

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

**Announces an Examination for
FIRE RECRUIT**

ANNOUNCEMENT OPENS: THURSDAY, JULY 19, 2018 AT 9:30 A.M.

APPLICATION DEADLINE: FRIDAY, AUGUST 17, 2018 AT 5:00 P.M.

TEST DATE: FRIDAY, AUGUST 24, 2018 AT 10:00 A.M.

LOCATION: ROSE GARDEN, 420 ROSE PARK DRIVE, TYLER, TEXAS 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. Applications may be obtained from the City of Tyler, Human Resources Department, City Hall, 212 N. Bonner, Tyler, Texas 75702, (903) 531-1100 beginning , **July 19, 2018** at 9:30 am.

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. Must possess current Basic Structural Firefighter Certification through the Texas Commission on Fire Protection or be eligible to apply and hold certification in the State of Texas through transferring certification by the International Fire Service Accreditation Congress (IFSAC). Applicants shall submit evidence before the test that they are certified at the level equivalent to NFPA 1001 – Fire Fighter I and Fire Fighter II. The applicant shall be responsible for any transfer/certification fees as required by the Texas Commission on Fire Protection.
5. At a minimum, must possess current Emergency Medical Technician-Basic (EMT-Basic) Certification from the Texas Department of State Health Services or National Registry or equivalent medical training (EMT or Paramedic). The applicant shall submit before the entrance examination, the certificate of completion or the actual National Registry certification card. Current military service members, military veterans, and military spouses who have a current National Registry certification are eligible to sit for the entrance exam. The applicant shall be responsible for any transfer/certification fee as required by the Texas Department of State Health Services.
6. Be in good health and able to pass a medical examination.
7. Be in good physical condition and be able to perform all the essential functions of the position.
8. Possess a valid driver's license on date of appointment.
9. 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

Fire Recruit for 12 months – salary of **\$1,830.16** per pay period on suppression (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

A complete application packet must be received by the City of Tyler, Human Resources Department, 212 N. Bonner, P.O. Box 2039, Tyler, Texas 75710, by August 17, 2018, 5:00 P.M. Applications received by mail must be postmarked by the application deadline to be accepted. Faxed or Incomplete Application Packets Will Not Be Accepted.

The application packet must include the following documents:

1. **City of Tyler Fire Recruit Application;**
2. **Copy of veteran discharge paper (DD214 or other official document showing military discharge status), if applicable;**
3. **Copy of proof of U.S. citizenship or work authorization, (social security card, birth certificate, or other official documentation);**
4. **Copy of proof of age (driver's license, certified birth certificate, or passport).**
5. **Copy of proof of current Basic Structural Firefighter Certification through the Texas Commission on Fire Protection or evidence of certification at the level equivalent to NFPA 1001 – Fire Fighter I and Fire Fighter II.**
6. **Copy of proof of current Emergency Medical Technician (EMT-Basic or higher) Certification from the Texas Department of State Health Services or National Registry or equivalent medical training (EMT or Paramedic).**

PROCESSING STEPS

1. Written Examination

Persons who turn in 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 **August 24, 2018, at 10:00 A.M., Rose Garden, 420 Rose Park Drive, Tyler, TX 75702.** Participants must show a valid driver's license or other official photo identification to be admitted to test.

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.
- 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. Conditional Job Offer

As applicants are selected, the candidates will be given a conditional offer of employment prior to the remaining steps being administered.

4. 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.

5. 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 1718 West Houston Street, Tyler, Texas.

6. 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.

7. Interview Panel

Those candidates passing the Background Investigation will be scheduled for appearance before a Fire Department Interview panel comprised of District Chiefs and/or Captains within the Fire Department. These appearances will be scheduled following the conclusion of the background investigations and will provide the applicant the opportunity to provide additional information related to information obtained during the background investigation.

8. Polygraph Examination

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

9. 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.

10. Final Interview

Final interview with Fire Chief and staff.

OTHER INFORMATION

The top twenty candidates will need to make arrangements to attend the Tyler Fire Department Work Fitness Exam at the Tyler Fire Department Training Facility, 701 Fair Park Dr. Tyler, TX 75702. Candidates 1-10 are scheduled for 8 a.m. on September 15. Candidates 11-20 are scheduled for 8 a.m. on September 22. Candidates will need to notify Captain Brandon Davis at (903)535-0007 no later than 3 p.m. on August 31 to verify their attendance.

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, 1718 Houston, Tyler, Texas 75702.

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

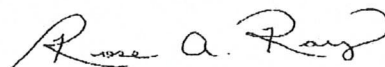
If an applicant fails the entrance test he/she may apply to test again at the next posted testing time. If an applicant is disqualified on the basis of an automatic disqualifier or is determined to be unemployable during the background investigation or subsequent testing, he/she will be notified by the 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 American with Disabilities Act. If you need special arrangements because of a disabling condition, please contact Rose A. Ray, Civil Service Director, at (903) 531-1100. All requests for special accommodation must be made in writing by the application deadline to be considered.

