JOB # 21-003
FIREFIGHTER

APPLICANT INFORMATION

Entry-Level Testing
November 6, 2020 @ 9:00a.m.
400 W. King Avenue (City Hall)
Kingsville, Texas 78363

REGISTRATION DEADLINE: November 3rd, 2020 at 5:00 p.m.

Thank you for your interest in the City of Kingsville Fire Department. The Fire Department is a civil service and collective bargaining department consisting of 31 firefighters. Information concerning the hiring process for the position of Firefighter is outlined below. Please read the information carefully. Applicants must meet the minimum qualifications, as set forth by the Texas Commission on Fire Protection, the Texas Local Government Code Chapter 143, Kingsville Civil Service Commission and not fall under the listed "Reasons for Disqualification".

You are required to completely fill out an application for employment and enclose copies of certain documents to the Human Resources (HR) Office. Also, you must keep the HR Office informed of any changes in contact information (address, phone #, etc.) and employment status. Failure to do so may result in disqualification.

HOW TO APPLY: Applications may be downloaded from www.cityofkingsville.com or picked up in the City of Kingsville Human Resource Office (HR) between the hours of 8:00 a.m.- 5:00 p.m., Monday - Friday. HR is located at 400 W. King Avenue (1st floor of City Hall), Kingsville, Texas. Applications will be mailed out upon request. For more information, contact the HR Office at (361) 595-8017, e-mail hradmin@cityofkingsville.com

FIREFIGHTER RESPONSIBILITIES: A member of the Fire Department is under direct supervision and responds to fire alarms and requests for emergency assistance; connects, lays and enters building with hose lines; assists in directing streams of water on fires; raises and lowers ladders; makes forcible entry into buildings; participates in fire prevention inspections, inspects structures and informs the public on fire hazards; maintains station, apparatus and other equipment; performs other work as assigned.

FIRE DEPARTMENT: ENTRY-LEVEL MINIMUM REQUIREMENTS

1. Age - 18 years of age but not 45 years of age or older
2. Education - High School diploma or GED certificate
3. Valid Driver's License
4. Certifications
   A. Basic Structure Fire Suppression Firefighter Certification issued by the Texas Commission of Fire Protection (TCFP)

AND

   B. Active EMT certification issued by the Texas Department of State Health Services.

OR

   1. Certified TCFP Structural Firefighter currently enrolled in a Paramedic school with expected graduation within 6 months

OR

   2. Licensed or Certified Texas EMT-Paramedic and required to complete the Texas Structural Firefighter certification within 6 months of hire

BENEFITS

Compensation:	Fiscal Year (FY) 20-21 Average Annual Base $46,825.
Education Pay:	$50 - $200 per month depending on degree
Certification Pay:	Various certifications ranging from $25 to $400 monthly ($400 for Paramedic Cert)
Insurance:	Ranges from $78.50 to $209 per month depending on coverage type. (Insurance subject to change by City Commission action) Additional insurances available at employee cost. City provided life insurance.
Retirement:	Texas Municipal Retirement System (TMRS) Employee contribution 7%; Employer retirement match 1.5:1 (20 years of service or 5 years and age 60) TMRS Military Buyback and Prior Service Credit options
Deferred Comp.:	Nationwide & ICMA-RC programs available for additional pre-tax contributions.
Vacation Leave:	Accrue 144 - 216 hrs. per year (depending on years of service)
Sick Leave:	Accrue 144 – 180 hrs. per year (depending on years of service) Sick Leave Buyback Program
Holiday Leave:	192 hrs. (annually)
Longevity:	$ 4.75 per month per year of service
Uniforms:	Employer provided uniforms and laundry service

VETERAN'S CREDIT*:* Candidates with an Honorable discharge from the military after 24 months of service are eligible for veteran's credit provided proof of military service (DD-214) is submitted prior to the examination. Veteran's credit equals to five (5) points added to a passing score of 70 or better on the written exam.

You are required to completely fill out an application for employment and enclose copies of certain documents to the Human Resources (HR) Office. Also, you must keep the HR Office informed of any changes in contact information (address, phone #, etc.) and employment status. Failure to do so may result in disqualification.

APPLICATION AND SELECTION PROCESS

The application process for a Firefighter with the City of Kingsville is in **six (6) phases**. Listed below is a brief overview of each phase. Each phase must be successfully completed to progress to the next phase of the hiring process. ***An applicant may be disqualified from consideration during any phase.***

PHASE 1 **WRITTEN EXAMINATIONS**

The written examination administered is published by Stanard & Associates, Inc. The following areas will be tested: listening comprehension, reading comprehension, and mathematics. In order to pass the written examination, the applicant must score at least 70% of the total number of questions correct. **Note: Civil Service regulations require qualified Veterans, who take the written examination, receive five (5) points in addition to his/her passing grade of 70% or better.**

PHASE 2 **PHYSICAL AGILITY TESTS**

Applicants successfully completing Phase 1 are required to perform a physical agility test at a time and date specified. See attached Civil Service Rules and Regulations Appendix C.

