employee stipend of \$570 monthly for use towards the cost of insurance.
- ⇒ Provision of three (3) medical and prescription coverage plans through Cigna Health Care.
- ⇒ Provision of dental and vision benefits coverage through Humana.
- ⇒ Provision of \$15,000 in life insurance coverage at no cost to the employee.
- ⇒ Participation in the Texas Municipal Retirement System (TMRS). Fulltime employees are automatically enrolled as a member of TMRS upon hire. Employee contribution rate is 7%; the City matches member contributions on a 1.5 to 1 basis upon retirement of the employee.
- ⇒ Additional voluntary benefits are also available.



Wilmer Hutchins Elementary School: A Dallas Independent School District Campus

## Ideal Candidate

This position serves as a member of the fire team for the City and is expected to represent the City and its interest in a number of audiences including with the medical community, local businesses and the general public. The City is experiencing growth and development like never before and seeks to identify fire/EMS professionals to play an important part of this transition. The City of Hutchins expects that all personnel will work as a collaborative team for the betterment of the community. A spirit of teamwork is a must.

## How to Apply

Interested applicants should complete and submit an application as attached to this announcement. Applications can also be picked up in person from the Hutchins Fire Station #2 located at 1525 E. Wintergreen Rd. Hutchins, Texas between the hours of 08:00 to 17:00. All inquiries and supplemental information should be addressed to Christopher Fason as follows:

Hutchins Fire Rescue  
ATTN: Chris Fason 1525 E. Wintergreen Rd.  
Hutchins, TX 75141

[jobs@hutchinsfirerescue.org](mailto:jobs@hutchinsfirerescue.org)



# City Of Hutchins

TITLE:	FIREFIGHTER/PARAMEDIC	SALARY:	\$46,190.56 after probation
DEPARTMENT:	FIRE	LAST UPDATE:	04/05/2016
REPORTS TO:	FIRE CAPTAIN OR LIEUTENANT	FLSA DESIGNATION:	NON-EXEMPT

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**Summary:** Performs a variety of highly technical and specialized tasks involving and/or related to fire suppression, emergency medical services, rescue, hazardous materials incidents, fire prevention, fire inspections, administration, and other special assignments as required. Supervises and controls emergency medical scenes until relieved by a higher ranking officer. Performs other duties as assigned.

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.*

## **Essential Job Functions:**

- Responds to emergency and non-emergency calls for service.
- Administers first aid and emergency medical care to injured/ill persons consistent with the level authorized by Paramedic certification, established medical protocols, and standard operating procedures.
- Secures safety of the incident scene.
- Determines medical status and priority of medical treatment.
- Stabilizes and immobilizes patients and prescribes a mode of transportation to emergency medical care facilities based on condition of patients.
- Follows established universal health precautions in the treatment and care of patients.
- Inspects, tests, cleans and maintains station facilities, grounds, equipment, and apparatus.
- Conducts pre-fire inspections of businesses.
- Participates in daily training exercises and instruction to increase performance.
- Responds to requests and inquiries from the general public, other Department personnel, and other City Departments.
- Works shift schedules including weekends, holidays and extended hours in emergency, disaster, or other situations influenced by heavy workloads or other staffing difficulties.
- Participates on department committees and attends meetings as required.
- Conducts public education activities.
- Must learn streets and routes within the City and surrounding areas to include the location of medical facilities to ensure expeditious response times.
- Attend scheduled training necessary to maintain Paramedic certification and minimum continuing education credit as required by the Texas Department of State Health Services and/or Medical Control Physician.
- Regular and consistent attendance for the assigned work hours is essential.

## **Required Knowledge and Skills:**

- Knowledge of emergency medical services.
- Knowledge of ambulance operation principles and practices.
- Knowledge of fire prevention, suppression, and education methods, practices and procedures for a variety of fire, hazardous materials responses, emergency management systems and rescue operations.
- Knowledge and skill associated with operating specialized communication equipment.
- Proficiency in the use of computers and related hardware and software for development and maintenance of safety and health inspections, annual reviews, and other documentation.
- Knowledge of safe work practices and procedures.
- Knowledge of pertinent Federal, State and local laws, codes and regulations.
- Ability to exercise sound judgment and rational thinking under stressful and/or dangerous circumstances.
- Ability to evaluate various options and alternatives and choose an appropriate and reasonable course of action.
- Skill in effective oral and written communications.

