



Thank you for your interest in the position of

## **Fire Fighter**

# **City of Levelland Fire Department**

Enclosed in this packet you will find:

- Job Description
- Employment Application
- Applicant Notification / Release of Information Form
- Affirmative Action Form

In order to be considered for this position, **complete and return** the Application packet to include our Application for Employment, Applicant Notification / Release of Information Form, Affirmative Action Form and résumé should you choose to include.

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. Leave it blank if you do not wish to provide that information.

The City of Levelland is a drug-free workplace and any candidate for any City position is required to pass a drug test before an offer of employment can be made. A physical exam and background check are also conducted before an offer of employment can be made. A driving records check will be done after the offer of employment is made. In the event we find that you do not have a valid driver's license, or you do not have a satisfactory driving record, your employment may be terminated. Any offer of employment is contingent until all tests and background checks are completed and results known.

This position will remain open until it is filled.

Applications are screened by the Director of Human Resources and then forwarded to the appropriate supervisor for their review and consideration. All questions/inquiries regarding the status of your application should be directed to the Director of Human Resources.

If you have any questions regarding this packet, please refer them to Andrea Corley at [acorley@levellandtexas.org](mailto:acorley@levellandtexas.org).

This page left intentionally blank

**PLEASE REMOVE AND KEEP THIS MEMO AND  
THE JOB DESCRIPTION FOR YOUR RECORDS**

**RETURN YOUR COMPLETED APPLICATION,  
AFFIRMATIVE ACTION FORM AND RELEASE OF  
INFORMATION FORM (IF REQUESTED) TO THE  
MAILBOX IN THE LOBBY OF CITY HALL or MAIL  
TO US AS FOLLOWS:**

**City of Levelland  
Attn.: Human Resources  
PO Box 1010  
Levelland, TX 79336**

This page left intentionally blank

# Class Title: Firefighter

## **BRIEF DESCRIPTION:**

The purpose of this position is to protect the personal life and property of citizens of the City by suppressing fires and rescuing victims. This is accomplished by attacking and suppressing fires, rescuing victims, and ensuring fire trucks and equipment are in proper operating order. Other duties may include educating the public about fire safety, maintaining station buildings and grounds, increasing knowledge of fire suppression methods, maintaining records and interfacing with other City employees and citizens. This position provides direction to other employees.

## **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	V	Protects the City from fires by attacking and suppressing fires in structures, vehicles, grass and oil fields, rescuing persons, investigating cases of arson, dragging fire hoses and using jaws of life to extricate people.
2	M	Ensures fire trucks and equipment are ready to respond to accidents by keeping all trucks and rescue equipment in operating order, checking fluid levels, tire pressure, lights and equipment, cleaning, polishing and testing trucks, ladders and auxiliary equipment and inspecting, washing, drying and rolling hose.
3	L	Educates the public on fire safety by conducting training classes and inspecting businesses, homes and day care centers.
4	L	Maintains station buildings and grounds by cleaning quarters, office area, and apparatus bays and keeping grounds free of garbage.
5	M	Increases knowledge of fire suppression methods by participating in fire training drills and attending classes in areas of fire science.
6	S	Maintains records by inputting incident reports, maintaining computer and network readiness, inputting data back-ups and compiling and keeping reports and records for submission to upper management.

**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over two years of paid or volunteer experience up to and including three years.
Certification and Other Requirements	Valid Texas Class B non-CDL Operator's License, Basic Firefighter Certification, Emergency Care Attendant
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Managerial	Receives general directions. The employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy. Performance is reviewed periodically.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Work requires regular interaction involving exchange and receipt of information.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
---	---	--	--	----------------------------

