

CITY OF SACHSE FIRE RESCUE SPECIALIST SELECTION PROCESS

Minimum Requirements for Fire Rescue Specialist

High School Diploma or Equivalent

Valid Class B Commercial Driver's License or ability to obtain within 6 months of hire

Basic structural firefighter certification through Texas Commission on Fire Protection
(For more information visit, http://www.tcfp.state.tx.us/standards/basic_certification.asp)

EMT – Paramedic Certification through the National Registry and the Texas Department of State Health
(For more information visit, <http://www.dshs.state.tx.us/emstraumasystems/CertInfo.shtm>)

The following is an outline of the steps in the selection process. However, the steps may not be followed in the order listed below.

Written General Knowledge Exam

Applicants can register to take the exam by calling 972-495-1212, ext. 41.

Applicants must register to take the exam before the deadline.

A letter or e-mail outlining the test date and location will be sent to each registered applicant before the registration deadline.

Applicants who are currently enrolled in a Fire Academy or Paramedic School will need to provide a letter from their academy/school confirming enrollment and the anticipated completion date.

Applicants should arrive at the designated testing location no later than the time of the exam. Applicants who arrive after the exam start time will not be permitted to take the exam.

Test Scores will be communicated immediately after the exam.

Applicants who pass the exam will be ranked from highest to lowest based on written exam score.

This list will be used to determine the order in which applicants are processed and the list will be valid for a maximum of 1 year.

There is no limit to the number of times an applicant can take the test.

Applicants who do not pass the test, or who are not processed through the list before it expires can register for the next test.

Physical Agility Test

The physical agility test will not be held on the same day as the written exam.

Applicants who pass the written exam will be given instructions regarding the physical agility test. The number of applicants scheduled for the physical agility test will depend on the number of applicants who pass the written exam.

Applicants will obtain a pass/fail status immediately following the physical agility test.

Background Investigation

The personal history statement must be turned in no later than the due date and must include copies or originals of all requested documents including proof of Basic structural firefighter certification through Texas Commission on Fire Protection and EMT- Paramedic Certification.

A thorough background investigation will be conducted which will include driving record, credit history, criminal history, and employment history.

Panel Interview

The Panel Interview will be conducted for applicants as one of the final steps of the process. The panel may consist of full-time Sachse Fire and Rescue officers and outside parties.

Conditional Offer

Conditional offers will be made for newly budgeted or vacant positions and will be contingent upon successful completion of a physical and drug test. Before a conditional offer can be extended, applicants must submit proof of Basic Firefighter Certification through the Texas Commission on Fire Protection and proof of Paramedic Certification through the Texas Department of State Health and the National Registry.