

**Ponderosa Fire Department  
EMPLOYMENT ANNOUNCEMENT  
FIRE FIGHTER/EMT**

**This Announcement is for a hiring list for four open  
firefighter/EMT positions and a hiring list.**

**Submit application by mail only. Obtain application at [www.ponderosavfd.org](http://www.ponderosavfd.org).**

**Date Posted:** December 6, 2019  
**Department:** Ponderosa Volunteer Fire Association, Inc.

**Compensation:** Annual minimum pay for 48/96 position is \$42,500.

**Shift Work:** 48/96 hour, 3 platoon system; 0700-0700 hours shift.  
Overtime included per standard schedule and as necessary and approved - 1.5/hour; shift is subject to modification.

**Benefits:** Health/Dental/Vision, life, loss of income, accident, Worker's Compensation with co-pays; Holidays and vacation time; critical illness additional policy provided after one year; 401-k company provided 7% of gross pay effective after 1,000 hours of employment.

**Deadline:** Closing date for applications January 2, 2020.  
Start date approximately February 22, 2020 TBD.

**Contact:** F. C. Windisch, Fire Chief 281-444-8465  
**The Ponderosa FD will contact qualified individuals at an undetermined date for follow up. Do NOT contact for status.**

**Job Summary**

Performs fire fighting, rescue and EMS duties. Some facility maintenance responsibilities and significant involvement with training class production and presentations are required.

**Essential Job Duties and Responsibilities**

OBSERVES and FOLLOWS safety rules and regulations including wearing safety apparel and devices during the course and scope of job related duties.

TREATS sick or injured patients as a PFD first responder for Cypress Creek EMS.

PERFORMS all duties related to fire rescue, including connecting and carrying fire hoses, carrying and setting up ladders, directing water and chemicals on burning structures, vegetation, vehicles and other objects.

VENTILATES buildings and conducts salvage operations. MUST maintain physical fitness to perform all duties.

RESCUES persons trapped in vehicles, burning buildings and other places.

DEVELOPS and PRESENTS fire service related education and training programs as defined by the PFD.

OPERATES and DRIVES emergency vehicles and equipment and may be required to ride in charge of

fire apparatus in the absence of an officer or at other times as necessary and required by the Fire Chief or his designee.

INSPECTS equipment and supplies daily in order to ensure mission ready to all emergencies.  
RESTOCKS supplies.

CLEANS apparatus and equipment and the stations.

ATTENDS and COMPLETES all training as required.

ASSISTS with fire prevention and other customer service based expectations as defined by the PFD.

COMPLETES records of work performed and SUBMITS reports to the appropriate personnel.

MAINTAINS regular required attendance and required certifications.

REPORTS to work free from the effects of illegal drugs or alcohol and REPORTS to work free from impairment due to prescription drugs.

REQUIRED to participate in department preplanning and data entry.

### **Minimum Education, Experience, Certification and Other Requirements**

Minimum High School diploma; GED may be acceptable depending on conditions

Minimum 20 years of age on June 1, 2019

Fluent in English Language as primary; Hispanic language capabilities preferred.

Valid Texas driver's license

Proof of U.S. citizenship.

Prior military experience desired.

**Permanent residency within 40 mile radius of PFD HQ**, or move within two months of employment

Certified as Texas Department of Health State Services EMT or higher and Texas Commission on Fire Protection Basic Firefighter at application time

Good driving record

Proficient computer use including Microsoft Office software

Excellent communication and team compatibility capabilities

Presentation skills

Excellent physical health

The Ponderosa Volunteer Fire Association, Inc. is an at will and equal opportunity employer.