

AMENDED

CIVIL SERVICE COMMISSION

NOTICE OF EXAMINATION FOR FIRE STATION LIEUTENANT (Pay Grade IV)

Examination Date: **March 20, 2018** beginning at 9:00 a.m.;

Location of Examination: M.C.C. Emergency Services Education Center (Rm. 174), 7601 Steinbeck Bend Road.

NOTICE OF THE CIVIL SERVICE PROMOTIONAL EXAMINATION TO CREATE AN ELIGIBILITY LIST FOR APPOINTMENTS TO THE POSITION OF FIRE STATION LIEUTENANT (Pay Grade IV) IN THE FIRE DEPARTMENT OF THE CITY OF WACO, TEXAS.

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 Station Lieutenant** (Pay Grade IV) in the Waco Fire Department. The test will be conducted on **March 20, 2018**, at **9:00 a.m.** at the **M.C.C. Emergency Services Education Center (Rm. 174)** 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 (**Thursday, February 1, 2018**), the following persons may file applications to take the test: persons who hold the position of **Fire Inspection Lieutenant** (Pay Grade IV) or **Fire Alarm Operator** (Pay Grade IV), which are in the same pay grade as the position of Fire Station Lieutenant (Pay Grade IV), under the classification plan for the Fire Department, as provided in Local Rule 12.5.
2. Immediately upon posting of this notice (**Thursday, February 1, 2018**), the following persons may file applications to take the test: 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 Station 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)** have applied to take the test by **4:30 p.m.** on **Thursday, February 15, 2018**, the following persons shall be **added** to those who may file applications for this test: 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 Station 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).

4. If fewer than **three (3)** persons have applied to take the examination by **4:30 p.m. on Thursday, February 22, 2018**, the following persons shall be **added** to those who may file applications for this test: 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 test must be submitted by 4:30 p.m. on Friday, March 9, 2018.

Applications to take the test 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 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:

From Buddy to Boss: Effective Fire Service Leadership.

Chase Sargent. Fire Engineering, 2006.
ISBN-13: 978-1593700751 / ISBN10 1-59370-075-X

Brannigan's Building Construction for the Fire Service (Enhanced 5th Edition).

Glenn P. Corbett & Francis L. Brannigan. Jones & Bartlett Learning, 2016.
ISBN-13: 978-128413613-5 / ISBN10 128413613-2

Pride and Ownership: A Firefighter's Love of the Job.

Rick Lasky. Fire Engineering, 2006.
ISBN-13: 978-159370078-2 / ISBN-10: 159370078-4

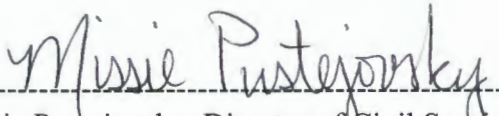
Fire and Emergency Services Company Officer (5th Edition).

IFSTA. 2014.
ISBN: 978-0-87939-564-3 (Chapters 1 through 11 ONLY).

City of Waco Policies and Procedures (Administrative Section). Delete ADM-5, ADM-7, and ADM-13

ADM-1	<u>Equal Employment Opportunity</u>	Revised	03-02-16
ADM-2	<u>Harassment Free & Non-Discrimination</u>	Revised	11-21-16
ADM-3	<u>Nepotism</u>	Revised	04-13-06
ADM-4	<u>Alcohol and Controlled Substance Abuse</u>	Revised	04-17-15
ADM-6B	<u>Smoke/Tobacco Free Workplace</u>	Issued	02-01-95
ADM-8	<u>Ethical Conduct</u>	Revised	08-15-17
ADM-9	<u>Investigation of Fraudulent Activities</u>	Revised	05-30-17

ADM-10	<u>Employee and Department Request for Grants from Outside Agencies and Organizations</u>	Revised	07-11-16
ADM-11	<u>Standards of Conduct</u>	Revised	11-21-16
ADM-12	<u>Electronic Media & Internet Usage</u>	Revised	05-30-17
ADM-14	<u>Employee Behavior During Elections</u>	Issued	04-17-15
ADM-15	<u>Social Media</u>	Issued	04-04-16
ADM-16	<u>Donation Policy</u>	Issued	11-21-16
ADM-17	<u>Unmanned Aircraft</u>	Issued	05-30-17
ADM-18	<u>Public Information Policy</u>	Issued	08-29-17



 Missie Pustejovsky, Director of Civil Service

Posted at Waco City Hall on Thursday, February 1, 2018, at 3:53 a.m./p.m.

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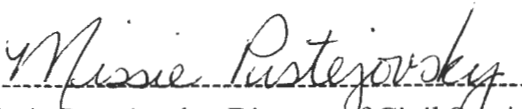
Fire and Emergency Services Company Officer, 4th ed. 2007, IFSTA, ISBN #0-87939-281-9.

Fire Service Personnel Management, 2nd ed. 2005, Steven T. Edwards, Prentice Hall, ISBN #0-13-117766-4.

Fire Suppression Practices and Procedures, 2nd edition, 2008; Pearson Education, Inc., ISBN #0-13-151773-2.

Responding to "Routine" Emergencies, 1999, Frank C. Montagna, Fire Engineering; PenWell Publishing Company, ISBN #0-912212-81-0.

Hazardous Materials for First Responders, 3rd ed., 2004, IFSTA, ISBN #0-87939-244-4.


Missie Pustejovsky, Director of Civil Service