



CITY OF ROWLETT

Department of Human Resources
4002 Main Street
Rowlett, TX 75088
(972)412-6169
<http://www.rowlett.com>



An equal opportunity employer

INVITES APPLICANTS FOR THE POSITION OF:

FIREFIGHTER



CITY OF ROWLETT

Are you looking for a workplace where employees are valued, respected, and treated like family? That's us! The City of Rowlett takes pride in their employees by providing them a great work environment, city-provided health insurance, outstanding benefits, and employee appreciation events. Our Wellness program also gives our employees opportunities to get healthy and stay fit. We offer CORE Life 360, an employee wellness-centered program offering free access to our community center, discounted Fitbits, and several wellness programs throughout the year. The City of Rowlett also participates in the [Texas Municipal Retirement System](#) (TMRS). The employee's TMRS contribution is 7% of their gross salary and is deposited on a pre-tax basis into their individual account. The City matches the employee's deposits at a rate of 2:1 or 14%.

Rowlett is growing rapidly bringing in new businesses. Many new development projects are underway. One of the larger projects is Bayside – a 262-acre entertainment venue with an 8-acre Crystal Lagoon, three new residence complexes, and several new restaurants. Many more

are on their way. This is the time to be in Rowlett! And what better way to enjoy the benefits of Rowlett than to be a part of our team?

The mission of the city is to serve the citizens of Rowlett. "Our Purpose Is To Serve. It's The Rowlett Way!" establishes the organizational values that form the underlying core of "The Rowlett Way" and builds the foundation upon which each employee can model Rowlett's unique customer-centered brand. With these values, each employee has the opportunity to serve our citizens every day in a way that brings pride to their department and to our city.

STARTING SALARY : \$50,471.00 /Year

FIREFIGHTER PARAMEDIC SALARY AFTER PROBATION: \$57,870 /Year

TMRS - 7:14 Vested in 5 years

SCHEDULE: Shift schedule (24 hours on-duty / 48 hours off-duty)

OPENING DATE: 07/18/2016

CLOSING DATE: 08/18/2016 11:59PM





DESCRIPTION:

Rowlett Fire Rescue would like to invite you to apply for the position of Firefighter. Applicants that are both certified firefighters AND paramedics are preferred. Certified or licensed paramedics who do not have firefighter certifications will be accepted as well. Applicants who are NOT paramedics must be certified firefighters AND emt's. The following information is provided to give you a helpful overview, and our expectations and requirements during the hiring process.

Application Process:

- 1. Application – Posted 07/18/16 through 08/18/16**
 - a. Completed online from this website. You must be prepared to upload copies of the following documents when you complete the on-line application:
 - i. Texas Commission on Fire Protection (TCFP) Firefighter Certification
 - ii. Texas Department of State Health Services (TDSHS) status verification (obtained from the TDSHS website database)
 - iii. Driver's license (Note: out of state driver's license copies will be accepted initially. However, the applicant must possess a valid Texas driver license prior to being offered employment.)
 - iv. DD 214
 - v. Social security card
- 2. Preliminary applicant screening – To be performed internally**
- 3. Invitation to written examination**
 - a. Applicants that pass the preliminary background check will receive an email invitation to take the written examination. Only invited applicants will be allowed to sit for the examination

- 4. Written examination – TBD, candidates will be able to schedule a time within a 2 week time period if invited.**
 - a. A video based examination is given for the position of Firefighter. The exam tests your basic math, mechanical and reasoning ability.
- 5. Physical ability examination – TBD**
 - a. Please see our department website for a description of the physical ability exam.
 - b. **The personal history statement packet** will be issued to all applicants who pass the physical ability examination. This packet **MUST** be filled out correctly and completely and returned when you report for the panel interview.
- 6. Interview panel**
 - a. If selected to interview, candidates are given a 20-30 minute interview by a panel of current Firefighters and Fire Officers. Candidates are ranked by the results of this panel. Applicants who pass this panel and who are Paramedics will be given preference in the remaining steps of the process.
- 7. Background investigation**
 - a. A thorough investigation based on the responses in your interview, Personal History Statement and reference checks will be completed.
- 8. In-home chief's interview**
 - a. A Chief Officer from the department will interview you in your home.
- 9. Fire Chief's 1st interview**
 - a. Interview with the Fire Chief and Assistant Fire Chief
- 10. Fire Chief's 2nd interview**
 - a. Original copies of documents as requested must be provided for verification at the chief's interview
 - b. Contingent job offer
- 11. Psychological/polygraph examination**
- 12. Medical examination**
- 13. Offer of employment**

Applicants are expected to furnish all documents/documentation as instructed in a timely manner. No late submissions will be allowed.

