

**CIVIL SERVICE COMMISSION
CITY OF TYLER, TEXAS**

**Entrance Examination Notice:
FIRE RECRUIT/TRAINEE**

APPLICATION OPENS: THURSDAY, June 26, 2025
APPLICATION DEADLINE: TUESDAY, August 19, 2025, AT 11:59 p.m.
TEST DATE: MONDAY, AUGUST 25, 2025, AT 10:00 a.m.
LOCATION: W.T. BROOKSHIRE CONFERENCE CENTER
2000 W. FRONT ST., TYLER, TX 75702

Persons who meet the qualifications listed below may apply for the position of Fire Recruit. Applicants who do not meet the minimum qualifications will not be allowed to test. All applicants must apply online at www.governmentjobs.com/careers/tylertexas. Applications will be accepted beginning **Thursday, June 26, 2025**. The deadline to apply is at 11:59 p.m. on **Tuesday, August 19, 2025**.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications at the time of application.

1. Be a United States citizen or meet an employment authorization requirement as mandated by the Immigration Reform and Control Act of 1986.
2. Be 18 to 35 years of age and must not have attained his/her 36th birthday on the date of the written exam.
3. Be a high school graduate or have a G.E.D.
4. Be in good health and able to pass a medical examination.
5. Be in good physical condition and be able to perform all the essential functions of the position.
6. Possess a valid driver's license on the date of appointment.
7. Be able to intelligently read, write, and fluently speak the English language.

ESSENTIAL JOB FUNCTIONS

Applicants must be able to perform all of the following essential job functions with or without reasonable accommodation.

1. Perform firefighting duties and work under hazardous conditions that involve working at heights, exposure to fire, smoke, heat, and confined spaces.
2. Establish and maintain effective working relationships with other employees and the public.
3. Learn and apply firefighting principles and methods.
4. Lift, move, carry, and/or drag tools, equipment, charged hoses, persons, ladders, and other objects.
5. Climb ladders, stairs, and other devices and structures at various heights and under dangerous conditions.
6. Pry open or ventilate doors, walls, roofs, and other objects.
7. Chop and cut openings in various structures and objects using axes and other tools.
8. Crawl in dangerous and confined spaces.
9. Administer first aid techniques, including CPR.

COMPENSATION AND BENEFITS

Firefighter Trainee – Salary of \$1,787.04 per pay period (26 pay periods per year). Once certification has been obtained, the salary would increase to a Firefighter Recruit salary of \$2,306.31 per pay period (26 pay periods per year). Uniforms are provided by the City. Other benefits include paid vacation, sick leave, and holiday; group medical, dental, and life insurance; retirement benefits; educational incentive pay; deferred compensation program; college tuition reimbursement program; and opportunity for promotion through training and examination. (Note: the above benefits are subject to change.)

HOW TO APPLY

All applicants must apply online at www.governmentjobs.com/careers/tylertexas by the deadline; Tuesday, August 19, 2025, at 11:59 p.m. Applications must be complete in order to be accepted. The following documents must be uploaded with your application:

- Copy of veteran discharge paper (DD214), showing discharge status, if applicable
- Copy of proof of U.S. citizenship or employment eligibility, (Social Security card, U.S. Passport or other official documentation as per Form I-9 guidelines);
- Proof of age (birth certificate or driver's license)

IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE ABOVE-DESCRIBED DOCUMENTS ARE ATTACHED AND COMPLETE WHEN SUBMITTING YOUR APPLICATION.

ATTENTION VETERANS: IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE SUBMITTED VETERAN DISCHARGE PAPER SHOWS YOUR DISCHARGE STATUS- CHECK YOUR FORMS CAREFULLY, NOT ALL DISCHARGE PAPERS INCLUDE YOUR DISCHARGE STATUS.

ANY DOCUMENTS SUBMITTED AFTER THE APPLICATION DEADLINE WILL NOT BE ACCEPTED.

PROCESSING STEPS

1. Written Examination

Persons who submit a completed application by the application deadline and who meet all the minimum qualifications will be scheduled to take the written examination, which will measure reading comprehension, mathematical skills, mechanical comprehension, and table interpretation. The examination will be given on **Monday, August 25, 2025, at 10:00 A.M.**, located at the **W.T. Brookshire Conference Center, 2000 W. Front St., Tyler, TX 75702**. Participants must show a valid driver's license or other official photo identification to be admitted to test.

Study Materials: optional study materials are available for purchase and may be obtained by using the following link:

<https://crc.cpshr.us/default.aspx?ID=Fire206620>

The following rules will be followed during the test:

- The Civil Service Director may cancel and reschedule an entrance examination for sufficient cause.
- Applicants will be required to verify their identification with a photo I.D. (driver's license, etc.) before being admitted to the test.
- Applicants who arrive after the test has started will not be allowed to take the test.
- Tobacco use shall be prohibited at all times in the testing room.
- Any examinee who uses or attempts to use any unfair or deceitful means to pass an examination shall be informed by the Examiner that the examinee's action shall be reported to the Civil Service Commission, as well as to the Fire Chief. The Examiner shall later make a report to the Commission for its determination. If the Commission determines that the examinee used or attempted to use unfair or deceitful means to pass the examination, the examinee will not be placed on the eligibility list by the Commission. "Cheating" shall be determined according to the City Codes definition and regulations.

