

# TCFP Lieutenant Application



Dear Applicant,

Thank you for your interest in employment with Bexar County ESD # 10. Bexar County ESD 10 covers three (3) areas of un-incorporated Bexar County. We are located on the east side of Bexar County with station 1 covering between IH-10 East, Loop 1604 bordering up to Bexar County ESD #12 and China Grove Fire Departments and station 2 covering between Gibbs Sprawl Rd, Walzem, Miller, Crestway and San Antonio & Windcrest City Limits and station 3 & 4 covering the Southeast portion of Bexar County including the City of Elmendorf. We currently operate out of four fire stations, E. Houston Street, S. Foster Road and Gibbs Sprawl Rd and in the City of Elmendorf. We will have a uniformed staff of 37 paid firefighters, 14 paid officers, 6 volunteer officers and about 20 volunteer firefighters. We run approximately 4900 calls annually. You have chosen a career that is full of a wide variety of call types. Full-time pays \$19.00 per hour. We also offer incentive pay for Advanced EMT of \$.75 per hour above base and Paramedic of \$1.50 per hour above base for both full and part time TCFP firefighter rates. Full-time staff receive 100% paid medical, dental and vision plans and the District will pay 100% dependent coverage. Full-time staff receive 144 hours of paid time off and time and a half for 11 core holidays. All paid employees are also required to participate in a retirement program which is currently set at 5% of your pay with a 1.5 to 1 match (effective January 1, 2022 retirement will change to 7% with a 2.5 to 1 match).

We have prepared the following information to assist you in the application process to answer any questions you may have. Continuation in this process is contingent upon successful completion of all required information, documents and testing. It is your responsibility to provide copies and other documents requested, incomplete applications are subject to rejection. **This application packet should contain a job application, a waiver form, release form, copies of your driver's license and current certifications.** Completed applications must be returned to the Bexar County ESD #10 office addressed to:

Robert Hogan  
Attn Fire Chief  
6658 E. Houston Street  
San Antonio, TX 78220

**The application deadline is November 26, 2021 by 5 pm.** Applicants who meet the required qualifications set forth will be contacted via email or phone that is listed in the application packet for scheduled test.

**Applicants who move on to the panel interview portion will be scheduled for an interview as positions become available.**

Thank you and we look forward to meeting you,

Robert Hogan,  
**Fire Chief**

## **PRE-REQUISITES**

*The Bexar County ESD # 10 establishes the prerequisites for the position of Lieutenant ..*

Copies of documents and completed forms along with the completed application must be provided for all the items listed below before you enter the application process.

- **High School Diploma or GED** - You must provide a copy of either a high school diploma or General Equivalency Diploma.
- **TCFP Firefighter Certification and or any other related TCFP certifications-** TCFP certifications must not be expired and applicants must be in good standings with TCFP.
- **Texas Department of State Health Services EMS certification-** minimum EMT-B or higher. TDSHS certification must not be expired
- **TXDPS Driver's license-** minimum of class B license required. TX issued DL must not be expired. Applicants who do not hold a Texas DL shall submit their currently issued DL from the registered State.
- **Waiver and Release** - It is very important that you read this form and write the statement indicated legibly in the space provided then sign. This form must be completed in order to participate in the physical assessment test.
- **Application:** Completely fill out the application. Do not leave any blanks. Use full names, addresses, zip codes and telephone numbers. An incomplete application may slow down or terminate the application process.

Attach all copies of specified documents to the application and bring the completed packet to the District Office. If all required copies of documents are not attached, the application will not be processed.

**Copies: You are responsible for your own copies. Staff cannot make copies for you. If you cannot obtain and/or complete these items, your application will be removed from the process, and you will not be considered for employment as a Firefighter at this time.**

**Additional Requirements are listed in the job description.**

## **TESTING**

There are three phases of testing: Physical Assessment, Written Exam and Panel Interview. You will not be scheduled for any of these tests unless the prerequisites have been completed. There will be no make-up tests.

