



Village Fire Department

901 Corbindale Road
Houston, Texas 77024
(713) 468-7941

Firefighter/EMT or Firefighter/Paramedic

Anticipated start/hire date: **January 2027**

Base Pay

- Starting Annual Base Pay (2027 rates)
 - Firefighter:** \$71,160.58 – \$82,385.33 Top-Out Pay \$101,099.67
 - Firemedic:** \$78,788.53 – \$89,870.92 Top-Out Pay \$116,196.84
- Lateral Service Credit – Qualified applicants may receive credit for up to four years of prior full-time paid Fire and/or EMS service, as determined by the Department.

Additional Annual Pay

- Certification Pay (2027 rates)
 - Intermediate – \$1,215.12
 - Advanced – \$1,890.00
 - Master – \$2,893.68
- Degree Pay & Bilingual Pay (2027 rates)
 - Associate's degree – \$1,215.12
 - Bachelor's degree – \$1,890.00
 - Master's degree – \$2,893.68
 - Bilingual – \$1,200.00

Schedule & Overtime

- 48/96 Work Schedule – 48 hours on / 96 hours off
- Overtime – Hours worked above the Department's scheduled 180 hours in a 24-day work period are paid at 1.5 times the regular hourly rate

Benefits

- Medical, Dental, & Vision Insurance** – Department pays 100% of employee-only coverage and 75% of dependent coverage
- Department-Paid Life Insurance** – \$50,000 employee life insurance policy
- TMRS Retirement** – 7% employee contribution with a 2:1 Department match
- Nationwide 457(b) Retirement Plan** – Department contribution equal to 4% of base pay annually after one year of service; employees may also make optional pre-tax salary reduction and/or Roth contributions
- Longevity Pay** – \$8 per month for each year of service, up to 25 years
- Department-Paid Meal Plan**
- Annual Paid Leave** – 72 hours sick leave, 120 hours vacation leave, 120 hours holiday leave
- Tuition Reimbursement Program**
- Social Security Participation**
- Optional AFLAC Supplemental Insurance**
- Optional Prepaid Legal Services**
- Apparatus Rotation** – Regular rotation among medic, pumper, and ladder assignments

How to Apply: Applications may be submitted by email, mail, or in person Monday–Friday, 8:00 a.m.–3:00 p.m. Email applications and supporting documents to careers@villagefire.org.

Application Deadline: November 2, 2026

Protecting and Serving the Cities of

Bunker Hill Village - Hedwig Village - Hilshire Village - Hunters Creek Village - Piney Point Village - Spring Valley Village



Village Fire Department

Firefighter

Job Summary:

Under the direct supervision of a Captain, Firefighters provide basic life support and emergency services to the public. This role involves firefighting, emergency medical care, equipment maintenance, fire prevention, and public engagement. Firefighters operate a variety of vehicles and equipment and are assigned to engine, ambulance, and aerial apparatus.

Essential Duties and Responsibilities:

- Respond to medical emergencies and perform physical assessments of ill or injured individuals
- Treat patients in accordance with department protocols and medical guidelines
- Respond to alarms and assist in suppressing fires of various types and environments
- Operate fire apparatus, emergency vehicles, and firefighting tools and equipment
- Conduct fire prevention inspections in residential, commercial, and public buildings
- Perform daily inspections and routine maintenance of apparatus and equipment
- Assist with fire scene investigation and evidence preservation
- Maintain station cleanliness and operational readiness
- Complete administrative tasks, documentation, and reports related to daily duties
- Respond to public inquiries and participate in community outreach activities
- Perform other duties assigned

Supervision:

Reports to: Fire Officer, Captain, or Acting Officer

Supervises: None

Minimum Qualifications:

- Texas Commission on Fire Protection Basic Firefighter Certification
- High School Diploma or GED
- Emergency Medical Technician – Basic (EMT-B) Certification in the State of Texas
- Valid Texas Class C Driver's License; must remain insurable under department policy

Work Environment:

- Operates in hazardous environments with exposure to fire, smoke, chemicals, and extreme conditions
- Requires physical exertion, mobility, and use of protective gear

Essential Physical Abilities:

- Clear speech and hearing to communicate effectively in person and via radio
- Visual acuity to assess emergency scenes and read detailed information
- Manual dexterity for operating tools, equipment, and computers
- Physical strength and agility for firefighting, rescues, and operating in high-stress environments



Village Fire Department

FireMedic 1

Job Summary:

The FireMedic 1 serves as an entry-level member of the Village Fire Department. Under the direct supervision of a Captain, the FireMedic 1 is responsible for providing basic and advanced life support services, fire suppression, prevention inspections, and equipment maintenance. This position includes responsibilities on engine, ambulance, and aerial ladder assignments.