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	At job sites and emergency scenes
Sitting	F	At desk, when driving
Walking	F	Around station house
Lifting	F	Tools, supplies, equipment, hoses
Carrying	F	Tools, supplies, equipment, hoses
Pushing/Pulling	F	Equipment, hoses
Reaching	F	For equipment, hoses
Handling	F	Equipment, tools, paperwork
Fine Dexterity	F	Using tools, computer keyboard
Kneeling	F	To fight fires, perform rescue operations
Crouching	F	To fight fires, perform rescue operations
Crawling	F	To fight fires, perform rescue operations
Bending	F	To fight fires, perform rescue operations
Twisting	F	To fight fires, perform rescue operations
Climbing	F	To fight fires, perform rescue operations
Balancing	F	To fight fires, perform rescue operations
Vision	C	Observing work tasks
Hearing	C	Listening to other employees, the general public, equipment
Talking	F	To other employees, the general public, equipment
Foot Controls	F	When driving
Other (Specify)		

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Hand tools, saws, drills, hydraulic tools, extrication equipment, air bags, axes, pry bars, jaws of life, rams, hose lines, generators, lights, fire trucks, rescue equipment, computer and related software

**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
---------	--------------------------	---------------------------	--------------	---------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	D	Respiratory Hazards	D	Office Environment
Chemical Hazards	D	Extreme Temperatures	D	Warehouse
Electrical Hazards	D	Noise and Vibration	D	Shop
Fire Hazards	D	Wetness/Humidity	D	Vehicle
Explosives	D	Physical Hazards	D	Outdoors
Communicable Diseases	W			Other (see 2 below) X
Physical Danger or Abuse	D			
Other (see 1 below)				

(1) N/A

(2) depends on call

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective clothing (bunkers, helmet, gloves, boots, hood), breathing equipment, safety goggles, gloves, SCBA

**NON-PHYSICAL DEMANDS:**

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
--	--	--------------------------------------	------------------------------------	----------------------

NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	

(3) N/A

**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this job description and its attachments, and I can perform all the essential functions of this position provided I have the reasonable accommodations noted below.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



No Reasonable accommodations are needed

Reasonable Accommodations are needed (please describe below):

---

---

---

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

This page left intentionally blank



**Application For Employment**  
**1709 Ave. H. PO Box 1010 Levelland, Texas 79336**  
**Phone 806-894-0113 Fax 806-894-0119**

**Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.**

\_\_\_\_\_  
Fire Fighter  
POSITION DESIRED DATE

NAME \_\_\_\_\_  
(Last Name) (First Name) (Middle )

Mailing Address \_\_\_\_\_  
Number Street or Avenue City State Zip  
Telephone No: Home ( ) Cell ( ) E-Mail @

Do you have any relatives employed by the City of Levelland?  Yes  No  
Department: \_\_\_\_\_ Their Name(s): \_\_\_\_\_  
Relationship \_\_\_\_\_

Have you been interviewed by the City previously?  Yes  No  
When \_\_\_\_\_ What Position? \_\_\_\_\_ By Whom? \_\_\_\_\_

Check all types of work you will accept:  Full Time  Seasonal/Temporary  Part Time  
When will you be able to report for work? \_\_\_\_\_ Minimum salary requirement \_\_\_\_\_

Are you a U.S. Citizen? :  Yes  No  
If not, provide alien registration number: \_\_\_\_\_

Have you ever been convicted of a felony:  Yes  No  
Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when currently on parole, probated sentence) are requested.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you able to perform the essential functions of the job?  Yes  No  
If no, which essential functions will you be able to perform? \_\_\_\_\_

What reasonable accommodations would help you to perform the essential functions?

High School or GED \_\_\_\_\_  
 School City/State Last Grade Completed

College/University: \_\_\_\_\_  
 Location Sem. Hours Major Minor Type of Degree

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised.

**EMPLOYMENT RECORD - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. This section must be completed despite the possible enclosure of a resume.**

May we contact your present employer?  Yes  No

Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	

**READ CAREFULLY BEFORE SIGNING**

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

---

**Signature of Applicant**

---

**Date**

---

**The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.**

This page left intentionally blank



**AFFIRMATIVE ACTION FORM  
Firefighter**

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex:  Male  Female

Race/ethnicity:

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

Veteran:  Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- Newspaper ad  Tech school/college placement  Employee referral  
 Temporary service  Recruiter  State employment service  
 Other \_\_\_\_\_