



IMPORTANT INFORMATION ABOUT THE FIREFIGHTER SELECTION PROCESS

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GENERAL

The information provided herein is designed to answer questions about the process for becoming a firefighter employed by Travis County Emergency Services District No. 2. This selection process is designed to give all qualified persons equal opportunity in competition for a firefighter position in our Organization.

Travis County ESD No. 2 is a political subdivision of the State of Texas. The District covers approximately 100 square miles in northeast Travis County. The District covers the City of Pflugerville, Wells Branch, North Town and Springbrook Municipal Utility Districts, and a number of other suburban neighborhoods. The District provides fire protection, fire prevention services, and first response emergency medical care to an estimated population of 65,000 people who live in this area.

Travis County ESD #2 is a technological leader in the fire industry utilizing Compressed Air Foam Systems on all its major fire apparatus. Compressed Air Foam Systems have been used since 1996. This District is considered to be an innovator in this as well as many other areas.

This is a combination department that utilizes Volunteers and Career Staff. Response to emergencies is from 4 fully staffed fire stations. There are plans for additional stations as growth in the area dictates. Full-time firefighters work a schedule of 24-hours on duty with 48-hours off.

Annual salary for starting firefighters is \$33,051.20. The District pays twice each month on the 15th and the last day of the month. The District has a benefits package including a generous leave system; medical and dental insurance; death and disability insurance; workers compensation insurance; life insurance; an employee driven pension plan; voluntary Roth IRA's; District provided uniforms; advanced and specialized training opportunities; certification pay; upper class pay; and longevity pay.

Before a person can become a firefighter in this District he or she must undergo a selection process that involves background screening; written and physical testing which is conducted through the Travis County MAPP process; an oral interview before a panel; placement on an eligibility listing; and a medical examination. All new personnel must complete a 6-month introductory period during which they are mentored and prepared for an exam that must be passed before permanent employment is offered.

The current selection process time frame is:

Closing Date for Applications: **Friday – August 22, 2008 – 5:00 p.m.**

Oral Interviews: **To Be Announced**

Eligibility List Posting: **To Be Announced**

The following pages describe the full process. It is important that each applicant be thoroughly familiar with all aspects of the process. **There is no implied offer of any job in this process. A formal job offer is only made in writing by the Office of the Fire Chief. At that time the intent is clearly stated and further instructions are given. This process merely identifies candidates that qualify for a job offer.**

APPLICATION

All potential candidates must complete a comprehensive application. Completion of the application and acceptance by the District is merely the beginning of the process for selection of firefighters. Applications are accepted only during specified time periods when the District initiates a new eligibility process. At any other time, interested persons may view the Travis County MAPP website to find out when the next open application process will take place at www.traviscountyesdfirehire.org.

Each application must be completed **exactly** as specified in "Instructions for the Application". A criminal history report with finger prints and a current driving record **must accompany** the application. Applicants may obtain these items at 108 Denson Street, (corner of Denson and Airport Blvd.) in Austin, Texas. Additional information is available on the Texas Department of Public Safety web site. Fees are paid by the applicant. **To be considered current, these must be dated within 90-days of the date the application is received by the District.**

Applicants must be certified on the day the application is received by the District or produce proof of passing "*The Basic Structural Firefighter Exam*" by the Texas Commission on Fire Protection. An applicant must also be currently certified as an EMT in Texas, or hold a certification that can be validated in Texas.

Following is a list of absolutes which must be met before an application will be processed:

- All applications must be complete. You must include copies of criminal history, and driving record, firefighter certification(s) (or provide proof of being certifiable, and EMT certification(s)).
- Applicants must include detailed explanation of entries on criminal history or driving record.
- A copy of college transcript(s) should be included to validate higher education levels.
- Applications must be typed or printed in black ink.
- All blanks must be filled in or have "N/A" entered for "Not Applicable".
- Applications must be turned in by the Application Closing Date.

Applications that do not meet requirements will be rejected and a letter is sent to the applicant. An applicant whose application has been rejected is not allowed to proceed in this eligibility process. Rejection does not necessarily prohibit the person from making application in a future eligibility process.

ORAL INTERVIEW

Each applicant that has successfully completed the application and are eligible through the Travis County MAPP will be scheduled for an oral interview before a panel of District representatives. During the interview, all applicants are asked the same questions and allowed opportunity to address the panel to best present themselves as a potential firefighter for the District.

Interviews are scheduled to accommodate applicants' personal schedule during a specific period of time. If the applicant fails to make the appointed interview or is unable to interview in the specified period of time, the process is ended for that applicant. This does not prevent the applicant from making application in a future eligibility process.

Each applicant is graded on the basis of appearance, poise, and answers given for questions. The oral interview counts as 40% of the overall process to determine eligibility.

ELIGIBILITY LIST

Each applicant that completes the process as described above becomes a "Candidate for Employment". All candidates are ranked on an eligibility list according to the overall score earned in the process. Highest score earns that candidate the first position on the list and so on. The list is kept active for a period of 12-months from the day it is posted unless all candidates have received a job offer and have either accepted or declined the offer.

Travis County ESD No. 2 makes an offer of a job to a candidate in order to fill vacant or new position(s). It is important that candidates provide current phone numbers and address changes to the District office while on a current list. Attempts to notify a candidate of a job offer are made with only 3 different telephone calls on three successive days, (Monday thru Thursday). Failure to make contact will cause a candidate's name to be removed from the list.

Job offers are made, in succession, starting at the top of the eligibility list. If a candidate refuses the offer, that candidate is removed from the list and an offer is made to the next person on the list. Removal from a current eligibility list does not prevent a person from making application in a future process. The list remains open until the candidate list is exhausted or until the 12-month period ends.

MEDICAL EXAMINATION

An offer of a job to a candidate is provisional in that the candidate must complete a medical examination, and be certified by a physician as physically and medically capable of performing the job of firefighting. The medical examination is paid for by the District and is conducted by medical personnel selected by the District.

Included in the medical examination are: physical examination; drug screening; hearing and vision tests; blood tests including CBC, blood chemistry; AIDS and hepatitis screening; chest X-ray(s); and updated immunization history. The attending physician provides the District with a statement of clearance for duty or any restrictions due to medical findings.

A candidate must be cleared for duty without any restriction or reservation before the District will finalize its offer of a job as a firefighter.

INTRODUCTORY EMPLOYMENT

Candidates who successfully complete the process including the medical examination are given a job as an Introductory Firefighter for a period of six months. During that period the Firefighter is assigned to a crew and works regular shifts as assigned. The Introductory Firefighter will be mentored by other personnel on that crew and given a thorough introduction to Travis County Emergency Services District No. 2 and its operational guidelines and procedures.

The Introductory Firefighter may be terminated at any time during the six-month period for not performing according to standard. Such termination is final and without recourse. An Introductory Firefighter that is terminated cannot re-apply during a period of 12-months following date of termination.

During the introductory period, the firefighter will receive periodic written and practical testing to determine the firefighter's ability to perform according to standards of this District. Upon successful completion of the introductory period, the firefighter becomes a regular member in good standing with the District and is eligible for benefits according to District policy and procedure.