PHASE 3 **BACKGROUND INVESTIGATIONS**

Applicants successfully completing Phase 2 are required to complete a detailed **Personal History Statement**. The completed statement must be submitted to the HR Office by the specified date. A thorough background investigation is conducted.

PHASE 4 **INTERVIEWS**

Applicants successfully completing Phase 3 may go before an Interview Board consisting of a four (4) member panel.

PHASE 5 **PRE-EMPLOYMENT PSYCHOLOGICAL EVALUATIONS**

Applicants successfully completing Phase 4 are scheduled for a psychological written and oral examination when vacancies arise in the department.

PHASE 6 **PRE-EMPLOYMENT PHYSICAL EXAMINATIONS**

Applicants successfully completing all previous phases are scheduled for a physical examination with a City authorized medical physician.

Applicants successfully completing Phases 1 and 2 are placed on an **Eligibility List**. This list is valid for one year from the date of the written examination. Candidates not hired within one-year of the exam are required to retest and go through each of the phases again when the opportunity arises.

AN EQUAL OPPORTUNITY EMPLOYER

REASONS FOR DISQUALIFICATION

Any of the following will disqualify an applicant from further consideration at any stage of the hiring process.

1. A conviction for being under indictment for or currently charged with any felony offense.

2. A conviction for a Class "A" misdemeanor offense within 60 months preceding the date of application or a Class "B" misdemeanor offense within 60 months preceding the date of application.

3. A conviction for driving under the influence (DWI and/or DUI) within 3 years preceding the date of application.

4. Currently on probation for any offense. For the purpose of these requirements, a person is convicted of an offense when adjudication of guilt on the offense is entered against the person by a court of a competent jurisdiction, or a plea of guilt is entered, including situations where:
   A. The sentence is subsequently probated and the person is discharged from probation.
   B. Deferred adjudication is granted.
   C. The accusation, complaint, information, or indictment against the person is dismissed and the person is released from all penalties and disabilities resulting from the offense.
   D. The person is pardoned for the offense, unless the pardon is expressly granted for the subsequent proof of innocence.

5. Illegal use of marijuana within 3 years preceding the date of the application.

6. Illegal use of any controlled substance or dangerous drug other than marijuana within 5 years preceding the date of application.

7. Illegally furnished any controlled substance or dangerous drug to another.

8. Excessive record of traffic convictions or negligent traffic collisions. This is defined as:
   A. During the three-year period preceding the date of application, convictions for more than two moving violations.
   B. During the three-year period preceding the date of application, a driver's license suspension for driving while intoxicated, failure to carry liability insurance for any reason that would indicate poor driving behavior.
   C. A series of negligent collisions during the three-year period preceding the date of application that would indicate poor driving behavior or habits, whether or not citations were issued.

9. History of failing to maintain financial responsibility without extenuating circumstances.

10. Discharged from the Armed Forces with a dishonorable discharge, or a general discharge indicating:
    A. Bad conduct or
    B. Any other characterization indicating bad character.

11. Member of any organization, which advocates the overthrow of a governmental agency by force or violence.

12. Resigned or been terminated from the Kingsville Fire Department within the 24 months preceding the date of application for disciplinary reasons, resigning to avoid suspension or discharge or having resigned during a disciplinary investigation without a final judgment being rendered.

13. Employed in the Kingsville Fire Department related to the applicant within the second degree of affinity (marriage) or within third degree of consanguinity (blood relation).

14. Failing to cooperate fully with and keep all scheduled appointments with the Kingsville Fire Department personnel involved in the hiring process; failing to provide additional personal information as needed or failing to submit information updates/changes within ten (10) days of notification.

Appendix C FIRE DEPARTMENT - PHYSICAL ABILITIES TESTING (PAT)

Candidates shall be allowed to participate in a physical ability test review and practice test. The candidates shall be walked through each step of the process. The tasks shall be demonstrated, questions may be asked, and candidates are encouraged to practice any/all skills needed to accomplish the tasks. After the review has been completed, candidates shall be invited to attempt the PAT in its entirety. If the candidate successfully completes the PAT within the times allowed, the candidate shall be considered to have passed the exam and will not be required to return for a PAT at another time. Candidates that choose not to take the PAT following the review or that fail an attempt following the review, shall be invited back within approximately one (1) month to attempt the PAT again. Should a person fail to complete the PAT correctly or within the time allowed during their second offering of the PAT, the person will be considered to have failed.