Essential Duties and Responsibilities:

- Respond to medical emergencies; perform patient assessments and treatment in accordance with Department protocols and policies
- Respond to fire alarms and assist in fire suppression of residential, commercial, industrial, and wildland fires
- Operate and maintain fire department apparatus, tools, and vehicles
- Conduct fire inspections and assist in fire scene investigations
- Participate in physical training, maintain physical fitness, and complete equipment and station maintenance
- Maintain accurate records, complete incident reports, and support administrative tasks
- Engage with the public through educational activities and station tours
- Perform other duties as assigned

Supervision:

- **Reports to:** Fire Officer or Captain
- **Supervises:** None

Minimum Qualifications:

- High School Diploma or GED
- Texas Commission of Fire Protection Basic Firefighter Certification
- Emergency Medical Technician – Paramedic (EMT-P), certified in Texas
- Valid Texas Class C Driver's License (must remain insurable)

Work Environment:

Work involves hazardous conditions with potential exposure to personal danger, including medical and fire emergencies

Essential Physical Abilities:

- Verbal and auditory ability to follow instructions and communicate effectively in high-noise situations
- Visual acuity and reading ability for written materials, equipment operation, and emergency scenes
- Manual dexterity to operate firefighting tools and computer systems
- Physical flexibility, mobility, and stamina to perform all duties necessary for emergency response



Village Fire Department

901 Corbindale Road
Houston, Texas 77024
(713) 468-7941

Application Process & Required Documents

Application Deadline: November 2, 2026

How to Apply

Submit your completed application and supporting documents by:

- **Email:** careers@villagefire.org
- **Mail:** Village Fire Department, 901 Corbindale Road, Houston, Texas 77024
- **In Person:** Monday through Friday, 8:00 a.m.–3:00 p.m.

Applications must be complete and legible. Incomplete applications or applications missing required documents will not be processed. If additional space is needed, attach a separate sheet identifying your name, the position applied for, and the applicable item number. Retain a copy of your application and supporting documents for your records.

Required Documents

Submit legible copies of:

1. Completed Village Fire Department Employment Application
2. Completed Waiver and Release for the Physical Assessment
3. Valid Texas Driver's License
4. Social Security Card
5. Birth Certificate or valid Passport
6. High School Diploma or GED
7. College Diploma, if applicable
8. Military discharge documentation, if applicable
9. TCFP, FIDO #, and NREMT #
10. Current Fire Certification issued by the Texas Commission on Fire Protection
11. Current EMS Certification issued by the Texas Department of State Health Services

All applicable certifications must be current.

Additional Information

- Applicants must be legally authorized to work in the United States.
- Village Fire Department is an equal opportunity employer.
- Applicants needing an accommodation during the application or interview process may contact Human Resources at (713) 468-7941.



Village Fire Department

901 Corbindale Road
Houston, Texas 77024
(713) 468-7941

Hiring Process & Testing

Applicants who meet the minimum qualifications and submit a complete application packet may be invited to participate in the hiring process. Applicants must successfully complete each applicable phase to continue.

1. Written Examination — November 17, 2026 at 9:00 a.m.

The written examination will be administered by Village Fire Department staff.

- Up to 100 multiple-choice questions
- Up to three (3) hours to complete the exam
- Applicants must pass the written examination to advance to the Physical Assessment, which will be conducted immediately afterward
- Applicants will be notified of any schedule changes

2. Physical Assessment — November 17, 2026 immediately following the written exam

Applicants who pass the written examination will participate in the Physical Assessment.