Posted: 18 July 2018

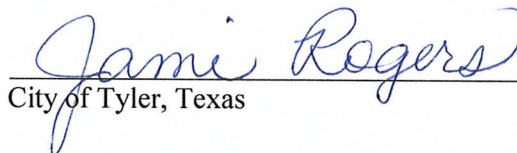


Rose A. Ray, Civil Service Director

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 18 day of July, 2018, at 4:30 p.m., the above Announcement was posted on the bulletin boards at City Hall.


City of Tyler, Texas

CITY OF TYLER, TEXAS
HUMAN RESOURCES DEPARTMENT
212 N. BONNER - P.O. BOX 2039
TYLER, TX 75710
(903) 531-1112

FIRE RECRUIT APPLICATION

For Exam to be given on August 24, 2018

All required documents MUST be included with the application to be eligible to take the exam.

Instructions: All applications for Civil Service employment must be made on this form. This application form and its attachments, as stated in the official announcement, are official property of the City and will not be returned. If more space is needed to give full answers or explanations, attach additional pages. All information requested must be complete and accurate. A false, incomplete, or misleading response may result in disqualification for employment.

Last Name	First Name	MI	Home Telephone #	Alternate Telephone #
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Mailing Address	City	State	Zip Code
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E-Mail Address (Not required) _____

Social Security #	Driver's License #	State
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Date of Birth (Provide Proof- Copy of Driver's License)	Age
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Are You a U.S. Citizen or Have a Permit to Work in the U.S.? ☐ No ☐ Yes
(Provide Proof – Birth Certificate, Social Security Card, etc.)

Do you or have you ever worked for the City of Tyler? ☐ No ☐ Yes

Are you a veteran? ☐ No ☐ Yes
If yes, type of discharge _____

Are you a certified firefighter? ☐ Yes ☐ No (Provide Proof)	Are you a certified EMT-Basic? ☐ Yes ☐ No (Provide Proof)
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You must provide a copy of a DD214 which *shows your discharge status*. Only active duty military service of 180 days or more (reserve and training are not eligible) which states "Honorable Discharge" can be used to add 5 additional points to your test score.

Applicant's Certification: I certify that all information contained on this application is true and complete to the best of my knowledge and belief. I understand that the employment process may include drug screening, work fitness examination, polygraph, and review of my background and driving record. I give the City of Tyler and its authorized agents permission to verify any job-related information given in connection with this application. All new hire applicants will be required to show proof of citizenship. I understand that if employed that the City of Tyler can change wages, benefits, and conditions at any time. I further understand that my employment can be terminated, with or without cause, at any time within the first year of employment at the discretion of the City, or myself. I further understand that no management official, other than the City Manager, has the authority to enter into an agreement contrary to the foregoing, or make any oral assurance or promise of continued employment.

Applicant's Signature _____	Date _____
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EQUAL OPPORTUNITY EMPLOYER

**CITY OF TYLER
APPLICANT DATA SHEET**

The City of Tyler is an equal opportunity employer. We are required to monitor all employee selection procedures. The following information is for statistical purpose only. Please fill out this form completely and **DO NOT SIGN YOUR NAME**. Your response is voluntary. Failure to answer will not subject you to any adverse treatment. This information will be kept separate from your application for employment and will be used for statistical reporting purposes. Your cooperation is appreciated.

SEX: __Female __Male	VETERAN: __Yes __No	VIETNAM ERA: __Yes __No
White Asian Two or more races	CIRCLE YOUR ETHNIC GROUP: Black or African American American Indian or Alaskan Native	Hispanic or Latino Native Hawaiian or Other Pacific Islander
CIRCLE YOUR AGE CATEGORY: Under 20 20-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65-69 70 or over		
CIRCLE YOUR HIGHEST LEVEL OF EDUCATION: 1 2 3 4 5 6 7 8 9 10 11 12 / 13 14 15 16 / 17 18 19 +		
CIRCLE YOUR AREA OF RESIDENCE:		
Tyler	Other city in Texas _____	Other State _____
CIRCLE THE RECRUITING SOURCE WHICH PROMPTED YOU TO APPLY WITH US: * Please list actual recruiting source below.		
Newspaper Ad* City Hall Job Board College/Work Job Fair*	Texas Employment Commission Minority Recruitment* Radio/Television*	City Employee* Website Other
*		

HUMAN RESOURCES DEPARTMENT
212 North Bonner - P.O. Box 2039 - Tyler, Texas 75710
(903) 531-1112

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