

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 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 9:00 a.m. in Room #148** at 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 posting of this notice (**October 1, 2024**), the following persons may file applications to take the exam: persons who have continuously held for at least **two (2) years** the position of **Fire Equipment Engineer** (Pay Grade II), or **Fire Prevention Specialist** (Pay Grade II), or both, which are the positions at the next lower pay grade to the Fire Lieutenant (Pay Grade IV) under the classification plans in place from the period of October 1, 2022, through October 1, 2024 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 October 21, 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 Equipment Engineer** (Pay Grade II) or **Fire Prevention Specialist** (Pay Grade II) or both, which are the positions at the next lower pay grade to the Fire Lieutenant (Pay Grade IV) under the classification plans in place from the period of October 1, 2022, through October 1, 2024 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 October 28, 2024**, 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 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 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 (04/04/2024)

[S:\Waco Fire\Promotional Study Guides\Fire Lieutenant - \(Grade IV\)\EOM 4.04.24.pdf](S:\Waco Fire\Promotional Study Guides\Fire Lieutenant - (Grade IV)\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>

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 – 03/14/2024

[S:\Waco Fire\Promotional Study Guides\Fire Lieutenant - \(Grade IV\)\WFD Rules and Regulations March 2024.pdf](S:\Waco Fire\Promotional Study Guides\Fire Lieutenant - (Grade IV)\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 Lieutenant - \(Grade IV\)\2023 -2026 Contract Complete - Final.pdf](S:\Waco Fire\Promotional Study Guides\Fire Lieutenant - (Grade IV)\2023 -2026 Contract Complete - Final.pdf) (Use a City Network Computer)

It is hereby certified that his 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

Missie Pustejovsky, Director of Civil Service