- The physical assessment itself typically takes approximately 30 minutes or less
- Applicants should plan for up to four (4) hours total for this phase to allow for check-in, staging, and wait time between participants
- All required events must be completed
- A description of the events will be provided to applicants who advance
- A completed **Physical Assessment Acknowledgment, Waiver & Release** is required before participation
- For inclement weather or testing-day concerns, call (713) 468-7941

3. Panel Interview

Applicants selected to continue may be invited to an individual panel interview coordinated by the Fire Chief. The interview may address technical knowledge, training, work experience, professionalism, communication, and other job-related qualifications. Interviews are expected to last approximately 30 minutes.

Pre-Employment Screening

Applicants selected to proceed after testing and interviews will be required to complete:

- Background investigation
- Pre-employment drug screening
- Medical/physical examination

Applicants will receive instructions if selected for this stage. Continued consideration for employment is contingent upon satisfactory completion of the required screening.

Selection

Completion of the hiring process does not guarantee employment. Applicants selected for employment will be contacted by Village Fire Department with additional hiring and onboarding information.

Protecting and Serving the Cities of

Bunker Hill Village - Hedwig Village - Hilshire Village - Hunters Creek Village - Piney Point Village - Spring Valley Village

Applicant Information

Full Legal Name (Last, First, Middle):

Preferred Name:

Date Available:

Street Address:

Apartment / Unit:

City:

State / ZIP:

Phone:

Email:

Position Applied For: ☐ Firefighter/EMT ☐ Firefighter/Paramedic (FireMedic)Are you legally authorized to work in the United States? ☐ Yes ☐ NoHave you previously worked for Village Fire Department? ☐ Yes ☐ No

If yes, position/dates: _____

After reviewing the applicable job description, can you perform the essential functions of the position, with or without reasonable accommodation? ☐ Yes ☐ No

Applicants who need a reasonable accommodation for the application or selection process may contact Human Resources at (713) 468-7941.

Licenses & Certifications

Texas Driver's License Number:

Class / Expiration:

TCFP Certification Level:

TCFP / FIDO #:

Texas EMS Certification: ☐ EMT ☐ Paramedic

Expiration Date:

NREMT # (if applicable):

Expiration Date:

Other job-related certification/license:

Expiration Date:

Other job-related certification/license:

Expiration Date:

Other job-related certification/license:

Expiration Date:

*Do not include your Social Security number on this application.***Education**

High School / GED Institution:

City / State:

Graduated / Completed? ☐ Yes ☐ No

Year:

College / University:

City / State:

Degree Earned:

Field of Study:

Additional Education / Training:

Employment History - Most Recent First

List your current or most recent employer first, followed by prior employment. Include paid and volunteer Fire/EMS service where applicable. Provide at least four employers when available; attach additional pages if more space is needed.

Employer 1

Employer / Organization:	Phone:
City / State:	Supervisor:
Job Title:	Employment Type: ☐ FT ☐ PT ☐ Volunteer
Dates Employed: From _____ To _____	Fire/EMS-related? ☐ Yes ☐ No
Reason for Leaving:	May we contact? ☐ Yes ☐ No

Primary duties / responsibilities:

Employer 2

Employer / Organization:	Phone:
City / State:	Supervisor:
Job Title:	Employment Type: ☐ FT ☐ PT ☐ Volunteer
Dates Employed: From _____ To _____	Fire/EMS-related? ☐ Yes ☐ No
Reason for Leaving:	May we contact? ☐ Yes ☐ No

Primary duties / responsibilities:

Employer 3

Employer / Organization:	Phone:
City / State:	Supervisor:
Job Title:	Employment Type: ☐ FT ☐ PT ☐ Volunteer
Dates Employed: From _____ To _____	Fire/EMS-related? ☐ Yes ☐ No
Reason for Leaving:	May we contact? ☐ Yes ☐ No

Primary duties / responsibilities:

Employment History - Continued**Employer 4**

Employer / Organization:	Phone:
City / State:	Supervisor:
Job Title:	Employment Type: ☐ FT ☐ PT ☐ Volunteer
Dates Employed: From _____ To _____	Fire/EMS-related? ☐ Yes ☐ No
Reason for Leaving:	May we contact? ☐ Yes ☐ No

Primary duties / responsibilities:**Employer 5**

Employer / Organization:	Phone:
City / State:	Supervisor:
Job Title:	Employment Type: ☐ FT ☐ PT ☐ Volunteer
Dates Employed: From _____ To _____	Fire/EMS-related? ☐ Yes ☐ No
Reason for Leaving:	May we contact? ☐ Yes ☐ No

Primary duties / responsibilities:**Professional References**

Please list three professional references familiar with your work, training, or professional qualifications.

