

CIVIL SERVICE COMMISSION NOTICE OF EXAMINATION FOR FIRE CAPTAIN (Pay Grade V)

The Firefighters' and Police Officers' Civil Service Commission will hold an open, competitive examination for **Fire Captain (Pay Grade V)**. The written exam will be conducted as the initial part of the alternate promotional system approved for this grade. The exam will be conducted on **November 8, 2024, at 1:00 p.m. in Room #148** of the McLennan County College Emergency Services Education Center (ESEC) located at 7601 Steinbeck Bend Road, Waco, Texas.

Candidates passing the written exam with a minimum score of 70 will move on to the Assessment Center portion of the process. The Assessment Center will be conducted by Dennis A. Joiner & Associates on **December 2-5, 2024**, depending on need.

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 @ 40 points, Assessment Center @ 60 points, Seniority in Grade @ maximum of 5 points, Education @ maximum of 3 points (total maximum score 108). Candidates must pass both the written exam and assessment center to be placed on the promotional eligibility list.

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

1. Immediately upon the posting of this notice (**October 1, 2024**), the following persons may file applications to take the exam: persons who have held continuously for at least **two (2) years** the position of **Fire Lieutenant** (Pay Grade IV), **Fire Station Lieutenant** (Pay Grade IV), **Fire Inspection Lieutenant** (Pay Grade IV), **Fire Training Lieutenant** (Pay Grade IV), or **Fire Alarm Operator** (Pay Grade IV), or a combination of these positions, which are the positions at the next lower pay grade to the Fire Captain (Pay Grade V) under the classification plans in place from the period of October 1, 2022, through October 1, 2024 as provided in Local Rule 12.5 .
2. If fewer than **three (3)** persons have applied to take the exam by **4:30 p.m. on October 22, 2024**, 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 Lieutenant (Pat Grade IV), **Fire Station Lieutenant** (Pay Grade IV), **Fire Inspection Lieutenant** (Pay Grade IV) or **Fire Alarm Operator** (Pay Grade IV), **Fire Training Lieutenant** (Pay Grade IV) or a combination of these positions, which are the positions at the next lower pay grade to the Fire Captain (Pay Grade V) under the classification plans in place from the period of October 1, 2022, through October 1, 2024 as provided in Local Rule 12.5 .

Whether an individual has two (2) years of 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 October 31, 2024.

Applications to take the exam 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 exam 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).

Exam questions will be taken from the following sources:

IFSTA - Fire Prevention Applications, 2nd Edition

ISBN- 978-0-87939-621-3

<https://www.ifsta.org/shop/fire-prevention-applications-2nd-edition/36200>

- **Chapters 2, 3, 4, 6, 8, 9, 11, and 12**

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>

- **All Chapters**

Waco Fire Department Emergency Operations Manual (04/04/2024)

[S:\Waco Fire\Promotional Study Guides\Fire Captain - \(Grade V\)\EOM 4.04.24.pdf](S:\Waco Fire\Promotional Study Guides\Fire Captain - (Grade V)\EOM 4.04.24.pdf) (Use a City Network Computer)

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>

- **All Chapters**

PennWell Corp – Step up and Lead, Frank Viscuso, 2013

ISBN-13: 978-1593703080

<https://www.amazon.com/Step-Up-Lead-Frank-Viscuso/dp/1593703082>

Waco Fire Department Rules and Regulations 03/14/2024

[S:\Waco Fire\Promotional Study Guides\Fire Captain - \(Grade V\)\WFD Rules and Regulations March 2024.pdf](S:\Waco Fire\Promotional Study Guides\Fire Captain - (Grade V)\WFD Rules and Regulations March 2024.pdf) (Use a City Network Computer)

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

October 1, 2023- September 30, 2026

[S:\Waco Fire\Promotional Study Guides\Fire Captain - \(Grade V\)\2023 -2026 Contract Complete - Final.pdf](S:\Waco Fire\Promotional Study Guides\Fire Captain - (Grade V)\2023 -2026 Contract Complete - Final.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 30th day of September 2024 at 12:00 PM.

DocuSigned by:

Missie Pustejovsky

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Missie Pustejovsky, Director of Civil Service