



JOB # 20-036 - Updated

FIREFIGHTER

APPLICANT INFORMATION

Entry-Level Testing

April 18, 2020 @ 1:30 p.m.

202 W. Lee (Old Dr. Pepper Building)

Kingsville, Texas 78363

REGISTRATION DEADLINE: April 15, 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 hadmin@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) 19-20 Average Annual Base \$45,252.
- 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 \$52 to \$191 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:** \$ 4.50 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.

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.