

NOTICE OF CIVIL SERVICE EXAMINATION FOR BATTALION CHIEF (GRADE VII)

The Fire fighters' 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. The test will be conducted on **August 4, 2026, at 9:00 a.m. in Room #235** of the M.C.C. Emergency Services Education Center 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 **August 20, 2026**, at the McLennan County College Emergency Services Education Center (ESEC).

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:

1. 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)** 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).
2. If fewer than **three (3)** have applied to take the exam by **4:30 p.m. on July 17, 2026**, 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 Captain (Grade V)** which are the positions at the next lower grade to the Battalion Chief (Grade VII) as provided in Local Rule 12.5.

All applications to take the exam must be submitted by **4:30 p.m. on July 27, 2026**.

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: Principles and Practice, Third Edition

ISBN:9781284172478

<https://www.psglearning.com/catalog/productdetails/9781284172478>

Crucial Conversations (Third Edition): Tools for Talking When Stakes Are High

ISBN: 9781260474183

[***Crucial-Conversations-Tools-Talking-Stakes***](#)

Extreme Ownership

ISBN: 978-1760558208

[***https://a.co/d/04eJsGVJ***](https://a.co/d/04eJsGVJ)

Waco Fire Department Emergency Operations Manual (03/20/2026)

S:\Waco Fire\Promotional Study Guides\EOM - GOM - Rules and Regs For Study\Emergency Operations Manual 03-20-2026 (1).pdf

(Use a City Network Computer)

Waco Fire Department General Orders Manual (March 2026)

S:\Waco Fire\Promotional Study Guides\EOM - GOM - Rules and Regs For Study\General Orders Manual 3.26.pdf

(Use a City Network Computer)

It is hereby certified that this notice was posted at Waco City Hall and on the City of Waco official website on the 25th day of June 2026 at 3:00 PM.

DocuSigned by:

Missie Pustejovsky

2D01BD0744F54G4...

Missie Pustejovsky, Director of Civil Service