

NOTICE OF CIVIL SERVICE EXAMINATIONS

FIREFIGHTER

San Marcos, Texas

The City of San Marcos will conduct a Civil Service Examination in order to establish an eligibility list for hiring Firefighters. This eligibility list will be in effect for a period of one year from the test date or until the list has been exhausted, whichever occurs first.

****See text box on page 2 for REQUIRED documents that must be submitted on-line by deadline: Friday, October 21st.**

Test Date: Friday, November 4, 2022

Time: Doors will open at 8:00 AM and promptly close at 9:00 AM
NO ADMITTANCE TO THE TEST SITE AFTER 9:00 AM

Test site: San Marcos Activity Center, [501 E. Hopkins, San Marcos, Texas 78666](#)

Starting Salary: \$4,673.63 Monthly

Incentive Pay: Firefighters are eligible to receive incentive pay for Education, Advanced TCFP Certifications, and/or Advanced EMS certifications (see below for more information)

Hiring Incentive: We are offering a hiring incentive to candidates holding a current Paramedic certification, and who are hired from this list, of \$5,000 (half at hire and half at successful completion of the probationary period).

Lateral Entry: The Lateral Entry Program provides candidates with at least 2 years prior full-time work experience in a comparable fire/EMS agency, with no break in service of 180 days or more, with the ability to start above the first step of the pay scale. The Fire Chief makes the decision regarding eligibility for lateral entry. Placement may be up to step 19.03 of the pay scale based on years of experience in a comparable agency.

Physical Ability Exercise (PAE):

This year, the City will be offering a practice day, and all applicants are encouraged to attend. Applicants will be able to practice on as many events as time allows. Each applicant present will also be allowed one full practice run through if they so choose. If the applicant successfully completes the practice run through within the allotted time, it will count as a passing score for the PAE, and the applicant will not be required to take the PAE on November 4th. If a candidate fails their one practice run through, they will be required to take it again on test day once they have successfully passed the written exam.

Event: Physical Ability Exercise Practice Run Through

Date: **Thursday, October 27, 2022**

Time: Individual events practice will be available 8:00 AM – 11:30 AM (Swim event at the San Marcos Activity Center or Ladder Climb/Ability Course at Fire Station 5). The full practice run through will begin at 1:00 PM at the San Marcos Activity Center pool, followed by the ladder climb and physical ability course at Station 5. Any individual wanting to participate in a full practice run through must arrive at the Activity Center pool no later than 2:00 PM.

Sites: San Marcos Activity Center (Swim Portion), [501 E. Hopkins, San Marcos, Texas 78666](#) and/or Fire Station #5 (Ladder Climb/Ability Course), [100 Carlson Circle, San Marcos, Texas 78666](#)

Candidates successfully completing the written exam should be prepared to complete the Physical Ability Exercise that same day (if they have not already passed the practice run through). The swim exercise will occur immediately upon verification of a passing score on the written exam. The top scoring candidates on the eligibility list who have also successfully completed the swim exercise, will be required to report to Station 5 for the remainder of the Physical Ability Exercise. Details are provided below:

Event: Physical Ability Exercise (Ability Course)

Date: **November 4, 2022**

Time: Roll Call: TBD based on number of candidates
Place: San Marcos Fire Station #5, [100 Carlson Circle, San Marcos, Texas 78666](#)

Candidates are encouraged to review the following: [SMFD Physical Ability Exercise](#)

MINIMUM QUALIFICATIONS INCLUDE:

- Must be at least eighteen (18) years of age and not over thirty-five (35) years of age on the date of the entrance examination.
- Must be a high school graduate or have an equivalency certificate certified by the issuing agency (i.e.: Texas Education Agency).
- Must possess a Basic (or above) Structure Fire Suppression [Certification](#) from the [Texas Commission on Fire Protection](#) or documentation from the Texas Commission on Fire Protection stating that the candidate is certified as a firefighter on the date of conditional offer.
- Must hold a Texas Department of State Health Services “DSHS” Emergency Medical Services Certification EMT-Basic or higher (National Registry, DSHS Licensed, or DSHS Certification) on the date of conditional offer.
- Must be able to obtain a Class B Texas Driver’s License within one year of employment.
- Must comply with all applicable Civil Service Requirements and Regulations.

OTHER REQUIREMENTS:

- Proof of valid driver’s license with an acceptable driving record.

