



# Travis County Emergency Services District No.12

## Administration Office

405 W. Parsons St. • PO Box 846 - Manor, Texas 78653

O: 512-272-4502 • F: 512-428-5114

www.TCESD12.com

## **NOTICE OF POSTING AND EXAMINATION** **DRIVER/PUMP OPERATOR (24/48 SHIFT)**

**POSTING DATE: APRIL 25, 2018 - CLOSING DATE: MAY 30, 2018**

**SALARY RANGE: \$49,335 - \$52,665 + Benefits**

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Travis County Emergency Services District No.12 (TCESD12), a rapidly-growing, progressive department of traditional values, is currently seeking, at a minimum, three (3) qualified applicants for the position of shift Engineer as authorized by the TCESD12 Board of Commissioners and the Fire Chief. Carefully review the applicant eligibility, qualifications, and instructions before applying for this position. Only applicants meeting the minimum required qualifications listed for this position need apply. If interested, applicant must submit all required documents by the closing date either in person or by mail. A postmarked date does not qualify as the submission date. Emailed or Faxed applications will **NOT** be accepted.

**Incomplete applications or those received after the closing date will not be accepted, kept on file, or considered for the hiring process.**

### **TO BE ELIGIBLE, THE APPLICANT MUST;**

- be at least 18 years of age on or before the date of applying;
- be a citizen of the United States by birth or naturalization;
- have a high school diploma or GED;
- be able to read, write, and speak the English language;
- pass a thorough criminal background investigation, driving record, reference and credit check;
- successfully complete a Written Examination with a minimum score of 70%;
- successfully complete a Candidate Physical Ability Course (CPAC);
- successfully complete an Oral Interview Process;
- successfully complete a medical examination and Drug and Alcohol Screening;
- possess at a minimum a Texas Class B Exempt driver license;
- not have been convicted of a DWI or DUI within the past 7 years;
- not have been convicted of a felony;
- not have been convicted of a Class A or B misdemeanor within the past 7 years;
- not have been discharged from any military service under less than honorable conditions;
- be of good moral character.

**Applications are available at Travis County ESD12's central station or on our website at [www.TCESD12.com](http://www.TCESD12.com). Completed applications must be submitted in a sealed envelope;**

- by mail; Travis County ESD No.12, Attn: Human Resources, PO Box 846. Manor, TX 78653 or
- in person; Administration Office, Attn: Human Resources, 405 W. Parsons St. Manor, TX 78653.

**Equal Employment Opportunity Statement** - Travis County ESD No.12 does not discriminate based on Race, Color, National Origin, Sex, Religion, Sexual Orientation or Parental Status, Age or Disability in employment or the provision of services.

**EXAMINATION and CPAC**

- **Date:**.....June 1, 2018
- **Time:**.....10:00 hours. *Applicant **must** supply a printed copy of the issued Authorization to Test (ATT) form and Driver License to sit for the Exam. Applicant will not be permitted to enter the testing area after 10:00 hours.*
- **Location:**.....Manor City Hall. 105 E. Eggleston St. Manor, TX 78653.

**DISTRICT BENEFITS**

- Texas County and District Retirement System (TCDRS). 7% Employee contribution required matched by the department at 125%
- Supplemental retirement system is available
- Higher Class Ride-Up Pay
- 100% Employee Medical, Vision, and Dental Coverage. 20% Dependent Coverage.
- Life Insurance
- Long Term Disability Insurance
- Paid Time Off (PTO) and Sick Leave
- Employee Assistance Program (EAP)

**PROCESS INCLUDES**

- Submittal of completed application, letter of intent, and required documents submitted by mail or in person. A confirmation email will be sent out upon receipt of application.
- Candidate application will be reviewed for completeness by TCESD12 Administration.
- Applicants' criminal history and driving record will be reviewed. *This step may or may not disqualify an applicant for current and future consideration. It is recommended the applicant include a detailed explanation of entries in their criminal history and driving record.*
- Authorization to Test (ATT) letter and email sent to qualified applicants.
- Successfully pass the Written Exam. **The applicant must present a printed copy of the ATT letter to sit for the Written Exam.**
- Successfully complete the Physical Ability Course (*to be completed the same day as Written Exam*);
- Successfully pass the Oral Interview Process;
- Extensive background and reference check will be conducted. *This step may or may not disqualify an applicant for current and future consideration. It is recommended the applicant include a detailed explanation of gaps in employment.*
- Chief Interview
- Medical Exam and Drug Screen. *This step may or may not disqualify an applicant for current and future consideration.*
- Conditional Offer of Employment given.

**MINIMUM QUALIFICATIONS**, *at the time of applying*

- Structure Firefighter Basic: TCFP
- Driver/Operator Pumper: TCFP
- Fire Instructor I: TCFP
- EMT-Basic: DSHS
- NIMS 100, 200, 300, 700, 800: FEMA

Advancement training provided by Department

**PREFERRED QUALIFICATIONS** *(Above listed plus the following)*

- Two (2) years of paid service as a Fire Engineer rank or higher
- Structure Firefighter Intermediate: TCFP
- Fire Officer I: TCFP
- NIMS 400: FEMA *(required to be completed within six (6) months from hire date)*
- Incident Safety Officer: TCFP
- Wildland Basic: TCFP *(required to be completed within one (1) year from hire date)*
- EMT-Intermediate or higher: DSHS
- 12 Hours College Credit

Candidate **must** successfully pass the Austin-Travis County Office of the Medical Director (ATCOMD) Credentialed at the Emergency Medical Technician- Basic level prior to being hired.

- Clinical Operating Guidelines (COG's) can be found at [www.ATCOMD.org](http://www.ATCOMD.org)
  - **Successful completion of the ATCOMD COG Exam is a condition of employment.**

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**REFERENCE STUDY MATERIALS**

- Fire Officers Handbook of Tactics. John Norman. 3rd Edition. (Ch 4, 5, 6, 7, 8, 9, 11)
- IFSTA Pumping Apparatus Driver/Operator, 2<sup>nd</sup> Edition. (Ch 2,3,4,5,6,7,8,9,10,11,13,14,15)
- IFSTA Essentials, 5<sup>th</sup> edition. (Ch 4,9,11)
- Hydraulic Formula Questions with conversion chart.

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**The eligibility list for candidates passing this exam is valid for one year or until the list is exhausted.**

If you have additional questions regarding this process, please contact Battalion Chief Chris McKenzie at CMcKenzie@tcesd12.com. Please include your contact information in the email.

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- in person; Administration Office, Attn: Human Resources, 405 W. Parsons St. Manor, TX 78653.
  - Office hours are 9 am to 4 pm Mon - Fri.