### **1) Written & Skills Test**

The Bexar County ESD # 10 chief and/or an assistant chief will administer the written & skills test. This test will last approximately one (1) hour depending on the number of applicants. If there are any changes, you will be notified. You will be called and notified if you are scheduled for a panel interview.

## **2) Physical Assessment**

Bexar County ESD # 10 administers the physical assessment for external applicants. The physical assessment will take approximately one (1) hour depending on the number of applicants. In case of inclement weather, contact the Fire Chief Robert Hogan.

### **BEXAR COUNTY ESD #10 PHYSICAL ASSESSMENT**

**ALL EVENTS MUST BE COMPLETED.** A score will be determined by the overall time of completion and events completed.

Once you have started the assessment exercises, all events must be completed in a continuous motion. ANY STOPS except in the designated rest areas will result in a disqualification.

**Step 1-** 25 push-ups

**Step 2-** 1/2-mile run

**Step 3-** Don SCBA air pack (excluding face piece) firefighter helmet and work gloves.

**Step 4-** Pull 100 feet of 3 inch hose from cone to cone.

**Step 5-** Drag 160 pound dummy 100 feet from cone to cone.

**Step 6-** Single man carry of a 14 foot roof ladder 100 feet from cone to cone.

**Step 7-** 5 inch 100 foot section shall be deployed 100 feet from cone to cone.

## **3) Panel Interview**

Bexar County ESD # 10 chief and/or an assistant chief or designee will coordinate this interview. A three to five member panel will conduct the interview. Questions will pertain to technical knowledge, attitude, general appearance and relevance of past training and work experience. You will be called and scheduled for the interview.

## **ELIGIBILITY LIST**

An eligibility list will be established as soon as all testing has been completed. Ranking will be according to a cumulative score (of the written and physical test) from high to low. This list will be used to fill all vacancies until the next testing cycle.

## **GENERAL INFORMATION**

### GENERAL INFORMATION

- 1) Work as a Lieutenant is shift work. Lieutenants will be part of a 48/96-hour shift and will be responsible for working with any other officers to support, train and oversee all staff at each station.
- 2) Work as a Lieutenant involves continual study and training.
- 3) Overtime is paid at the rate of 1 1/2 times the regular hourly rate if 106 hours is exceeded in a pay period.

## **REASONS FOR REJECTION**

The following are some areas or activities that may cause an application to be denied.

- 1) The applicant is physically or mentally unfit to perform the duties of a Firefighter.
- 2) The applicant has a recent history of excessive use of alcohol, or use of narcotics or other drugs that may affect job performance.
- 3) The applicant has a history of convictions that relates to fitness to perform the required duties of a Firefighter, or a record of conviction for any crime involving moral turpitude.
- 4) The applicant has a record of unsatisfactory employment.
- 5) The applicant has made false statements of any material fact or has practiced or attempted to practice deception or fraud in the application.
- 6) The applicant has used political pressure or bribery to secure an advantage in employment.
- 7) The applicant advocates or knowingly belongs to any organization, which advocates the overthrow of the U.S. Government by force or violence.
- 8) The applicant fails to meet minimum expectations set forth by the department.

**Bexar County ESD # 10 is an Equal Opportunity Employer.**



## Bexar County ESD #10

<b>Job Title:</b>	<b>TCFP Lieutenant</b>	<b>Job Category:</b>	Suppression
<b>Department/Group:</b>	Bexar County ESD # 10	<b>Job Code/ Req#:</b>	
<b>Location:</b>	6658 E. Houston Street San Antonio Tx 78220	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$19.00 per hour plus incentive medical certification pay	<b>Position Type:</b>	Full-time
<b>Contact:</b>	Robert Hogan	<b>Date posted:</b>	11/15/2021
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	11/26/2021
<b>Incentive Pay</b>	Advanced EMT \$0.75 above base hourly, Paramedic \$1.50 above base hourly.		
<b>3</b>			
<b>FAX OR E-MAIL:</b> (210) 661-3144 or <a href="mailto:rhogan@bcesd10.org">rhogan@bcesd10.org</a>		<b>MAIL:</b> Robert Hogan Bexar County ESD # 10 6658 E. Houston Street San Antonio Tx. 78220	
<b>Job Description</b>			

## Job Description

Bexar County ESD No 10 is now accepting applications for a Lieutenant to work with the Bexar County ESD No 10 Fire Department. This position will work a 48/96 shift schedule.

