

CIVIL SERVICE COMMISSION

NOTICE OF EXAMINATION FOR FIRE LIEUTENANT (Pay Grade IV)

The Fire Fighters' and Police Officers' Civil Service Commission will hold an open, competitive examination from which appointments may be made to the position of **Fire Lieutenant** (Pay Grade IV) in the Waco Fire Department. The exam will be conducted on **June 8, 2023**, at **9:00 a.m. in Room #174** at the M.C.C. Emergency Services Education Center (ESEC) located at 7601 Steinbeck Bend Road, Waco, Texas.

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

1. Immediately upon posting of this notice (**April 14, 2023**), the following persons may file applications to take the exam: persons who have at any time continuously held for at least **two (2) years** the position of **Fire Equipment Engineer** (Pay Grade II), or **Fire Prevention Specialist** (Pay Grade II), which are the positions at the next lower pay grade to the Fire Lieutenant (Pay Grade IV) under the classification plan for the Fire Department, as provided in Local Rule 12.5, since there are no authorized positions in the position of Fire Prevention Inspector (Pay Grade III).
2. If fewer than **three (3)** have applied to take the exam by **4:30 p.m. on May 15, 2023**, the following persons shall be **added** to those who may file applications for this exam: persons who have held continuously for **less than two (2) years** the position of **Fire Equipment Engineer** (Pay Grade II) or **Fire Prevention Specialist** (Pay Grade II), which are the positions at the next lower pay grade to the Fire Lieutenant (Pay Grade IV) under the classification plan for the Fire Department, as provided in Local Rule 12.5, since there are no authorized positions in the position of Fire Prevention Inspector (Pay Grade III).
3. If fewer than **three (3)** persons have applied to take the examination by **4:30 p.m. on May 24, 2023**, the following persons shall be **added** to those who may file applications for this exam: persons who have held continuously for at least **two (2) years** the position of **Fire Fighter** (Pay Grade I).

Whether an individual has two (2) years' experience will be determined by using the date on which the examination is to be held.

All applications to take the exam must be submitted by 4:30 p.m. on May 31, 2023.

Applications to take the exam must be delivered to the office of the Director of Civil Service in the Human Resources Office 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 exam, 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:

IFSTA - Fire Prevention Applications for the Company Officer 1st edition

ISBN 978-87939-384-7

<https://www.ifsta.org/shop/fire-prevention-applications-company-officers/36854>

- **Chapters 1, 4, 5, 6, 7, 8, 9, 12, 13, and 14**

IFSTA – Fire and Emergency Services Instructor 9th edition

ISBN 978-0-87939-696-1

<https://www.ifsta.org/shop/fire-and-emergency-services-instructor-9th-edition/36342>

- **Chapters 1 – 10** (Fire Instructor I curriculum)

[Waco Fire Department Emergency Operations Manual 09-21-2022 Version. Download Below: S:\Waco Fire\Promotional Study Guides\Fire Lieutenant - \(Grade IV\)\EOM 9.21.2022.pdf](#) Use a City computer to access.

IFSTA- Fire and Emergency Services Company Officer 6th Edition

ISBN 978-0-87939-650-3

<https://www.ifsta.org/shop/fire-and-emergency-services-company-officer-6th-edition/36645>

[Professional Pride Publishing - 9-1-1 Emergency Communications Manual Police-Fire-Medical 6th Edition](#)

ISBN 1-882960-33-5

<https://www.911trainer.com/product/911-emergency-communications-manual/>

- **[Chapters 1-3, 5, 7-8, 10](#)**

[Waco Fire Department Rules and Regulations – June 14, 2021](#)

[S:\Waco Fire\Promotional Study Guides\Fire Lieutenant - \(Grade IV\)\WFD Rules and Regulations 06-14-2021- Updated\(1\).pdf](#) Use a City computer to access.

Collective Bargaining Agreement Between the City of Waco and the Waco Professional Firefighters Association Local 478 for Fiscal Years

October 1, 2019- September 30, 2023

<https://intranet.waco-texas.com/cms-fire/userfiles/file/Final%202019%20Contract.pdf>

DocuSigned by:

Missie Pustejovsky

Missie Pustejovsky, Director of Civil Service

I hereby certify that this notice was posted at Waco City Hall and on the City of Waco official website on the 14th day of April, 2023 at 2:00 PM.