- Cell phones, smart watches, and other electronics are **not** allowed in the examination room. Please secure these items prior to entering the test site.
- The Director shall administer examinations in accordance with the administration instructions given by the test publisher. Exception to time limits or instructions can only be made in accordance with Federal law, e.g., to provide reasonable accommodations to disabled applicants.
- Only applicants will be allowed to take the examination. No other persons will be allowed in the examination room unless specifically approved by the Director.

2. Eligibility List

Those applicants who pass the written examination will be placed on the Civil Service Eligibility List for Fire Recruit based on the written examination score. **Only honorably discharged veterans from active-duty service of 180 days or more in one of the armed services (reserves and training are not eligible) who have submitted a DD214 which states “Honorable Discharge” by the application deadline, will have 5 additional points added to their score if they pass the written examination.** The Eligibility List will remain in effect for 12 months from the date of the examination.

Applicants must complete all phases of the application process, without being disqualified, in order to be considered for employment with the Tyler Fire Department. The raw test scores will be posted at the test location on the afternoon of the test. The official eligibility list will be posted at City Hall by 5:00 p.m. the following business day.

3. Work Fitness Test

Applicants will be required to pass a fitness test comprised on work related tasks. These work-related tasks may be physically demanding so candidates should wear loose fitting clothes, such as gym shorts, T-shirts, or sweat clothes.

4. Preliminary Interview

Applicants will be interviewed by the Background Investigation Officer. The applicant will be given a Personal History Questionnaire. The Background Investigation Officer will explain the questionnaire and review the steps remaining in the process. The interview will take place at the Fire Department Administration Building, located at 1520 W. Front St., Tyler, Texas 75702.

5. Background Investigation

Background investigations will be conducted on all candidates.

Criminal behavior on the part of the applicant, whether the applicant was convicted, or he/she admits to the behavior, past or present, will be examined closely. It should be understood that criminal behavior may result in disqualification. Other factors will be thoroughly checked, such as work history, credit history, and dependability. In some cases, the undesirable behavior will result in temporary disqualification; in other cases, disqualification will be permanent.

6. Interview Panel

Those candidates passing the Background Investigation will be scheduled for appearance before a Fire Department Interview panel following the conclusion of the background investigations. This will provide the applicant the opportunity to provide additional information related to information obtained during the background investigation.

7. Polygraph Examination

After completing the interview, an appointment will be scheduled to take a polygraph examination.

8. Medical Examination

Candidates will be scheduled for a medical examination. It will be thorough with candidates having to meet standards set by NFPA 1582 as well as those set by the Tyler Civil Service Commission.

Candidates will also be given a drug test at the time of the Medical Examination.

9. Final Interview

Final interview with Fire Chief.

OTHER INFORMATION

If at any time during the process, you wish to withdraw your name from consideration for appointment, please notify the Tyler Fire Department by calling (903) 535-0005 or writing to the Tyler Fire Department, 1520 W. Front St., Tyler, Texas 75702.

All applicants disqualified during the process will be notified of the fact.

If an applicant fails, the entrance test he/she may apply to test again at the next posted testing time. If an applicant is disqualified on the basis of an automatic disqualifier or is determined to be unemployable during the background investigation or subsequent testing, he/she will be notified by the Civil Service Director.

Upon receiving notification of an appointment to the Tyler Fire Department, the candidate must contact the Tyler Fire Department immediately to accept or reject the appointment by calling (903) 535-0005, Monday through Friday, 8:00 A.M. – 5:00 P.M. Those candidates who are accepted for employment will serve a one-year probationary period before becoming fully covered under civil service regulations.

ACCOMMODATIONS FOR THE DISABLED

The City of Tyler complies with the Americans with Disabilities Act. If you need special arrangements because of a disabling condition, please contact Regina Y. Moss, Civil Service Director, at (903) 531-1103. All requests for special accommodation must be made in writing by the application deadline to be considered.

Posted: Date June 25, 2025


Regina Y. Moss, Civil Service Director

It is the policy of the City to recruit, employ and to provide compensation, promotion, and other conditions of employment without regard to race, color, religion, sex, age, national origin, disability, genetic information or status as a Vietnam era or special disabled veteran, recently separated veteran, and other protected veteran. The City affirms that employment decisions shall be made only on the basis of a person's ability to perform the essential functions of the job. The City shall continually review its employment practices and personnel procedures and take positive steps to assure that equality of employment opportunity in the City of Tyler, Texas is a fact as well as an ideal.

CERTIFICATE OF POSTING

This is to certify that on the 25th day of June 2025, at 05:05 p.m., the above Announcement was posted on the bulletin boards at City Hall.

Jennifer McGrew

City of Tyler, Texas