

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 to 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:

Pumping and Aerial Apparatus Driver/ Operator Handbook, 3rd Edition – IFSTA

ISBN: 978-0-87939-571-1

<https://www.ifsta.org/shop/pumping-and-aerial-apparatus-driver-operator-handbook-3rd/36723>

The Functional Fire Company: Positioning Small Groups for Success and Survival – Fire

Engineering. J. Scott Thompson. 2019

ISBN: 978-1-59370-455-1

<https://www.amazon.com/Functional-Fire-Company-Positioning-Survival/dp/1593704550>

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

[https://intranet.waco-texas.com/cms-fire/userfiles/file/EOM%2009-16-19%20Updated\(1\).pdf](https://intranet.waco-texas.com/cms-fire/userfiles/file/EOM%2009-16-19%20Updated(1).pdf)

Community Risk Reduction Planning: A Guide for Developing a Community Risk Reduction Plan, Version 4.0. Vision 20/20. John A. Stouffer. Download Below:

https://intranet.waco-texas.com/cms-fire/userfiles/file/CRR-Planning-Guide-v4_0.pdf

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


Missie Pustejovsky, Director of Civil Service

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