



**CITY OF NEW BRAUNFELS, TEXAS
CIVIL SERVICE COMMISSION MEETING**



**CITY HALL - COUNCIL CHAMBERS
550 LANDA STREET**

MONDAY, JANUARY 6, 2025 at 1:00 PM

AGENDA

- 1. **CALL TO ORDER**
- 2. **ROLL CALL**
- 3. **PRESENTATIONS**

None

4. **APPROVAL OF MINUTES**

- A) Approval of minutes from December 19, 2024 meeting. [25-32](#)
Chairperson, Paul Ericksen

5. **COMMUNICATIONS**

This time is for citizens to address the Civil Service Commission on issues and items of concerns not on this agenda. There will be no action at this time.

6. **DISCUSSION AND ACTION**

- A) Election of Officers for year 2025 in accordance with [25-33](#)
Chapter 143 Section 143.006.
- B) Discuss and consider approval of amendments to the [25-34](#)
City of New Braunfels Firefighters and Police Officers
Civil Service Commission Rules and Regulations;
Minimum Eligibility Requirement for Beginning
Firefighter, Chapter 143, Section 143.023 (a) (I)
- C) Discuss and consider calling for a Firefighter entrance [25-35](#)
examination to fill a vacancy and/or create an eligibility
list.

7. **EXECUTIVE SESSION**

The Commission shall retire into an Executive Session on any agenda item as provided under Chapter 551.074 and 551.071 of the Texas Government Code and/or Section 143.053(d) of the Texas Local Government Code, as applicable.

8. **ADJOURNMENT**

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (830) 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



Civil Service Commission Agenda Item Report

550 Landa Street
New Braunfels, TX

1/6/2025

Agenda Item No. A)

PRESENTER:

Chairperson, Paul Ericksen

SUBJECT:

Approval of minutes from December 19, 2024 meeting.

**FINAL - MINUTES
OF THE NEW BRAUNFELS CIVIL SERVICE COMMISSION
REGULAR MEETING OF THURSDAY, DECEMBER 19, 2024**

AGENDA

1. CALL TO ORDER

The meeting commenced at 9:00 am.

2. ROLL CALL

The following Commissioners were present:

Chairperson Paul Ericksen

Commissioner Andrew Hamilton

3. PRESENTATIONS

None

4. APPROVAL OF MINUTES

A) Approval of minutes from November 15, 2024 Minutes
Chairperson Ericksen made a motion to approve this item.
Commissioner Hamilton seconded the motion, which passed.

B) Approval of minutes from November 25, 2024 meeting.
Commissioner Hamilton made a motion to approve this item.
Chairperson Ericksen seconded the motion, which passed.

5. COMMUNICATIONS

This time is for citizens to address the Civil Service Commission on issues and items of concerns not on this agenda. There will be no action at this time.

6. DISCUSSION AND ACTION

A) Discuss and consider calling for a Police Officer entrance examination to fill a vacancy and/or create an eligibility list.
Human Resources Generalist, Lori Stidham presented and briefly discussed the item.

Chairperson Ericksen made a motion to approve this item.
Commissioner Hamilton seconded the motion, which passed.

B) Discuss and consider approval and certification of updates made to
Thursday, December 19, 2024 New Braunfels Civil Service Commission Regular Meeting

the New Braunfels Police Department Service/Seniority History.
Human Resources Generalist, Lori Stidham presented and briefly discussed the item.

**Chairperson Ericksen made a motion to approve this item.
Commissioner Hamilton seconded the motion, which passed.**

C) Discuss and consider approval and certification of updates made to the New Braunfels Fire Department Service/Seniority History.
Human Resources Generalist, Lori Stidham presented and briefly discussed the item.

**Commissioner Hamilton made a motion to approve this item.
Chairperson Ericksen seconded the motion, which passed.**

7. EXECUTIVE SESSION

The Commission shall retire into an Executive Session on any agenda item as provided under Chapter 551.074 and 551.071 of the Texas Government Code and/or Section 143.053(d) of the Texas Local Government Code, as applicable.

8. ADJOURNMENT

Meeting adjourned at 9:04 am.