Reference 1 - Name:	Relationship:
Employer / Organization:	Phone / Email:
Reference 2 - Name:	Relationship:
Employer / Organization:	Phone / Email:
Reference 3 - Name:	Relationship:
Employer / Organization:	Phone / Email:

Military Service (if applicable)

Branch:	Dates of Service:
Primary occupational specialty / duties:	

Additional Qualifications

Use this space to provide any additional job-related qualifications, training, leadership experience, specialized skills, or other information you would like Village Fire Department to consider.

Applicant Acknowledgment

Accuracy of Information: I certify that the information provided in this application and any attachments is true, complete, and accurate to the best of my knowledge. I understand that material misrepresentation, falsification, or omission may result in disqualification from consideration or, if employed, may result in termination of employment.

Verification of Qualifications: I authorize Village Fire Department to verify job-related information I have provided, including employment history, education, licenses, certifications, and professional references. I understand that separate disclosures or authorizations may be provided when required by law for background or consumer-report inquiries.

Pre-Employment Requirements: I understand that any offer of employment may be contingent upon satisfactory completion of applicable job-related pre-employment requirements. These may include a criminal background check, driving-record review, drug screening, and a post-offer medical/physical examination, consistent with applicable law and Department requirements.

Employment Eligibility: I understand that, if hired, I will be required to provide documentation establishing my identity and authorization to work in the United States as required by federal law.

At-Will Employment: I understand that employment with Village Fire Department is at will. Either Village Fire Department or the employee may end the employment relationship at any time, with or without cause or notice, subject to applicable law. Nothing in this application creates a contract or guarantee of employment.

Job Description and Essential Functions: I acknowledge that I have had the opportunity to review the job description for the position for which I am applying and understand that the position includes essential job functions, physical demands, emergency-response responsibilities, and safety-sensitive duties as described in the job description.

Village Fire Department is an equal opportunity employer. Employment decisions are made without unlawful discrimination and in accordance with applicable federal, state, and local law.

By signing below, I acknowledge that I have read and understand the statements above and certify that the information provided in this application is accurate and complete.

Applicant Signature:

Date:

Printed Name:



Village Fire Department

901 Corbindale Road
Houston, Texas 77024
(713) 468-7941

Physical Assessment Acknowledgement, Waiver & Release

I understand that, as part of my application for the position of **FIREFIGHTER / FIREMEDIC**, I may participate in a Physical Assessment designed to evaluate my ability to perform job-related tasks requiring strength, endurance, agility, and physical efforts.

Employment Status of Assessment. Participation in or successful completion of the Physical Assessment does not constitute an offer of employment and does not guarantee selection or employment with Village Fire Department. The Physical Assessment is one part of the Department's selection process.

Safety and Participation. I understand that physical exertion involves a risk of strain, injury, or other adverse physical effects. I may stop participating at any time if I believe I cannot safely continue. I understand that declining to participate or not completing the assessment may affect my ability to continue in the selection process.

Reasonable Accommodation. If I need a reasonable accommodation to participate in the application or testing process, I may request one from Village Fire Department. I am not required to provide a diagnosis or medical history on this form.

Waiver and Release. In consideration of being permitted to participate in the Physical Assessment, I release the Village Fire Department and its officials, officers, agents, and employees, to the fullest extent permitted by law, from claims, damages, liabilities, actions, or causes of action arising from injury or damage I may sustain as a result of participating in the assessment. This release is made for myself and, to the extent permitted by law, my heirs, executors, administrators, and representatives. Nothing in this form is intended to waive any right or claim that cannot lawfully be waived.

APPLICANT ACKNOWLEDGMENT

By signing below, I acknowledge that I have read and understand this Physical Assessment Acknowledgment, Waiver & Release, have had an opportunity to ask questions before participating, and voluntarily agree to its terms. I further understand that participation in or successful completion of the Physical Assessment does not constitute an offer of employment or guarantee selection or employment with Village Fire Department.

Signature of Applicant

Date

Printed Name of Applicant