



MONT BELVIEU VOLUNTEER FIRE DEPARTMENT

11607 EAGLE DR. / P.O. BOX 1048 MONT BELVIEU, TX 77580
(281) 576-2021 EXT. 252 or 276

VOLUNTEER APPLICATION

All applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s): _____ Date of Application: _____

Personal Information

_____ LAST NAME	_____ FIRST NAME	_____ MIDDLE NAME	
_____ PHYSICAL ADDRESS	_____ CITY	_____ STATE	_____ ZIP CODE
_____ MAILING ADDRESS	_____ CITY	_____ STATE	_____ ZIP CODE
() _____ HOME TELEPHONE	() _____ CELL PHONE	_____ EMAIL	
DRIVER'S LICENSE: _____		DATE OF BIRTH: _____	
SOCIAL SECURITY NUMBER: _____ - _____ - _____			

Employer Information:

NAME: _____	Address: _____	Phone: _____
NAME: _____	Address: _____	Phone: _____
NAME: _____	Address: _____	Phone: _____

List any specialized training, diplomas, degrees or certificates that you possess. Attach copies if available.

Do you have previous experience relative to the position for which you are applying? If Yes, list experience including previous membership(s) in this, or any other department.



Criminal/Civil History:

Have you been previously convicted of an offense above a Class C Misdemeanor? _____
If Yes, list date, charge, disposition, and any circumstances that you wish to include:

Have you ever been or are you now a party to a civil lawsuit that was or is related to your performance as a firefighter? _____
If Yes, list date, type, disposition, and any circumstances that you wish to include:

Have you received any moving traffic violations within the past three (3) years? _____
If Yes, list date, charge and disposition:

Has any professional license or certification that you hold or have previously held ever been denied, suspended, revoked, cancelled, or been placed on probation? _____
If Yes, list license or certification, date, action, and final disposition, include any statements necessary for a complete explanation.

Medical/Physical:

List any medical or physical conditions, injuries, or limitations that may interfere with your ability to perform the functions of the position for which you are applying for.

References:

List three (3) references that have known you for at least two (2) years.

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____



APPLICANT'S STATEMENT

I certify that the answers given herein are true and correct.

I authorize investigation of all statements contained in this application as may be necessary in arriving at a decision.

I hereby acknowledge and authorize the City of Mont Belvieu to conduct criminal history, driver license records information and reference checks as provided above. Further, I will submit to drug testing as required by the City of Mont Belvieu.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any relationship with this organization is of an "at will" nature, which means that the Volunteer may resign at any time and the City of Mont Belvieu may discharge Volunteer at any time with or without cause. It is further understood that this "at will" relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of volunteering, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the City of Mont Belvieu.

All applicants for the Mont Belvieu Fire Department will be required to obtain a Class B CDL within 6 months and satisfactorily complete the Probationary Firefighter Training. If accepted, I agree to abide by the policies, procedures, guidelines, and laws of the City of Mont Belvieu and Mont Belvieu Fire Department.

Signature of Applicant: _____

Date: _____



City of Mont Belvieu JOB DESCRIPTION

POSITION TITLE Volunteer Fire Fighter
DEPARTMENT Fire
REPORTS TO: Fire Chief
DIRECT REPORTS: n/a
FLSA STATUS: Volunteer

POSITION SUMMARY:

The purpose of this position is to control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. This position works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Controls and extinguishes municipal fires; protects life and property and conducts rescue efforts.
- Provides fire suppression and technical rescue for citizens of Mont Belvieu and outlying areas.
- Provides emergency medical treatments.
- Performs equipment maintenance and station duties to include cleaning and maintaining gear and ensuring all equipment is in working order.
- Drives emergency vehicles to emergency and non-emergency locations.
- Performs station assignments such as stocking medical supplies, inspecting PPE, cleaning the station, and preparing meals as required.
- Attends training on fire department equipment and tactics.
- Participates in public outreach and education.
- Searches burning buildings to locate fire victims.
- Rescues victims from burning buildings, accident sites, and water hazards.
- Administers first aid and cardiopulmonary resuscitation to injured persons.
- Dresses with equipment such as fire-resistant clothing and breathing apparatus.
- Assesses fires and situations and reports conditions to superiors to receive instructions, using two-way radios.
- Performs any and all other related duties or assignments as assigned by the Chief or his designee.
- During emergency conditions, all City volunteers are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as available and assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED EDUCATION AND EXPERIENCE:

- Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.
- Requires 3 months firefighting or closely related experience or completion of Departmental firefighter probation program.
- SFFMA/TCFP Firefighter Certification-Preferred
- EMT-Preferred, CPR Certification and First Aid
- NIMS 100, 200, 700, 800
- Must possess a valid Texas Driver License.
- Must complete a background check.



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KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to serve the public and fellow volunteers with honesty and integrity.
- Ability to communicate effectively and clearly, both verbally and written.
- Knowledge of computers and related software.
- Ability to define problems, establish facts, draw valid conclusions, and make correct decisions under extreme circumstances and conditions.
- Knowledge of and ability to analyze, interpret and apply applicable federal, state and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- Knowledge of City policies and procedures.
- Ability to communicate and interact effectively with members of the public and co-workers.
- Skill in effective oral and written communication.
- Skill in the use of standard office equipment and software.
- Ability to exercise sound judgment in making critical decisions.
- Skill in resolving customer complaints and concerns.
- Skill in completing assignments accurately and with attention to detail.
- Ability to analyze, organize and prioritize work while meeting multiple deadlines.
- Ability to process and handle confidential information with discretion.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.
- Knowledge of city ordinances, codes, procedures and practices regarding the release of public information, public notification and record keeping.
- Ability to research, collate and present information effectively.
- Ability to prepare effective written documentation and reports.
- Ability to understand the organization and operation of the City and outside agencies.
- Ability to maintain confidential data and information for executive and administrative staff.
- Maintain the highest standards of ethical behavior, exercising honesty and integrity, respect, confidentiality and fairness in the execution of their official responsibilities.
- English usage, grammar, punctuation, spelling, style, etc.
- Mathematical concepts and problem-solving techniques.
- Modern office practices, efficient procedures and equipment including a personal computer.
- Advanced word processing, spreadsheet and desktop publishing software used by the City.
- Customer service principles promoting positive partnership and public relations including the ability to greet the public in a professional, friendly, and courteous manner.
- Competency in Microsoft Office.

WORK ENVIRONMENT:

The work environment described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Handles or uses work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items. The impact of errors is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low. Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure. Responsible for the actions of others, requiring almost constant decisions affecting co-workers or



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others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine. Ability to collect, classify or format data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information. Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money. Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, speaks compound sentences using normal grammar and word form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an volunteer to successfully perform the essential functions of this job. Performs heavy work that involves constantly lifting, shoveling, and carrying 35 to 50 pounds on a regular and recurring basis and exerting 100 pounds of force on a frequent basis. Involves routine and frequent exposure to explosives. Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

JOB DESCRIPTION CERTIFICATION:

This position description has been prepared to assist in defining job responsibilities, physicals demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of volunteers under their supervision. The City of Mont Belvieu retains and reserves any and all rights to change, modify, amend, add to or delete, from any section of this document as is necessary.

I have read the foregoing position description and understand the requirements outlined herein.

Name (Print)

Date

Signature