

CIVIL SERVICE COMMISSION

NOTICE OF EXAMINATION FOR BATTALION CHIEF (GRADE VII)

The Firefighters' and Police Officers' Civil Service Commission will hold an open, competitive examination for **Battalion Chief (Grade VII)**. The written test will be conducted as the initial part of the alternate promotional system approved for this grade. The test will be conducted on **March 9, 2023, at 9:00 a.m.** in Room #174 of the McLennan County College Emergency Services Education Center (ESEC) located at 7601 Steinbeck Bend Road, Waco, TX.

Candidates passing the written test with a minimum score of 70 will move on to the Assessment Center portion of the examination. The Assessment Center will be conducted by Dennis A. Joiner & Associates on **March 20-21, 2023,** at the McLennan County College Emergency Services Education Center (ESEC) and will start at **8:00 a.m.**

Candidates will be placed on an eligibility list according to their total score, highest to lowest, derived from the combination of the following: Written Exam a maximum of 40 points, Assessment Center a maximum of 60 points, Seniority a maximum of 5 points, Education a maximum of 3 points (total maximum score 108).

Pursuant to this posting, the following persons shall be eligible to apply to take this examination:

Immediately upon the posting of this notice, the following persons may file applications to take the exam: persons in the City of Waco Fire Department who at any time have continuously held for at least two (2) years the position of Fire Captain (Grade V), Fire Prevention Captain (Grade V) or Fire Training Captain (Grade V) which are the positions at the next lower grade to the Battalion Chief (Grade VII) under the classification plan for the Fire Department, as provided in Texas Local Government Code 143.030 (b) and (c).

All applications to take the exam must be submitted by **4:30 p.m. on February 28, 2023.**

Applications to take the test must be delivered to the office of the Director of Civil Service in the Human Resources Department on the First Floor of Waco City Hall, located at 3rd Street and Austin Avenue, Waco, Texas. All applications to take the examination must be in writing to the Director of Civil Service, stating the applicant's desire to take the examination, the classified position held by the applicant which qualifies the applicant for the test, the dates during which the applicant held that classified position, the applicant's total number of years of service in the Waco Fire Department, and the applicant's mailing address (including zip code).

Examination questions will be taken from the following sources:

Chief Officer, 4th Edition – IFSTA

ISBN: 978-0-87939-644-2

<https://www.ifsta.org/shop/chief-officer-4th-edition/35071>

Leadership on the Line: Staying Alive Through the Dangers of Change, 2017 Edition (with New Preface) – Harvard Business Review Press. Martin Linsky & Ronald A. Heifetz. 2017. ISBN: 978-1-63369-283-1

https://www.amazon.com/Leadership-Line-New-Preface-Staying/dp/1633692833/ref=asc_df_1633692833/?tag=hyprod-20&linkCode=df0&hvadid=312025907421&hvpos=1o1&hvnetw=g&hvrnd=6014175442149995284&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9027501&hvtargid=aud-801657747996:pla-347267913976&psc=1

Waco Fire Department Emergency Operations Manual 09-21-2022 Version. Download Below: <S:\Waco Fire\1 -Emergency Operations Manual\EOM 9.21.2022.pdf> (Use City Network computer)

21st Century Fire and Emergency Services - ICMA and Center for Public Safety Excellence (CPSE) Download: <S:\Waco Fire\Promotions\ Study Guides\Fire Battalion Chief\21st-Century-Fire-and-Emergency-Services-White-Paper-Final-07.15.20.pdf> (Use City Network Computer)

Waco Fire Department Administrative Rules and Regulations 06/14/2021 Download: [S:\Waco Fire\Promotions\ Study Guides\Fire Battalion Chief\WFD Rules and Regulations 06-14-2021-Updated\(1\).pdf](S:\Waco Fire\Promotions\ Study Guides\Fire Battalion Chief\WFD Rules and Regulations 06-14-2021-Updated(1).pdf) (Use City Network Computer)

This Notice is Being Posted
at Waco City Hall on the
23rd Day of January, 2023
at 5:00 AM/PM


Missie Rustejevsky, Director of Civil Service