



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 **ENTRY LEVEL FIREFIGHTER (24/48 SHIFT)**

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

SALARY: \$44,710 - \$48,101 + Benefits

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Travis County Emergency Services District No.12 (TCESD12), a rapidly-growing, progressive community of traditional values, is currently seeking qualified applicants for multiple positions of Entry Level Firefighter and Part-Time Firefighter as authorized by the TCESD12 Board of Commissioners and the Fire Chief. Carefully review the job summary, 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 applications will **NOT** be accepted.

Incomplete applications or those received after the closing date will not be accepted, kept on file, or considered for this posting 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 a 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. Completed applications must be submitted in a sealed envelope;

- by mail to Travis County ESD No.12, Attn: Employment, PO Box 846. Manor, TX 78653 or
- in person to the Administration Office, Attn: Employment, 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.

EXAM

- **Date:**..... June 1, 2018
- **Time:**.....10:00 hours. *Applicant **must** supply a 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 complete 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
- EMT-Basic: DSHS
- NIMS 100, 200, 700, 800: FEMA

Advancement training provided by Department

PREFERRED QUALIFICATIONS:

- Structure Firefighter Intermediate: TCFP
- Driver/Operator Pumper: TCFP
- Fire Instructor I: TCFP
- Wildland Basic: TCFP (*is required to be completed within one (1) year of hire*)

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
 - **Successful completion of the ATCOMD COG's is a condition of employment.**

REFERENCE STUDY MATERIALS

- IFSTA Essentials, 5th ed.
- Brady Emergency Care. 13th ed. (EMT-B)

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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 to the Administration Office, Attn: Employment, 405 W. Parsons St. Manor, TX 78653
 - Office hours are 9 am to 4 pm Mon - Fri.