Date Approved: _____

Commission Member

Commission Member

Attest:

Lori Stidham

HR Generalist

1/6/2025

Agenda Item No. A)

PRESENTER

Human Resources Generalist, Lori Stidham

SUBJECT:

Election of Officers for year 2025 in accordance with Chapter 143 Section 143.006.

DEPARTMENT: Human Resources

HISTORIC DISTRICT/LANDMARK NAME: N/A

APPLICABLE CITATIONS:

N/A

FINDINGS:

N/A

STAFF ANALYSIS:

N/A

1/6/2025

Agenda Item No. B)

PRESENTER

Human Resources Generalist, Lori Stidham

SUBJECT:

Discuss and consider approval of amendments to the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations; Minimum Eligibility Requirement for Beginning Firefighter, Chapter 143, Section 143.023 (a) (I)

DEPARTMENT: Human Resources

HISTORIC DISTRICT/LANDMARK NAME: N/A

APPLICABLE CITATIONS:

N/A

FINDINGS:

N/A

STAFF ANALYSIS:

N/A

(2) **MINIMUM ELIGIBILITY REQUIREMENTS FOR BEGINNING FIREFIGHTER POSITION**

(a) These rules apply to all Fire Department applicants, unless otherwise specified in the Meet and Confer Agreement.

(a) An applicant for Firefighter shall meet the following criteria in order to be considered for an entry-level position:

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- Must have reached their 18th birthday as of the date of the written examination.
 - Must not have reached their 36th birthday as of the date of the written examination.
 - Must be a graduate from an accredited high school (or) have an equivalency certificate (GED) (or) a Home School transcript indicating completion and graduation date.
 - Must hold a valid Texas Driver's License (or must be able to obtain as required by Texas State law if current Driver's License is from another licensing state within the United States)
 - Must be a citizen of the United States by birth or naturalization; or legally eligible to work in the U.S.
 - Must be able to read, write and converse in the English language fluently.
 - Must have a valid Social Security Number and Card.
 - Must not have any of the following items on his/her record:
 - Conviction of a felony or other crime involving moral turpitude.
 - Three traffic violation convictions within the past twelve (12) months.
 - Conviction of a class A or B misdemeanor or its equivalent within the twenty-four (24) months preceding the written examination.
 - Conviction of a DWI/DUI, or the equivalent within the past five (5) years preceding the date of the written examination.
 - Must be of good moral character
- (b) In addition to the minimum eligibility requirements outlined above, each applicant for entry level shall be required to submit to physical and mental tests as are necessary and required to determine the ability of the applicant to perform the essential job functions required for the position.
- (c) Before the date and time of entrance examination, applicant shall be certified as a basic Firefighter, or certifiable, as established by the Texas Commission on Fire Protection (TCFP). Before the date and time of entrance examination, applicants shall provide evidence of certificate issued by the Texas Commission on Fire indicating their current status.

- (d) Before the date and time of entrance examination, applicant shall be certified as EMT-Basic or higher, or certifiable, by the Texas Department of Health and Human Services. Before the date and time of entrance examination, applicants shall provide an EMT Certificate issued by the Texas Department of Health and Human Services indicating their current status.
- (e) Achieve a minimum passing score of seventy (70) percent on the written examination.
- (f) Pass a comprehensive background investigation.
- (g) Successfully complete a post-offer polygraph examination.
- (h) Successfully complete the entire physical abilities tests.
- (i) Successfully complete a post-offer medical examination and drug screening test.
- (j) Each person on an eligibility list shall notify the Civil Service Director, in writing, of any change in address and/or phone number. Notices sent to a person's last known address shall be considered sufficient notification.
- (k) Successfully pass oral interviews as determined by the Chief.

(l) The Department Head has the discretion to call for a Paramedic-only examination, to hold an examination with Paramedic preference, or to hold an examination without Paramedic preference, as stated in the entry-level posting notice.

- Paramedic-only Examination: Only applicants who hold a Paramedic certification by the Texas Department of State Health Services, and a Basic Firefighter by the Texas Commission on Fire Protection will be invited to participate in the entry-level exam.