This position reports to a Captain, Assistant Fire Chiefs and Chief of the Department. This position has regular contact with volunteer firefighters (including officers), paid firefighters, other departments, the general public, civic groups, and outside agencies and departments concerned with fire suppression and prevention.

This position commands a fire company during an assigned shift at your station to include: participation in and directing personnel in rescue, fire suppression, fire prevention, station and equipment maintenance, training, and emergency medical care.

## Essential Duties and Responsibilities

- Respond to alarms and direct the route to be taken to the fire.
- Determine the firefighting methods to be employed and the need for additional assistance at fire scenes.
- Direct and assist crew in firefighting and related life and property protection and provide emergency medical care to include assisting paramedics.
- Supervise salvage, rescue, and fire aid activities to include conducting fire prevention inspections and investigations.
- Supervise the maintenance of the station, grounds and all assigned apparatus and equipment.
- Supervise fire apparatus and equipment operations and assist firefighters and paramedics when necessary.
- Inspect station buildings, grounds, quarters, equipment, supplies, and firefighting appliances.
- Train and drill station in all phases of firefighting, rescue, emergency medical care and fire prevention to include development and implementation of new programs.
- Prepare and maintain various fire reports, schedules and records and operate department computer.
- Perform various personnel functions to include maintaining files, and conducting performance appraisals and certain disciplinary functions.
- May perform duties of the higher classification when assigned.
- Perform other related work as required.

## Required Education and/or Experience:

- High School Graduation or G.E.D
- Minimum of three years related work experience.

#### Required Certificates, Licenses, Registrations:

- Clear criminal history with no convictions of a Class B or higher in compliance with Bexar County ESD No 10 policy,
- Texas Commission on Fire Protection Basic Firefighter or Higher Certification,
- Texas Commission on Fire Protection Fire Officer 1 Certification or obtain within 6 months,
- Texas Commission on Fire Protection Instructor 1
- Texas Commission on Fire Protection Driver/Pump Operator Certification,
- Texas Department of State Health Services EMT or higher certification,
- Valid State of Texas Class B Driver's License.

#### Other requirements:

Candidates for positions in this class may be required to pass a post-employment offer physical examination and a drug screen at the discretion of the chief.

Preferred Education and/or Experience includes all required education and/or experience, plus the following:

- Associate's degree (A.A.) or 60 hours of college credit

#### Submission Process

All applicants must submit a **resume, this application and letter of interest** to the chief by 11/26/21 at 5 P.M. The letter of interest should include the following:

- Qualifications
- Your intention in the role
- Your expectations of the role
- Self-identification of your opportunities
- Your plan to address those opportunities
- Why you think you would make a good lieutenant for Bexar County ESD No 10

For specific questions regarding the hiring and/or training requirements, related work experience or current certifications, please contact Chief Robert Hogan.

Applicants shall submit all of the required documentation as one packet in a SEALED 9.5" x 12.5" ENVELOPE to Bexar County ESD No 10 Administration. The applicants name must be written in the top left corner of the envelope and the envelope must be labeled Lieutenant Hiring Process in the center of the envelope. All packets will be marked with a date of delivery to the office. No packet will be reviewed upon receipt for completeness. **Incomplete packets are subject to disqualification of the process.**

Bexar County ESD No 10 is an Equal Opportunity Employer.



