



Job Title: Firefighter-Recruit

Department: Fire

Location: Hewitt Public Safety Facility

FLSA Status: Non-Exempt

Safety Sensitive: No

Date: 12/2025

Grade: Recruit

Reports to: Fire Chief

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## JOB SUMMARY

Under close supervision, the Firefighter Recruit must attend and complete training at a commission-approved Structure Fire Suppression Training Academy and receive on-the-job training.

## ESSENTIAL JOB FUNCTIONS

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties that are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. **Regular, consistent, and timely attendance for assigned work hours is essential.***

*Essential duties and responsibilities may include, but are not limited to, the following:*

The position requires a comprehensive study of fire procedures and all aspects of firefighting, in preparation for becoming a certified Firefighter and/or obtaining EMT certification.

Position requires continued daily attendance at the Fire Department Training Academy, successful completion of written tests, participation in physical fitness-related activities as required by the training academy, and completing academic requirements to obtain Structure Fire Suppression certification through the Texas Commission on Fire Protection (TCFP) and EMT certification through the Texas Department of State Health Services (DSHS).

Completes written, oral, and skills proficiency examinations for a wide variety of required Firefighter skills and knowledge, and maintains required levels of proficiency.

Participates in physical conditioning training and testing and maintains required levels of physical fitness.

Participates in practical drills and live fire training.

Adheres to Fire Academy rules and regulations.

Perform other related duties as assigned.

Expresses interest in work assignments, environment, personnel, and management.

Interacts professionally and respectfully with the public, coworkers, and others in the course of daily work.

## **COMPETENCIES**

Knowledge of and ability to follow City policies and procedures.

Skill in maintaining academic and professional standards in accordance with Department policies.

Skill in following verbal and written instructions.

Skill in reading and understanding training materials and completing written, physical, and skills testing.

Skill in learning and applying training materials and training instructions.

Ability to write, read, understand, and follow oral and written instructions.

Effective verbal and written communication skills are required; serve the general public with high customer service and maintain positive working relationships with City departments and personnel, outside agencies, the media, and the general public.

## **EDUCATION, EXPERIENCE, AND QUALIFICATIONS**

High school diploma or GED.

Must pass a pre-employment drug screening, physical, criminal background check, and MVR check.

Must possess a valid driver's license with an acceptable driving record. Must attain a Texas Class B driver's license within six (6) months of employment.

## **PHYSICAL DEMANDS**

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

It requires strenuous physical efforts, and Recruits are expected to successfully meet physical and academic demands related to the academy environment.

The following describes the overall level of effort required for the functions performed by the employee during a typical workday: light.

Light- Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing significantly.

### **EXPECTED HOURS OF WORK**

Academy hours.

### **WORK CONDITIONS/ENVIRONMENTAL FACTORS**

Work is performed in a classroom environment and the field for training exercises.

### **JOB DESCRIPTION VERIFICATION AUTHORIZATION**

The statements above are intended to describe the general nature and level of work performed by individuals in this position. They are not meant to be an exhaustive list of all responsibilities, duties, and skills required for personnel in this role. This job description may change as the needs and requirements of the position evolve.

### **ADA/EEO COMPLIANCE**

The City of Hewitt is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not create a binding employment contract between the City of Hewitt and the employee and can be modified by the City of Hewitt as the City's needs and job requirements change.

I have read and understood this job description. By signing below, I also acknowledge and agree that it applies to my current position and that I am responsible for meeting its requirements.

Employee Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_