



Bertram Fire  
Burnet County  
ESD No.4  
**Benefits & Application  
Process**

Job Title: Firefighter

Posted Date: 05/01/2023

FLSA Category: Non-Exempt

Close Date: Until filed

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**SUMMARY:** Full Time position with Bertram Fire/ Burnet County Emergency Services District No.4. A person in this position will perform firefighting duties, medical first response, station duties, participate in physical fitness programs, training evolutions, select station and apparatus maintenance while residing on duty in a fire station with fellow firefighters and employees. Along with participating in a customer oriented, High-Performing Organization.

**APPLICATION PROCESS:** **Certifications not required to test. Applicants must be certified by the Texas Commission on Fire Protection and Texas Department of State Health services both in Fire and EMS at the time of job offer. Applicants will be testing on Fire and EMS materials.** Applications may be obtained from Bertram Fire Administrative offices located at 163 W Vaughan, Bertram, Texas 78605 or [bertram4107@gmail.com](mailto:bertram4107@gmail.com) or visit our website at [www.BVFD.us](http://www.BVFD.us) for information. Completed Applications for employment with original documents shall be mailed to fire administration or hand delivered and will be accepted until **filled**. After a preliminary background check is performed, eligible applicants will receive an invitation to test either verbal or email for the written testing process on **TBD**. Physical agility testing will be held on **TBD**. For additional information, contact Bertram Fire Department at 512-355-2717.

**SALARY:** \$49,900.00-\$60,000.00 (DOQ) Annually Base Pay (Overtime not included) Work Schedule is 48/96

**RETIREMENT:** 401K which currently allows the employee to contribute of up to 7% into the retirement while Bertram Fire will contribute a 2 to1 match. Participation in the Retirement System is not Mandatory.

**HOLIDAYS:** To provide a competitive paid-time-off benefit BCESD No.4 adjusts their Holidays annually and reflect closely with the schedule City of Bertram adopts. Currently we recognize thirteen (13) holidays. One Holiday is equal to 12 hours.

**SICK LEAVE:** ESD employees receive two hours of sick leave per pay period. No sick leave is paid upon separation.

**INSURANCE:** Currently Full-Time employees are provided medical insurance for employee and family paid by Bertram Fire.

**UNIFORMS AND PROTECTIVE CLOTHING:** Uniforms and PPE will be provided.

**LICENSES, EDUCATIONAL OPPORTUNITIES AND CERTIFICATIONS:** Bertram Fire will reimburse or provide and maintain required licenses and certifications.



Bertram Fire  
Burnet County  
ESD No.4

**JOB DESCRIPTION**

Job Title: Firefighter

Effective Date: 01/01/2020

FLSA Category: Non-Exempt

Revision Date: 02/01/2022

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**SUMMARY:** Full Time position with Bertram Fire Department. A person in this position will perform firefighting duties, medical first response, station duties, participate in physical fitness programs, training evolutions, select station and apparatus maintenance while residing on duty in a fire station with fellow firefighters and employees. Along with participating in a customer oriented, High-Performing Organization.

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

- Responds to fires, emergency medical, hazmat, and other alarms.
- Ensures the maintenance and cleanliness of buildings, vehicles, grounds and equipment.
- Conduct inspections of businesses and district to ensure compliance with district ordinances pertaining to fire prevention and nuisance codes.
- Conduct training classes and drills for firefighting personnel and general public about fire prevention and safety.
- Maintain records and reports to assigned projects and special duty assignments.
- Completion of special projects as assigned.
- Assist in fire investigations as directed.
- Called back to duty for emergency incidents, special training, and other administrative reasons.
- Perform related duties such as participation in physical training, drills, and classes.
- Performs all job duties according to all approved safety rules and procedures.
- Serves in extension of current duties as required for emergency management, particularly in the areas of fire, rescue, communication, public warning, and hazardous materials.
- Maintain knowledge and physical condition to complete all assigned tasks.
- Participate in physical conditioning including annual physical testing and SCBA air consumption testing.
- Provides quality customer service to BCESD No. 4 staff, the general public, and all other work contacts.
- Responds to requests for information from customers via e-mail, telephone, or face-to-face conversations.
- Readily complies with departmental policies and procedures as needed for the safe operational activities.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training, Licenses, Certifications and Experience Guidelines**

**Required:** High School Diploma or GED Certifications, Eighteen (18) years of age, TCFP Basic Fire Fighter Certification, TDSHS EMT-B, Valid Texas Drivers License. Legally able to work in the United States. TCFP Driver Operator certification and Class B Exempt driver's license must be obtained within 18 months of employment.