ADDITIONAL INFORMATION:

- Hiring Preference: Preference in hiring shall be made based on DSHS Emergency Medical Services Certification (National Registry, DSHS Licensed, or DSHS Certification) level as follows:
 1. First preference – EMT-Paramedic
 2. Second preference –EMT- Advanced
 3. EMT-Basic (required)
- In order to properly train our personnel to provide Advanced Life Support (ALS) services, personnel who are hired that are not already Department of State Health Services (DSHS) and/or National Registry Paramedics **will be** detailed to attend Paramedic (EMT-P) level emergency medical training.
 - These individuals **will be** required to satisfactorily complete the Paramedic training and qualify for National Registry Certification.
 - Failure to satisfactorily complete and continuously maintain the Paramedic level certification and qualify for acceptance by the San Marcos Fire Department’s Medical Director as such for the duration of employment constitutes good and sufficient cause for termination.
- The Fire Chief may consider the candidate’s failure to remove his/her name from any and all other fire department’s eligibility list(s), and provide verification as requested, as a good and sufficient reason to pass over that candidate for initial appointment to a beginning position.
- Employees receive up to \$100/month for a College Degree or higher level TCFP Certification.
- Employees receive up to \$150/month for advanced level EMS Certifications.

APPLICATION PROCESS

Candidates must have applied online by October 21, 2022 and present a valid picture identification (i.e. driver’s license, ID card, etc.) to be admitted into the test site. Roll call will begin at 8:00 AM and promptly close at 9:00 AM. **Candidates not in attendance for roll call will not be permitted to take the test.**

Additional Points: Candidates who pass the examination with a score of 70% or more may be eligible to receive a maximum of five (5) additional points as outlined below. **The required documents must be attached through the application process by October 21st to be eligible for the additional points:**

- **Military Points (5 points):** Two (2) years prior honorable military experience (Honorable discharge from the United States Armed Forces). The DD-214 must reflect at least 2 years of active duty AND the word “Honorable” must be printed in the “Character of Service” section. The “Member-4” form includes the character of service.
- **Bachelor’s Degree or greater (3 points):** A copy of the certified transcript must be provided.

Required Certifications must be provided:

The required certifications (highest level for each) must be provided on the date of conditional offer.

1. **Texas Commission on Fire Protection Basic (or above) Structure Fire Suppression Certification.**
2. **DSHS Emergency Medical Services Certification EMT-Basic or higher (National Registry, DSHS Licensed, or DSHS Certification).**

Candidates passing this written examination AND the physical ability exercise will be required to submit the Personal History Statement (PHS) to the San Marcos Fire Department. Candidates will have approximately three weeks to complete the PHS. The Personal History Statement, with additional instructions, will be emailed to you upon review of your application. Generally, candidates spend 12-15 hours to complete this thoroughly.

TEST SITE INFORMATION

1. Absolutely no talking during the exam except directly to the proctor(s).
2. No reading the questions or answers out loud, for any reason.
3. Any person requiring reasonable accommodations to take the examination shall make such accommodations known to the Civil Service Director, in writing, no later than 10 business days prior to the examination.
4. **No electronic devices are permitted inside the room during the examination.**

TEST INFORMATION

The City of San Marcos’ entry-level firefighter examination tests candidates’ ability to learn, remember, and apply information, reading comprehension, interests, situational judgment, and logical and mathematical reasoning ability. The examination is a two-part process. The first part is reading and review of a study booklet containing firefighter-related information. You will be given exactly twenty (20) minutes to read the booklet. During this time, you should read and learn as much of the information as you can. The second portion is a multiple-choice written examination. You will be tested on how much of the information you can remember. You will not be able to take notes when reading the study materials or to refer to the study booklet during the test. A [study guide](#) is available for purchase from our test provider, IPMA-HR.

1. Personal items will not be allowed in the testing room (i.e. hats, purses, briefcases, cell phones, pagers, food, drinks, etc.). *No one* will be permitted to leave the building after the test has started until their test has been turned in.
2. Scoring:
 - A score of 70%, or more, is passing.
 - Candidates who pass and meet the criteria outlined above for additional points, receive a maximum of 5 additional points to increase their final score.
 - An eligibility list will be established by listing candidates in order by Texas Department of State Health Services “DSHS” Emergency Medical Services Certification and candidate’s final score. In the event of a tie in final score, the order will be determined by the date of receipt of application with the earliest date and time taking priority.
3. The Eligibility List will be posted on the City’s webpage by 5:00 p.m. November 8, 2022.

WHO IS CERTIFIED AND WHAT DOES THIS MEAN?

A certified firefighter is a person who holds a Basic, Intermediate, Advanced, or Master Structure Fire Protection Personnel Certification from the *Texas Commission on Fire Protection*. To obtain a Structure Fire Protection Personnel Certification from the *Texas Commission on Fire Protection*, a person must comply with Section 423, Subchapter A of the *Texas Commission on Fire Protection's Standards Manual*.

Qualified candidates must hold a minimum certification of EMT-basic issued by the Department of State Health Services on the date of the examination. If you have any questions about your status with the Department of State Health Services, contact them through their [website](#).

This does not include any volunteer certification, military training or certification, or a certification from another state. If you have any questions about your status with *the Texas Commission on Fire Protection*, contact the Commission through their [website](#).