- Paramedic Preference Examination: Applicants who hold an EMT-Basic or higher, or certifiable, by the Texas Department of Health and Human Services, and a Basic Firefighter by the Texas Commission on Fire Protection will be invited to test. Those with a Paramedic certification will receive preference on the eligibility list. After all Paramedic candidates have been considered, those with an EMT-Basic or higher will be considered in the order of their test scores.

- Examination without Paramedic Preference: Applicants who hold an EMT-Basic or higher, or certifiable, by the Texas Department of Health and Human Services, and a Basic Firefighter by the Texas Commission on Fire Protection will be invited to test. Candidates will be ranked on the eligibility list based on their test scores, without a Paramedic preference.

(l) As a preference, applicants who possess dual certifications: (1) as a Paramedic by the Texas Department of State Health Services and (2) as a basic Firefighter by the Texas Commission on Fire Protection, who are on the eligibility list shall be given preference, regardless of their position on the list.

Applicants shall provide evidence of the Paramedic Certification and the Firefighter Certification prior to the date and time of the examination.

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~~With this preference, applicants who possess both certifications shall be considered in the order of their test scores on the entrance examination. After all, dually certified applicants have been considered, then applicants with single certifications will be considered, in order of their test scores on the entrance examination.~~

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(3) **CAUSE FOR REJECTION FOR ENTRY LEVEL FIREFIGHTER**

- a) The City may reject an applicant for one or more of the reasons as outlined in the "Suitability for Employment" standards listed below.
- b) An applicant will be deemed unsuitable for appointment to a beginning position whenever the applicant loses any of the minimum qualifications set forth in these Rules.
- c) **Note:** Suitability for appointment to a beginning position in the New Braunfels Fire Department includes the applicant hold a minimum certification as a Basic Firefighter in good standing with the Texas Commission of Fire Protection prior to the written examination date.
- d) Suitability for appointment to a beginning position in the New Braunfels Fire Department includes the applicant hold a minimum certification as a Basic Emergency Medical technician in good standing with the Texas Health and Human Services prior to the written examination date.
- e) In addition to the minimum qualifications, the following are established causes for determining an applicant's suitability for appointment to a beginning position in the Fire Department. The City may reject an applicant for one or more of the following reasons listed below. Time calculations for an action that constitutes rejection for a specified period of time shall be calculated from the date the application for employment submitted by an applicant, or date of use or incident, dependent upon the type of action that constitutes rejection. Rejections may be temporary or permanent at the discretion of the Civil Service Director or designee unless determined specifically in this section, (3) Cause for Rejection for Entry Level Firefighter, 1-26.
 - (1) Failure of the applicant to pass any part of the entrance examinations;
 - (2) Conviction of and/or admission to conduct which constitutes a Class A and/or B Misdemeanor under the Penal Code or equivalent under federal law, to include the Uniform Code of Military Justice (UCMJ), within the past seven (7) years may result in a temporary rejection. Applicant cannot have formal criminal charges above a Class C misdemeanor pending before a Grand Jury or District Attorney's office. Applicant must not be on court-ordered community supervision; or

1/6/2025

Agenda Item No. C)

PRESENTER

Human Resources Generalist, Lori Stidham

SUBJECT:

Discuss and consider calling for a Firefighter entrance examination to fill a vacancy and/or create an eligibility list.

DEPARTMENT: Human Resources

HISTORIC DISTRICT/LANDMARK NAME: N/A

APPLICABLE CITATIONS:

N/A

FINDINGS:

N/A

STAFF ANALYSIS:

N/A

CITY OF NEW BRAUNFELS CIVIL SERVICE COMMISSION
BE IT ORDERED BY THE NEW BRAUNFELS CIVIL SERVICE COMMISSION

FIREFIGHTER ENTRY LEVEL EXAM

Notice and appropriate action regarding the approval of the FIREFIGHTER ENTRY LEVEL Examination. The hiring process has been approved in accordance with City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations (Local Rules).