* Candidates shall be required to sign a liability waiver prior to participating in a PAT.

The following tasks shall be completed in the order and maximum time frames listed.

1. **AGILITY COURSE:** Candidates shall have a maximum of one (1) minute and twenty (20) seconds in which to complete the agility course. This event shall be timed separately from all other PAT events. Omitting any step shall be grounds for disqualification. If a step is not completed properly, a five (5) second penalty shall be added to the candidate's total time for the agility course. The hose hoist shall require proper completion.

2. **BREAK:** Candidates shall be given a minimum of five (5) minutes to rest following this event.

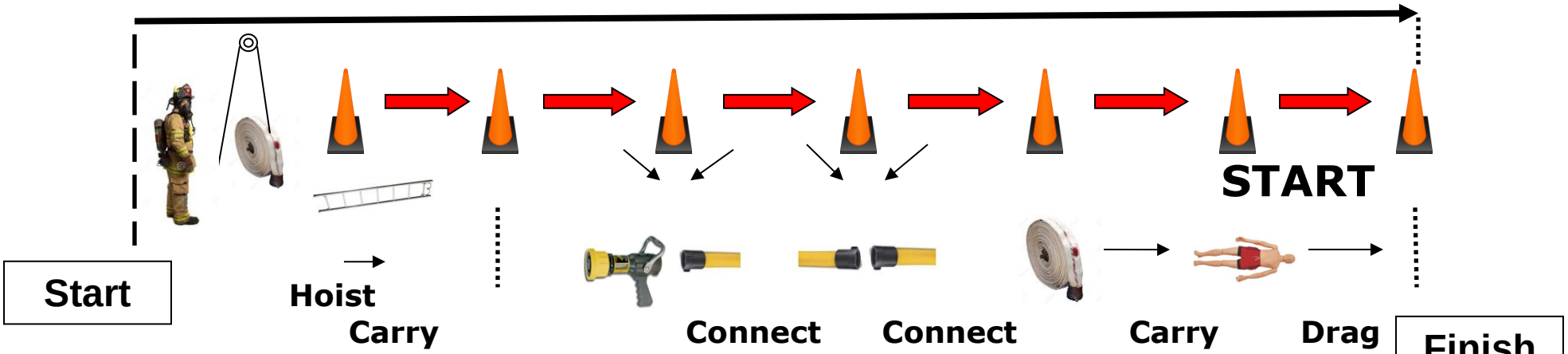
3. **RUN:** Candidates shall run one-half (1/2) mile in four (4) minutes and thirty (30) seconds or less. This event shall be timed separately from all other PAT events.

4. **BREAK:** Candidates shall be given a minimum of five (5) minutes to rest following the run.

5. **AERIAL LADDER CLIMB:** Candidates shall climb approximately seventy-five (75) feet up an aerial ladder that is extended and positioned at approximately a sixty five (65) to seventy (70) degree climbing angle. The candidate shall wear a safety harness and be connected to a rope that is run through a pulley at the top of the ladder and held by a belay person to prevent the candidate from falling. The applicant shall be allowed up to five (5) minutes to climb from the truck turntable to the seventy (70) foot level and then return down to the turntable. The candidate must touch each ladder rung with their feet while going up and down the ladder. A candidate shall use the rungs for hand holds and not use the side rails of ladder. Time ends when the candidate's foot touches the turntable. This event shall be timed separately from other PAT events.

(Agility Course must be completed within 1 minute and 20 seconds)

Wearing an SCBA Backpack, Total Course Length 100 yds



Rolled Hose Overhead Hoist:
A roll of 2-1/2" rolled hose shall be hoisted 30' using a rope while the candidate remains standing inside a square. The hose roll shall be hoisted until it touches the pulley and then lowered to the ground. The rope shall be hoisted and lowered hand over hand with thumbs up. If the rope is allowed to slide through hands more than a few feet, the roll will need to be raised back up to the pulley. The candidate will be advised when pulley is touched and when evolution is completed. This evolution simulates raising an extension ladder.

Ladder Carry:
Pick up and carry ladder for 50' feet. The ladder must be set on ground, completely past the cone. Don't throw ladder!

Connect Nozzle to Fire Hose:
Connect nozzle to fire hose. The connection must withstand a shake of the hose.

Connect Fire Hose:
Connect a male and female hose coupling. The connection must withstand a shake of the hose.

Hose Roll Carry:
Carry roll of 3" hose for 50' feet using any method desired. Hose must be dropped past the cone. The hose may be dropped.

Dummy Drag:
Drag dummy for 50' feet using drag strap behind neck.
All of dummy must be pulled past the cone to complete event.

Re-Posted: May 18, 2020