

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

**Announces an Examination for
FIRE RECRUIT**

**ANNOUNCEMENT OPENS: MONDAY, FEBRUARY 1, 2010 AT 9:30 A.M.
APPLICATION DEADLINE: TUESDAY, MARCH 2, 2010 AT 5:00 P.M.
TEST DATE: FRIDAY, MARCH 5, 2010 AT 10:00 A.M.
LOCATION: Rose Garden Center, Camellia Room
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) 531-1112 beginning Monday, February 1, 2010 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.
5. At a minimum, must possess current Emergency Medical Technician-Basic (EMT-Basic) Certification from 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 \$1,528.53 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 March 2, 2010, 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.**
6. **Copy of proof of current Emergency Medical Technician-Basic (EMT-Basic) Certification from the Texas Department of State Health Services.**

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 March 5, 2010, at 10:00 A.M., in the Rose Garden Center, Camellia Room, 420 Rose Park Drive, Tyler, Texas. **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 (based upon the number of departmental vacancies), the candidates will be given a conditional offer of employment prior to the remaining steps being administered.

4. Work Fitness Test

Based upon the number of departmental vacancies, a work fitness examination will be scheduled for that number of candidates. 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. 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. 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 and interview panel.

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, 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) 531-1112. All requests for special accommodation must be made in writing by the application deadline to be considered.

Posted: 29 January 2010

Rose A. Ray, Civil Service Director

The City of Tyler is an Equal Opportunity Employer and shall not discriminate against any employee or applicant for employment because of age, sex, marital status, national origin, religion, race or handicap or other protected groups under federal, state, or local law.

CERTIFICATE OF POSTING

This is to certify that on the 29 day of January, 2010, at 3:20 p.m., the above
Announcement was posted on the bulletin boards at City Hall.

Jami Rogers
City Clerk for the City of Tyler, Texas