



Job Title: Firefighter

Department: Fire

Location: Hewitt Public Safety Facility

FLSA Status: Non-Exempt

Safety Sensitive: Yes

Date: 12/2025

Grade: 21

Reports to: Fire Lieutenant

JOB SUMMARY

Under general supervision, this position is responsible for maintaining readiness and providing emergency support in the event of a fire or medical emergency. Performs technical work providing fire suppression, rescue operations, and appropriate patient care at the scenes of emergencies.

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:

Maintain readiness for emergency response calls.

Respond to fire and medical emergencies and other related emergency support calls.

Utilize radio and telephone and dispatch communications media.

Assess emergency situations upon arrival to determine appropriate response and mitigation activities, including laying and connecting hoses, control nozzles, and direct fog, chemical, or water streams.

Make forcible entry into buildings and ventilate burning buildings as necessary.

Participate in technical rescues, including high-angle, water, trench, confined space, and combined search and rescue.

Raise and climb ladders and use portable fire extinguishers.

Evacuate persons from danger and perform salvage operations.

Provide fire suppression tactics, emergency medical assistance, rescue, and other emergency-related operations.

Determine and operate appropriate equipment to address specific fire, medical, and other emergencies and provide optimal safety.

Maintains a working knowledge of federal, state, and local laws, fire policies, and procedures in accordance with legal requirements and established standards. Participates in fire drills and attends training

Keeps informed of the location of fire hydrants, city streets, and buildings

Ensures efficient operating conditions and readiness of equipment to respond to emergency calls

Inspects, tests, maintains and cleans emergency and fire equipment, apparatus, fire station, and grounds to ensure efficient operating conditions and readiness.

Responsible for ensuring proper documentation of department activities.

Completes event reports clearly, grammatically correct, and professionally to ensure that all activities and documentation are thorough and accurate.

Performs and participates in training and public education information to maintain knowledge and skills required for emergency response operations.

Assists in planning fire suppression tactics; identifies methods and procedures based on different properties or conditions of emergencies.

Must be able to work the allocated hours of the position and be willing to report for duty on short notice at any hour of the day or night.

Performs other duties as required or assigned.

Provides backup assistance, on-call coverage, and support to other city departments, such as setting up for special events and moving furniture and equipment.

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

Interacts professionally and respectfully with the public, coworkers, and others during daily work.

COMPETENCIES

Knowledge of and ability to follow City policies and procedures.

Knowledge of modern firefighting methods, fire suppression techniques, and prevention practices.

Knowledge of emergency medical procedures and techniques.

Knowledge of hazardous material handling and procedures, including nuclear, biological, and chemical practices and techniques.

Knowledge of specialized equipment and proficiency in using all fire-related equipment, including communication equipment, cameras, radios, and the operation of emergency vehicles.

Skill in driving, operating, and maintaining applicable firefighting apparatus and emergency medical equipment.

Skill in applying safe work practices and providing attention to detail.

Skill in using logic and reasoning in problem-solving, prioritizing, and responding to specific emergencies.

Ability to be self-disciplined, dependable, and work independently, manage multiple projects, and prioritize multiple tasks and demands to accomplish outcomes.

Ability to maintain the highest standards of ethical behavior, exercising honesty and integrity, respect, confidentiality, and fairness in executing their official responsibilities.

Ability to clean and maintain the fire station and grounds.

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.

Applicants must pass the written exam and physical agility test.

Must have a valid Texas Commission on Fire Protection Structural Firefighter certification.

Must have a valid Texas Emergency Medical Technician-Basic certification.

Must possess a valid driver's license with an acceptable driving record. Must obtain a Texas Class B Driver's License within six months of the hire date.

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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit for prolonged periods, talk, hear, use hands or fingers to type and write, and handle or reach with arms and hands.

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

Heavy-Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.

MACHINES, TOOLS, AND EQUIPMENT

The equipment used includes fire apparatus, pumps, hoses, standard firefighting equipment, safety equipment, ladders, and first-aid equipment.

EXPECTED HOURS OF WORK

This position works a 48/96 schedule, including weekends, holidays, on-call, and extended hours in emergency, disaster, or other situations influenced by heavy workloads or other staffing difficulties.

WORK CONDITIONS/ENVIRONMENTAL FACTORS

Generally works in a climate-controlled indoor environment. During emergency conditions, may be exposed to extreme danger and exertion under hazardous conditions, including but not limited to flames, smoke, dangerous materials, cramped conditions, charged or oxygen-deficient atmospheres, downed power lines, victims with severe injuries/death, and inclement weather.

Frequently lift and carry heavy weights, climb, walk, run, drive vehicles, crawl, stoop, push, pull, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing, and use other emergency and firefighting equipment as required.

Possess the ability to use basic swimming techniques for water rescues.

Possess good vision and hearing and be able to distinguish colors and odors.

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: _____