ANNOUNCEMENT OF EXAM:

The next approved written examination will be administered on the following date and time:

Date: Monday, March 24, 2025
Time: 8:00 A.M.
Place: McKenna Event Center – Lone Star Ballroom
801 W. San Antonio St.
New Braunfels, Texas 78130

Check-in will begin at 7:15 a.m. **Late arrivals will not be admitted** and are considered disqualified. Photo identification through your current State-issued driver's license will be required at time of check-in for the examination.

PURPOSE:

The purpose of this examination is to establish an eligibility list to fill new and future vacancies. The eligibility list will be valid for a period of twelve (12) months from the date it is approved by the Commission, or until the list is exhausted.

ELIGIBILITY:

Suitability for appointment to a beginning position in the New Braunfels Fire Department includes the applicant holding a minimum certification as a Basic Firefighter in good standing with the Texas Commission on Fire Protection (TCFP) or certifiable prior to the conditional job offer. **Certified applicants must provide proof of certification with the initial application or must provide a hard copy of the Firefighter certification on test day. Non-Certified applicants must provide proof of enrollment in a TCFP fire academy or if certified in another state must provide proof of out of state certifications and be eligible for reciprocity as a Firefighter with TCFP with the initial application.**

Suitability for appointment to a beginning position in the New Braunfels Fire Department includes the applicant holding a minimum certification as a Basic Emergency Medical Technician in good standing with the Texas Department of State Health Services (DSHS) or certifiable prior to the conditional job offer. **Certified applicants must provide proof of certification with the initial application or must provide a hard copy of the EMT certification on test day. Non-Certified applicants must provide proof of enrollment in an EMT program or if the applicant currently holds a National Registry certification, must provide proof of obtaining Texas EMT certification with the initial application.**

Proof of completed applicable certifications will need to be submitted by the date of the conditional job offer in order to proceed to the onboarding process.

Preference will be given to applicants with a Texas Department of State Health Services paramedic certification who score 70% or higher on the written exam and pass all physical agility tests. Paramedic applicants will also receive an additional 5 points to their overall score.

QUALIFICATIONS:

The following list includes the minimum qualifications for suitable appointment for beginning position:

1. Must be at least eighteen (18) years of age at the time and date of the written examination.
2. Must not have reached 40 years of age prior to the date of the written examination.
3. High School Diploma, G.E.D., or Home School transcript indicating completion.
4. Must provide proof of your current valid Texas Driver’s License (or must be able to obtain as required by Texas State law if current Driver’s License if from another licensing state within the United States)
5. Must provide proof of a valid Social Security Card.
6. Must be a U.S. citizen by birth or naturalization; or legally eligible to work in the U.S.
7. Must be able to read, write and converse in English fluently.
8. Must not have any of the disqualifying items listed in the Additional Suitability Factors.

WRITTEN EXAMINATION/SWIM:

Applicants who meet the minimum qualifications must pass a Civil Service entry-level written examination with a minimum passing score of 70% or higher. The exam consists of up to one hundred questions with a two-hour time limit. Veterans are eligible to receive five additional points after passing the exam with a minimum of 70%. To receive veteran's preference points, a copy of the DD-214 must be submitted by the deadline in the examination announcement. Applicants who pass the entrance exam are ranked on the eligibility list from highest to lowest score. All successful applicants will immediately proceed to the Physical Agility and Swim Test.

PHYSICAL AGILITY/SWIM TESTING (To be conducted immediately following the written examination) Monday, March 24, 2025:

Applicants who pass the written exam will proceed to the physical agility and swim tests on the same day as the written exam. The physical agility test can add up to 5 points to the overall score, with the written exam worth up to 100 points. The physical agility points breakdown is as follows:

| TIME | POINTS AWARDED |
|---------------------|-----------------------|
| 2:29 > | 5 |
| 2:30-2:59 | 4 |
| 3:00-3:29 | 3 |
| 3:30-4:00 | 2 |
| 4:01-4:29 | 1 |
| 4:30-5:00 (Passing) | 0 |

PHYSICAL AGILITY PRACTICE SESSIONS:

The New Braunfels Fire Department will host two practice sessions for the physical agility test, starting at 8:00 am on both days. Applicants are strongly encouraged to attend, with no sign-up required:

