CIVIL SERVICE COMMISSION

NOTICE OF EXAMINATION FOR
FIRE EQUIPMENT ENGINEER (Pay Grade II)

Examination Date: Thursday, January 23, 2020, beginning at 9:00 am; Location of Examination: M.C.C Emergency Services Education Center (Lecture Hall-Rm. #174); 7601 Steinbeck Bend Road.

NOTICE OF THE CIVIL SERVICE PROMOTIONAL EXAMINATION TO CREATE AN ELIGIBILITY LIST FROM WHICH APPOINTMENTS MAY BE MADE FOR THE POSITION OF FIRE EQUIPMENT ENGINEER (Pay Grade II) 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 for the position of Fire Equipment Engineer (Pay Grade II) in the Waco Fire Department. The test will be conducted on January 23, 2020, at 9:00 a.m. at the M.C.C. Emergency Services Education Center (Lecture Hall, Room #174) located at 7601 Steinbeck Bend Road in Waco, Texas.

The following persons shall be eligible to apply to take this examination:

1. Immediately upon the posting of this notice (November 18, 2019), persons who have held the position of Fire Prevention Specialist (Pay Grade II), which are in the same pay grade as the position of Fire Equipment Engineer (Pay Grade II), as provided in Local Rule 12.5, are eligible to sign up for the Fire Equipment Engineer examination.

2. Immediately upon the posting of this notice (November 18, 2019), the following persons may file applications to take the test: Persons who have held at any time continuously for at least two (2) years a position as a Firefighter (Pay Grade I), which is the position at the next lower pay grade to the Fire Equipment Engineer (Pay Grade II) within the Emergency Operations Class under the classification plan for the Fire Department, as provided in Texas Local Government Code Section 143.030(c), and which is also the classifications immediately below in salary the position of Fire Equipment Engineer (Pay Grade II), as provided in Texas Local Government Code Section 143.030(b).

3. If fewer than three (3) persons submit applications to take the test by 4:30 p.m. on December 30, 2019, 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 a position as a Fire Fighter (Pay Grade I), which is the position at the next lower pay grade to the Fire Equipment Engineer (Pay Grade II) within the Emergency Operations Class under the classification plan for the Fire
Department, as provided in Texas Local Government Code Section 143.030(c), and which is also the classification immediately below in salary the position of Fire Equipment Engineer (Pay Grade II), as provided in Texas Local Government Code Section 143.030(b).

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 January 15, 2020.

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 applicant's current classified position and pay grade, the applicant's number of years of service in 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:

ISBN: 978-0-87939-571-1

ISBN: 978-1-59370-455-1

Waco Fire Department Emergency Operations Manual 09-16-2019 Version. Download Below:


City of Waco Policies and Procedures (Administrative Section) located in R: Drive/Fire/Promotional Examination Material. Delete ADM-5, ADM-7, ADM-13 and ADM-22.
ADM – 1 Equal Employment Opportunity Revised 03/02/16
ADM - 2 Harassment Free & Non-Discrimination Revised 11/21/16
ADM – 3 Nepotism Revised 04/13/06
ADM – 4 Alcohol & Controlled Substance Abuse Revised 04/17/15
ADM – 6-B Smoke/Tobacco Free Workplace Revised 02/01/95
ADM – 8 Ethical Conduct Revised 01/14/19
ADM – 9 Investigation of Fraudulent Activities Revised 01/14/19
| ADM – 10 Employee & Department Request for Grants from Outside Agencies and Organizations | Revised 07/11/16 |
| ADM – 11 Standards of Conduct | Revised 11/21/16 |
| ADM – 12 Electronic Media & Internet Usage | Revised 05/30/17 |
| ADM – 14 Employee Behavior Regarding Political Activity | Revised 04/17/15 |
| ADM – 15 Social Media | Revised 04/04/16 |
| ADM – 16 Donations Acceptance | Revised 11/21/16 |
| ADM – 17 Unmanned Aircraft | Revised 12/07/18 |
| ADM – 18 Public Information Policy | Revised 01/14/19 |
| ADM – 19 Incident Investigation Policy | Issued 04/04/18 |
| ADM – 20 Computer Security Incident | Issued 09/10/18 |
| ADM – 21 Media Relations | Issued 09/10/18 |

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Missie Pustejovsky, Director of Civil Service

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This Notice is Being Posted at Waco City Hall on the 18th Day of November, 2019 at 2:30 AM/PM