# Bexar County Emergency Services District No. 10 Employment Application

An Equal Opportunity Employer

## Important Instructions for completing the application:

- Please TYPE or PRINT in INK
- Applications are accepted only for job titles for which recruitment is currently being conducted.
- All information requested must be completed on the application. Incomplete or illegible applications will not be processed.
- This application form and its attachments are official property of the Bexar County Emergency Services District No. 10 and will not be returned, reused or copied for you after being submitted. You should retain a copy of this application for future use or reference.
- Excessive or nonessential attachments will not be referred to the hiring department. Only information necessary to complete the application should be attached. Examples of work, awards, letters, etc., may be taken to interview.
- If more space is needed to give full answers or explanations, attach additional sheets referencing the item number, your name, social security number and job title applied for. Staple attachments to the application.
- Only United States citizens or individuals who are legally entitled to work in the United States are eligible for employment.
- The Bexar County Emergency Services District No. 10 affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, qualified disability status or veteran status.
- If you require an accommodation during the application/interview process, please call 210-661-3144.
- Reimbursement for travel expenditures during a testing or interview process is not available.
- Please make sure you meet the minimum qualifications and the application deadline.
- Applications must be submitted by mail or Email to our office.

## Section A: Answer all questions.

<b>1. Official Job and Title</b>		<b>2. Date of Application</b>	
<b>3. Social Security #</b>		<b>4. Date of Birth</b>	
<b>5. Last Name</b>	<b>6. First Name</b>	<b>7. Middle Name</b>	
<b>8. Mailing Address</b>	<b>9. City</b>	<b>10. State</b>	<b>11. Zip</b>



<b>12. Cell Phone #</b>	<b>13. Home Phone #</b>	<b>14. Email Address</b>
<b>15. Driver's License #</b>	<b>16. State Issuing License</b>	<b>17. Class or Type of License</b>
<b>18. Can you, upon employment, submit documentation verifying your identity and your legal right to work in the United States?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>19. Check the schedules you are willing to work:</b>		
<input type="checkbox"/> Other than 9AM-6PM <input type="checkbox"/> Weekends/Holidays <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
<b>20. Are you presently employed? If yes, specify where</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify:	
<b>21. Have you ever been terminated or asked to resign from a previous employer?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>22. Are you over the age of 18? If yes, can you provide proof of your eligibility to work?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>23. If you are related to any BCESD 10 employees? If yes, specify names, relationship and department:</b>		
<b>24. Are you able to perform all the essential functions of the job for which you are applying, with or without, reasonable accommodation?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>25. If you have been employed or attended school under other names, list names and dates of use:</b>		
<b>26. Dates of Military Service</b>	<b>Branch of Service</b>	
From:                      To:		
<b>Section B: Answer all questions.</b>		
<b>27. Have you ever been convicted of a crime (misdemeanor, felony, or military court martial)?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>28. Have you ever been placed on probation?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

**29. Have you ever been placed on deferred adjudication?**  
 Yes     No

**30. Are there criminal charges currently pending against you?**

Yes     No

**31. For any yes answer to questions 25-29, list type or offense, location and fine or sentenced received. Convictions do NOT necessarily disqualify an applicant from employment consideration.**

**Section C: Education, Certification, Licenses & Additional Skills**

<b>Do you have a High School Diploma or GED?</b>	<b>Check highest level of completion:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Some HS <input type="checkbox"/> HS/GED <input type="checkbox"/> Some College <input type="checkbox"/> Associate  <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral

College or University Name	From	To	Major	Degree earned	Sem. Hours
1.					
2.					
3.					

License or Certifications	Date Earned	Expiration Date
1.		
2.		
3.		
4.		
5.		

**In what language(s) other than English are you proficient?**

1.	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
2.	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

**Additional Skills: List equipment, software, specialized systems or other skills that are related to the job for which you are applying.**

**Section D:** List jobs in reverse order starting with your most recent job. List your work history for the last 10 years including volunteer, part-time, temporary, self-employment and military jobs. Provide a detailed description of duties performed. Do NOT substitute a resume for completion of this section. You may attach additional pages in the same format if more space is needed.