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**Required Education, Experience and Certifications:**

- High School graduation or equivalent, preferably supplemented by college level courses in Fire Science.
- Successful completion of all medical control requirements to perform as a Paramedic with the Hutchins Fire Rescue.
- Must hold a valid Texas Class C driver's license and be able to obtain Class B exempt license within six (6) months of employment.
- Must possess the following certifications (by application deadline)
  1. Texas Commission on Fire Protection (TCFP) Basic Firefighter
  2. Texas Department of State Health Services (TDSHS) Paramedic

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in office and field environments.
- May be subject to repetitive motion such as typing, data entry, and vision to monitor.
- May be subject to exposure to extreme temperatures, extreme weather conditions, hazardous chemicals, toxic fumes, unstable buildings and structures, infectious diseases, body fluids, air and water borne pathogens.
- May be subject to wearing full protective clothing and self-contained breathing apparatus for extended periods of time.
- May be subject to extended periods of bending, reaching, kneeling, climbing and standing on ladders and lifts, walking over unstable surfaces and terrain, lifting and carrying up to 70 pounds unassisted, dragging up to 160 pounds unassisted, and handling and operating high pressure water hoses.
- May be exposed to hostile, angry or emotional citizens, patients and business owners.

**Equipment and Tools Utilized**

- Equipment utilized includes standard office equipment, including but not limited to personal computers, copiers, calculators, and fax machines.
- Operates specialized rescue and emergency medical response equipment including but not limited to two-way radio equipment, intubation and IV equipment, Lifepak 12 heart monitor/defibrillators and Department vehicles.

My signature below indicates I have read and understand the duties and responsibilities listed herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

ADA/EOE

# 7]mcZ <i HV]bg Fire Rescue– Employment Application

1525 E. Wintergreen Rd.  
Hutchins, TX 75141

Phone: 972-225-3311  
Email: jobs@hutchinsfirerescue.org



Date of Application:

APPLICANT INFORMATION			
Last Name:	First:	M.I.:	DOB:
Street <b>AND</b> Mailing Address:		Apt/Unit #:	
City:	State:	ZIP:	
Phone:	E-mail Address:		
Date Available:	SS#:	Desired Salary:	
Can you, after employment, submit your legal right to work in the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for the City of Hutchins?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?*	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Have you ever been convicted of, received probation or deferred adjudication for any offense that was not a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Do you have a current Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Has your License ever been suspended before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Have you ever been convicted of a felony or any offense involving moral turpitude?***	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Have you ever received probation or deferred adjudication for a felony or any offense involving moral turpitude?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Have you ever resigned or been discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral, or unprofessional conduct, or are you now under investigation for any such charge?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Have you ever been under investigation by a previous employer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Have you ever been asked to resign?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Have you ever resigned while under, or immediately following, investigation by a previous employer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Have you ever resigned in lieu of termination?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Have you ever received an unsatisfactory performance evaluation from an employer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:

Except for minor traffic violations (Class C misdemeanor), have you ever been convicted, fined, placed on probation, given a suspended sentence, given deferred adjudication, or forfeited bail in connection with any violation of law (misdemeanor or felony), regardless of any subsequent court dismissal, sealing or expungment? YES  NO  If yes, explain:

\*As an Applicant for employment by the City of Hutchins, I hereby grant permission to the City of Hutchins, to conduct a criminal background investigation on me. I understand that should I not be hired by the City of Hutchins, for any reason, all records obtained, collected or otherwise prepared for this purpose shall be maintained in accordance with the Texas Public Information Act, as amended, and the City of Hutchins document retention schedule.

\*\* Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society, or society in general, and which is contrary to the accepted rule of right and duty between persons, including but not limited to, theft, attempted theft, murder, rape, swindling and indecency with a minor.

**An Equal Opportunity Employer:** The City of Hutchins is an equal opportunity employer, and the City does not and will not discriminate on the basis of race, religion, national origin, sex, age, disability, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

**Provide All Information Requested: INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR EMPLOYMENT OPPORTUNITIES.** Your complete application form will be maintained in our active files for six (6) months from the date of the application.

EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		

REFERENCES	
<i>Please list three professional references. NOTE: One reference should be from your current employer.</i>	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

Full Name	Relationship
Company	Phone ( )
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain:	

DISCLAIMER AND SIGNATURE	
I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Hutchins and will not be returned. I understand that the City of Hutchins may contact prior employers and other references. I understand that I must notify the Human Resources Department of any changes in my name, address, or phone number.	
Signature	Date