**Preferred:** TCFP Driver Operator, TCFP Wildland 130/190, TDSHS EMT Intermediate or Paramedic, TCFP Fire Officer 1, TCFP Instructor 1, TCFP Basic Fire Inspector, Two years of firefighting operations or related work experience.

## **KNOWLEDGE/SKILLS/ABILITIES:**

**Knowledge of:** The principles and practices of modern firefighting techniques and equipment; Know geographical layout of the BCESD 4 Fire District which encompasses the City of Bertram and its Extra Territorial Jurisdictions (ETJ) including major street names and cross street names; Understand the operation and maintenance of various types of apparatus and equipment used by the Fire Department; Know the Incident Command System and scene accountability; Know building construction and collapse; Know different record keeping, report preparation, filing methods and records management techniques; Understand and use tactics and strategies for firefighting, extrication, hazardous materials, and technical rescue operations; Basic and advanced life support performed at the EMT or Paramedic level and infection control; Know of different techniques of fire prevention to include; inspection methods, fire hazards, and methods of eliminating hazardous conditions; Use standard business arithmetic, including percentages and decimals; Know the principles and practices of fire safety and inspection; Know and assist with the administration of staff and activities, either directly or through subordinate supervision; Understand applicable state, federal, and local laws, rules and regulations; Computer applications related to the work; Working knowledge of computer aided dispatch, E-911 system, and radio communication systems and equipment; Fire Service methodology for developing and implementing training programs; Understand Emergency Management operations; Know proper English, including spelling, grammar, punctuation, and vocabulary; Know basic budgetary principles and practices; Know methods and techniques of research, statistical analysis and report presentation; Know BCESD No.4 policies and procedures; have a good understanding of communication and the chain of command; Fire safety standards, building materials and methods of construction.

**Skill in:** Establish effective working relationship with coworkers in the Bertram Fire Department and any surrounding departments; must be physically able to perform difficult tasks under stressful condition; must be able to take orders and follow them to the full extent under stressful conditions.

Has and demonstrates the following personal values: Commitment to the ESD, Department, the fire service profession, be a team member by positive actions and working well alongside other team members. Compassion by understanding that the needs and wants of others are important to the success of the Department; Flexibility to accept change, direction, and instruction as a positive force; Honesty; Integrity by always being honest, accountable, responsible, and trustworthy; Trust by always doing the right thing even when no one else will ever know. Supports and adheres to the ESD's Mission and Values statements.

**Abilities:** Reading Operational manuals, Safety Procedures, MSDS Sheets, Training Manuals, other materials to maintain certification.

Writing reports and record keeping.

Math accurately record time sheets, friction loss, water flows and budgeting.

Reasoning understands procedures and policies, decision making and problem solving.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Standing, sitting, walking, lifting, carrying, pushing, pulling, reaching, climbing, kneeling, handling, fine dexterity, crouching, bending, vision, hearing, talking, use of foot controls.

Exposure to weather extremes may be exposed to hazardous conditions at construction sites, and byproducts of fire.

**Equipment, Machines, Tools, and Work Aids:** Vehicles, self-contained breathing apparatus (SCBA), Personal Protective Equipment (PPE), janitorial supplies, aerial device, chainsaws, smoke ejectors, generators, fire pumps, nozzles, axes, pike poles, ladders, ropes, hydraulic tools, pneumatic tools various detectors, fire hose, lawn maintenance equipment, computers, other specialized firefighting equipment

**Environmental Factors and Safety Hazards:** Exposed to extreme heat in burning structures; work outside in all types of inclement weather and high humidity. Exposure to chemicals, exhaust fumes, smoke, burning buildings, power lines, buildings with unsafe structural integrity, noise from truck engines, rescue tool, saws, sirens, and air horns; vibrations when riding on trucks, operating power saws and rescue tool; work in wet, icy and/or muddy areas sometimes on slippery surfaces such as roof tops or ladders; possible exposure to infectious agents. Operations underwater or in swift water.

### **IRREGULAR HOURS**

- Essential Personnel for Emergency Situations, hours are dependent on system needs.
- Day, Evening, Weekend and Holiday hours as needed for routine and relief staffing and special events.

### **EMPLOYMENT TESTING**

- Employment is contingent on passing post offer, pre-employment drug testing, Physical and comprehensive criminal and driving background investigations.

### **ORGANIZATIONAL RELATIONSHIPS**

- Reports directly to Fire Lieutenants or Fire Captains
- Has contact with other Bertram Fire employees, vendors, and general public.
- Supervises: NA