Employer	Address	City, State and Zip Code	
Job Title	From (Month/Year)	To (Month/Year)	
Hourly or Salary Rate	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Duties:</b>			
Employer	Address	City, State and Zip Code	
Job Title	From (Month/Year)	To (Month/Year)	
Hourly or Salary Rate	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Duties:</b>			

Employer			Address		City, State and Zip Code	
Job Title			From (Month/Year)		To (Month/Year)	
Hourly or Salary Rate		Hours per Week		Reason for Leaving		
Supervisor's Name		Supervisor Phone #		May we contact this supervisor?		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Duties:</b>						
Employer			Address		City, State and Zip Code	
Job Title			From (Month/Year)		To (Month/Year)	
Hourly or Salary Rate		Hours per Week		Reason for Leaving		
Supervisor's Name		Supervisor Phone #		May we contact this supervisor?		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Duties:</b>						

<b>Employer</b>	<b>Address</b>	<b>City, State and Zip Code</b>
<b>Job Title</b>	<b>From (Month/Year)</b>	<b>To (Month/Year)</b>
<b>Hourly or Salary Rate</b>	<b>Hours per Week</b>	<b>Reason for Leaving</b>
<b>Supervisor's Name</b>	<b>Supervisor Phone #</b>	<b>May we contact this supervisor?</b>
		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Duties:</b>		
<b>References: Name</b>	<b>Relationship/ Occupation</b>	<b>Phone #</b>
1.		
2.		
3.		

**Drug Free Work Environment:** Bexar County ESD #10 is committed to providing a safe, efficient, drug-free work environment for all employees. In keeping with this commitment, finalists for all job openings will be required to provide body fluids (blood or urine) to determine the use of alcohol, illegal or controlled substances. Failure of the drug/alcohol screen will result in denial of employment.

**Falsification of Information:** I hereby certify that all statements made on this application and attachments are true and correct to the best of my knowledge and belief. I understand that any false statement, misrepresentation or omission made by me on this application or subsequent interview(s) could cause me to be ineligible for employment or terminated from employment. Further I understand that I am required to abide by all rules and regulations of Bexar County ESD #10.

**Verification of Information:** I authorize Bexar County ESD #10 and its agents to investigate and verify the facts claimed by me on this application. I further authorize my former employers to provide any information requested by Bexar County ESD #10. I understand that employment processing may include a criminal background check, drug screening and/or review of the driving record. I hereby release Bexar County ESD #10 and its agents from all liability in making any investigation and inquiry relative to information contained in the application form.

I understand that nothing in this application or in any prior or subsequent written or oral statement creates a contract of employment or any rights in the nature of a contract. I agree to submit to medical examination and drug screening, if required.

Bexar County ESD #10 participates in all State and Federal law, requiring all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Bexar County ESD #10 will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

I understand that, if accepted, this application does not constitute a contract of employment for any specific period of time. I further understand that all employment is at will and may be terminated by notification from either party at any time, with or without cause, and without prior notice.

I have read and agree to the above statements

**Signature:**

**Date:**

**WAIVER AND RELEASE**

In consideration of my being permitted to take the Physical Assessment required in connection with my application for the position of Firefighter/Officer, and having been advised that as a part of this assessment, it will be necessary for me to demonstrate my strength, endurance, and physical ability in a series of tests.

I, \_\_\_\_\_ (print name) do hereby release Bexar County ESD # 10 and their respective officials and employees from any and all claims, damages, liabilities, actions and causes of action whatsoever which may occur or arise as a result of any injury or damage that I may sustain as a result of participating in such examinations. I make this release for heirs, my executors, administrators, and myself.

PLEASE COPY THE FOLLOWING STATEMENT LEGIBLY AND IN YOUR OWN HANDWRITING:

**“I CERTIFY THAT I HAVE READ THE FOREGOING WAIVER AND RELEASE AND UNDERSTAND ITS PROVISIONS.”**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**