- Saturday, March 8, 2025
- Saturday, March 22, 2025

Physical Agility Testing Location:

Fire Station #1
169 S. Hill Ave.
New Braunfels, Texas 78130

HIRING PROCESS:

Prior to being hired, applicants must successfully complete all steps below:

1. Complete and submit an Employment Application Packet and a Personal History Packet;
2. Receive an invitation to test and overview of the hiring process (sent via email);
3. Pass a written examination;
4. Pass a physical agility and swim test;
5. Receive a conditional job offer;
6. Successfully complete the interview board;
7. Pass a comprehensive background investigation;
8. Pass a polygraph examination;
9. Pass a physical examination, including pre-employment drug screen and vision requirements;
10. Be reviewed and appointed by the City Manager.

ANNUAL PAY:

CURRENT STARTING ANNUAL BASE PAY FOR FIREFIGHTER:

- **\$72,659 ANNUALLY** – includes approximate built in overtime of \$5,685 per year
- **\$5,000.00 Sign-on and Retention Incentive for Paramedics** (paid out as follows: \$2,500 at hire, \$1,500 after completion of first year, \$1,000 after completion of two years)

ADDITIONAL PAY (ANNUAL AMOUNTS):

- TCFP Intermediate Firefighter: \$600 | Advanced Firefighter: \$1,200 | Master Firefighter: \$1,800
- EMT – Intermediate: \$1,800 | EMT – Paramedic: \$3,000
- EMS/Fire Instructor: \$300
- Fire & Arson Assignment: \$1,800
- Bilingual (Spanish, German, or ASL only, test required): \$300
- Associate's Degree: \$600 | Bachelor's Degree: \$1,200 | Master's Degree: \$1,800

BENEFITS:

- Vacation – 180 hours per year
- Sick Leave – 180 hours per year
- Mental Health Leave
- Military Leave
- Bereavement – 24 hours per year
- Paid Parental Leave – 80 hours per year
- Longevity Pay
- TMRS – 7%, 2:1 city match
- Thirteen (13) Paid Holidays
- Medical, Vision, Dental, and Life Insurance
- Tuition Reimbursement up to \$5,000 annually
- Employee Assistance Program
- Tania Glenn and Associates
- Free Das Rec Membership
- Uniforms and Equipment

***Note: All insurance products are offered and effective on the first day of the month following 30 days of employment.**

For Information regarding test dates, application information and more, contact the City of New Braunfels Human Resources/Civil Service Department at 830-221-4390.

Please complete an online application at:



The City of New Braunfels is an Equal Opportunity Employer

DEADLINE FOR APPLICATIONS:

Applications for this examination will be accepted until **5:00 p.m.** on **Friday, March 7, 2025.**



FIREFIGHTER

| | | | |
|---------------|-------------------|----------------------------|-------------------|
| Department: | Fire | Class Code: | 16115 |
| Revised Date: | April 2024 | FLSA Status: | Non-Exempt |
| | | Safety/Security Sensitive: | Yes |

GENERAL PURPOSE: Under close supervision, performs firefighting, rescue, and emergency medical duties as required to protect lives and property; and maintains Fire Department equipment, tools, facilities, and vehicles. The City of New Braunfels Fire Department operates under Chapter 143 of the Texas Local Government Code.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Operates, maintains, and inspects Fire Department vehicles, equipment, apparatus, tools, supplies, and hydrants; inspects and maintains facilities and grounds; inspects, tests, evaluates and repairs equipment after use; notifies supervisors of repair issues/problems beyond the scope of authority or skills.
- Inspects and maintains personal protective equipment and assures that all firefighting equipment is in a state of readiness and available for immediate use.
- Responds to emergency alarms and calls and performs fire suppression, rescue, and emergency medical duties as required to control emergency incident; relays orders, instructions, and information on emergency actions, and follows orders in stressful conditions with immediate response and action.
- Operates emergency, fire, rescue, medical and life saving tools and equipment; assists and coordinates with law enforcement personnel and other responders as required; ventilates and enters burning structures to extinguish fires and rescue victims.
- Mitigates hazards, emergency situations and hazardous materials incidents; performs salvage and clean-up activities at fire and emergency scenes.
- Performs station maintenance; maintains station living quarters in clean and orderly condition; operates, inspects, and maintains ambulance and other fire equipment; performs minor repairs on apparatus and equipment inside and outside of facilities.
- Learn current geography and physical layout of the City, traffic patterns, streets, landmarks and building locations, and special hazards of designated facilities, to assure that firefighting activities are accomplished in a fast, effective, and safe manner.
- Assists in the preparation and maintenance of required documentation and records.
- Assists with inspection of buildings for fire hazards and compliance with fire prevention ordinances; may assist with fire investigations.
- Conducts public education sessions for a wide variety of audiences; participates in fire prevention, pre-fire planning and safety programs; assists with training of citizens and volunteer staff as assigned.
- Attends training programs to continuously update work skills and knowledge.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED equivalent; must be eighteen (18) years of age.

