



JOB # 15-037

FIREFIGHTER APPLICANT INFORMATION

*Entry-Level Testing – 1st and 3rd Mondays of each month at 1:30 p.m. at
City Hall – Human Resource Office until eligibility list established*

RESPONSIBILITIES: A member of the Fire Department is under direct supervision and responds to fire alarms and requests for emergency assistance; performs other work as assigned.

FIRE DEPARTMENT: ENTRY-LEVEL MINIMUM REQUIREMENTS

1. Age - 18 years of age but not 36 years of age or older
2. Education - High School diploma or GED certificate
3. Driver's License - Possession of a valid license (TX Class B required within 90 days of employment)
4. Basic Structure Fire Suppression Firefighter Certification issued by the Texas Commission of Fire Protection
5. Active EMT-P (Paramedic) certification issued by the Texas Department of State Health Services.

Applicants with only #4 or #5 shall be allowed to test based on the following certification/license preference:

- A. Certified TDSHS EMT-Paramedic currently enrolled in a Structural Firefighter academy with expected graduation within 6 months.
- B. Certified TCFP Structural Firefighter currently enrolled in a Paramedic school with expected graduation within 6 months.
- C. Certified Texas EMT-Paramedic and required to complete the Texas Structural Firefighter certification within 9 months of hire.

BENEFITS

Compensation:	Annual Base \$ 40,389 - \$ 45,189 average
Education Pay:	\$50 - \$200 depending on degree
Certification Pay:	Various certifications ranging from \$25 to \$400 monthly

The City of King'sville offers the following benefits:

Insurance:	Employee Health \$30 per month; Dependent Health coverage \$118.00 monthly per family unit. 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 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:	\$ 4.25 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.

How to Apply: Application packages may be picked up in the City of Kingsville Human Resources Office (HR) between the hours of 8:00 a.m.-12:00 noon or 1:00 p.m.-5:00 p.m., Monday-Friday. The HR Office is located at 200 East Kleberg (2nd floor of City Hall), Kingsville, Texas. Application packages shall be mailed upon request. For more information, contact the HR Office at (361) 595-8017, visit **www.cityofkingsville.com** or e-mail us at **hrradmin@cityofkingsville.com**

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. Having a conviction for, being under indictment for, or currently charged with any felony offense.
2. Having 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. Having a conviction for driving under the influence (DWI and/or DUI) within 3 years preceding the date of application.
4. Currently being 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. Having illegally furnished any controlled substance or dangerous drug to another.
8. Having 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. Having a history of failing to maintain financial responsibility without extenuating circumstances.
10. Having been 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. Being a member of any organization, which advocates the overthrow of a governmental agency by force or violence.
12. Having 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. Having a person 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.