

# CIVIL SERVICE COMMISSION

## NOTICE OF EXAMINATION FOR FIRE TRAINING CAPTAIN (Pay Grade V)

The Firefighters' and Police Officers' Civil Service Commission will hold an open, competitive examination for **Fire Training Captain (Pay Grade V)**. The written test will be conducted as the initial part of the alternate promotional system approved for this grade. The test will be conducted on **May 4, 2021, at 9:00 a.m.** in Room #105 of the McLennan County College Emergency Services Education Center (ESEC) 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 **May 27, 2021**.

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 @ 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:

Immediately upon the posting of this notice (**March 29, 2021**), the following persons may file applications to take the test: persons who have held the position of **Fire Suppression Captain (Pay Grade V)** and **Fire Prevention Captain (Pay Grade V)** which are in the same pay grade of Fire Training Captain (Pay Grade V) under the classification plan for the Fire Department, as provided in Local Rule 12.5.

Immediately upon the posting of this notice (**March 29, 2021**), the following persons may file applications to take the test: persons who have held continuously for at least **two (2) years** the position of **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)** which are the positions at the next lower pay grade to the Fire Captain (Pay Grade V) under the classification plan for the Fire Department, as provided in Local Rule 12.5.

If fewer than **three (3)** persons submit applications to take the test by **4:30 p.m. on April 16, 2021**, 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 Station Lieutenant (Pay Grade IV)**, **Fire Inspection Lieutenant (Pay Grade IV)**, **Fire Training Lieutenant (Pay Grade IV)** or **Fire Alarm Operator (Pay Grade IV)** under the classification plan for the Fire Department, as provided in Texas Local Government Code Section 143.030(c).

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. April 27, 2021.**

Applications to take the test must be delivered to the office of the Director of Civil Service in the Personnel Services 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:

**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 9<sup>th</sup> 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 (11-02-20 version)**

[https://intranet.waco-texas.com/cms-fire/userfiles/file/EOM%2011-02-20\(1\).pdf](https://intranet.waco-texas.com/cms-fire/userfiles/file/EOM%2011-02-20(1).pdf)

**IFSTA- Fire and Emergency Services Company Officer 6<sup>th</sup> 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>

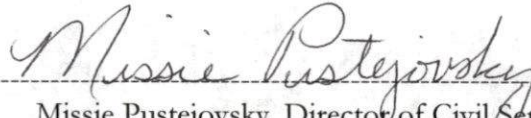
**Waco Fire Department Rules and Regulations – July 2020**

<https://intranet.waco-texas.com/cms-fire/userfiles/file/IB%2020-042%20-WFD%20Rules%20and%20Regulations%20Attachment%2006-29-2020.pdf>

**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>

  
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Missie Pustejovsky, Director of Civil Service

This Notice is Being Posted  
at Waco City Hall on the  
29 Day of March, 2021  
at 9:20 AM/PM