Required Licenses or Certifications:

- Must possess a valid Texas Driver's License; acquire a Texas Class B Driver's License within six (6) months of hire date.
- If Certified; must provide both:
 1. Applicant must provide proof of Basic or higher Structural Firefighter certifications from Texas Commission on Fire Protection (TCFP) by the time of application or test date.
 2. Applicant must provide proof of Basic or higher Emergency Medical Technician from Texas Department of State Health Services (DSHS) by time of application or test date.
- If Non-Certified; must provide both:
 1. Applicant must provide proof of enrollment in TCFP Fire Academy or proof of out of state certifications and be eligible for reciprocity as a Firefighter with TCFP with initial application and must have successfully completed required certifications by date of conditional job offer
 2. Applicant must provide proof of enrollment in DSHS approved EMT Basic program or currently hold a National Registry EMT Basic or higher certifications with the initial application; be in process of obtaining Texas DSHS certifications and must have successfully completed required certifications by date of conditional job offer.

Required Knowledge of:

- Fire Department and City policies, rules, guidelines, and procedures.
- Principles and practices of modern fire suppression, prevention, and emergency medical care.
- Procedures and equipment used in modern firefighting and emergency medical response.
- Operational characteristics of fire suppression apparatus and equipment.
- Methods and techniques of handling hazardous materials.
- City geography, traffic patterns, and the location of all streets, landmarks, and buildings.
- Pertinent Federal, State, and local laws, codes and regulations governing fire safety.

Required Skill in:

- Providing firefighting, rescue, and emergency medical services under emergency conditions.
- Observing and following safe firefighting practices.
- Following orders under stressful conditions.
- Recognizing the construction, contents, and occupancy of buildings in order to apply appropriate standard firefighting techniques.
- Assessing emergency medical needs, stabilizing patient, and providing emergency medical care.
- Operating and maintaining fire suppression apparatus, tools, and equipment.
- Maintaining physical condition required for the performance of assigned duties and responsibilities.
- Establishing and maintaining cooperative and effective working relationships with City employees, State and Federal agencies, and the general public.
- Performing maintenance and repair of firefighting vehicles, facilities, equipment, tools, and hydrants.
- Operating and maintaining computer and communications equipment.
- Effective, clear, and concise communication, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed outdoors and indoors with exposure to extreme weather conditions and temperature fluctuations with ability to rapidly adapt to changes.
- Requires constant and strenuous physical efforts including safely standing, kneeling, bending, crawling, and reaching for extended periods of time; ability to safely lift, carry, and move items weighing a minimum of one hundred (100) pounds and safely drag items weighing a minimum of one hundred seventy-five (175) pounds.
- Will be exposed to environmental allergens, gases, fumes, hazardous chemicals/materials, communicable diseases, and potential physical harm; varying noise levels; dark and confined spaces.
- Must be able to work irregular hours in uniform or wearing full protective gear and self-contained breathing apparatus including weekends, holidays, and evenings on any assigned shift.
- Must maintain a level of physical and mental fitness to meet standards.
- NOTE: This position is designated safety and/or security sensitive.