MINIMUM REQUIREMENTS

- Must be at least 21 years of age on the date of the physical fitness examination.
- Must be a US citizen
- Must be registered with the US selective service
- Applicants that are both certified firefighters AND paramedics (certified from the Texas Department of State Health Services) are preferred. Certified or licensed paramedics who do not have firefighter certifications will be accepted as well.
- Applicants who are NOT paramedics must be certified firefighters AND emt's.
- A minimum of 15 credit hours from an accredited college/university with a "C" average or better is required. A copy of the certified transcript is required to provide proof of college credit. Note: The college credit hours requirement is waived if the applicant is currently a state certified or nationally registered paramedic

CONTACT:

For any questions related to this posting, please contact Alyssa Maxon at 972-412-6197 or amaxon@rowlett.com. All questions routed through other avenues will be directed back to her.

DISQUALIFIERS

Permeant disqualifiers – Conditions that inherently remove the candidate from consideration due to the severity of the action or condition. These items either preclude employment based upon currently stator law governing public safety, or show a complete unsuitability for employment. These items remove the candidate from current and all future considerations.

Temporary disqualifiers – Conditions or actions that while presently removing the candidate from consideration, may be remedied or shown to be an anomalous occurrence. These items remove the candidate from consideration in the current process and any process that begins within a year of the current written exam.

1. Permeant Disqualifiers

- a. Criminal
 - i. Commission of a felony
 - ii. Conviction or placement on deferred adjudication of a Class A misdemeanor or above
 - iii. Conviction of any type involving domestic violence
- b. Drug use
 - i. Any use of hallucinogens, illegal psychotropic drugs or schedule I substances
 - ii. Use of non-prescription controlled substances since fire/EMS academy
 - iii. Use of illegal drugs including marijuana since fire/EMS academy
- c. Military
 - i. Fully adjudicated Dishonorable or Bad Conduct discharge
- d. General
 - i. Dishonesty or falsification on application or personal history statement
 - ii. Dishonesty or falsification during any stage of hiring process
 - iii. Failure to provide requested information to background investigator

2. Temporary Disqualifiers

- a. Criminal
 - i. Class B misdemeanor within 5 years of written test date
 - ii. Class C Misdemeanor (not including traffic citations) within 3 years of written test
- b. Drug use
 - i. Use of non-prescribed narcotics or illegal drugs within 5 years of written test date
 - ii. Use of marijuana within 3 years of written test date
- c. Driving
 - i. Driving record that does not meet city requirements
- d. Military
 - i. Any discharge more egregious than, or including, General-Less Than Honorable Conditions, that has not been appealed through proper channels
- e. Financial
 - i. Documented recent (within 3 years) inability to maintain sound financial conditions, to include repossessions, evictions, charge-off's, forced cancellations or closures and late payments. History that established a steady improvement in financial responsibility will be considered to be mitigating and taken into account.
- f. General
 - i. Inability to meet minimum hiring qualifications
 - ii. Unrelated, diagnosed psychological issues
 - iii. Untreated, diagnosed chemical dependency
 - iv. Incomplete personal history statement
 - v. Failure to keep any appointments with department personnel while in the hiring process

ESSENTIAL JOB FUNCTIONS

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Extinguish fires, provide emergency medical intervention treatment, conduct fire prevention activities and educate public.

Assess patient condition, take vital signs, provide basic life support until EMS personnel arrive; perform rescue operations from vehicles, confined spaces, etc; respond to public assistance calls. Suppress chemical, vehicle, building, trash and all other fires; salvage property, respond to hazardous conditions, protect lives by mitigating condition and/or evacuating the area.

Participate in and conduct training to maintain certification; enhance and maintain skills, knowledge of suppression materials, methods and techniques (involves classroom training and live evolutions); study territory and become familiar with streets and property location.

Participate in pre-fire planning, prevention and inspection activities; become acquainted with commercial building layouts and chemical storage locations.

Clean and check equipment: air pack, tools, oil, engine fuel levels, pumps, and radio; test and perform preventive maintenance on tools and equipment; clean and maintain facility.

Participate in exercise activities to maintain fitness for duty to perform the essential functions of the job. Educate public about fire safety, fire prevention at schools, public functions, health fairs, association meetings, etc. Performs related duties and special projects as assigned

OTHER REQUIREMENTS

Must successfully complete all phases of the employment process as scheduled, including a physical agility test, polygraph examination, oral interview, stress test and drug screen. A work schedule of 48 hours off, 24 hours on is required. Mandatory holiday and weekend work.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: <http://www.rowlett.com> and can be found under the Human Resources department page.

If you do not have access to a computer, there are computers available for the public at:

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