

Order Number 2016-4  
San Antonio Fire Fighters' and Police Officers'  
Civil Service Commission

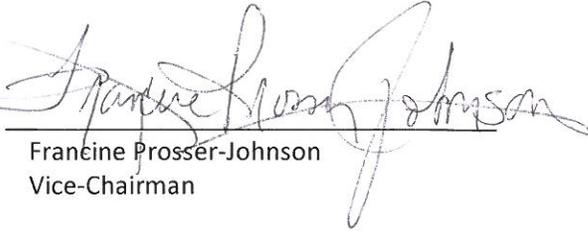
**BE IT ORDERED BY THE SAN ANTONIO FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION**

Notice and appropriate action to approve the announcement for the Firefighter Trainee examination. This three and a half (3.5) hour written examination will be given at 12:00 PM on Tuesday, March 29, 2016 at the Henry B. Gonzalez Convention Center, 200 East Market Street, San Antonio, TX 78205. The eligibility list resulting from this exam will be valid for a period of one (1) year from the date of approval or until the list is exhausted.

PASSED AND APPROVED this 8<sup>th</sup> day of February, 2016.



Donald G. Halloran  
Chairman



Francine Prosser-Johnson  
Vice-Chairman



Rubèn Torres  
Commissioner

ATTEST:



For Renee Frieda  
Director  
Fire Fighters' & Police Officers' Civil  
Service Commission

APPROVED AS TO FORM ONLY:



Frank Garza  
Legal Counsel

**The San Antonio Fire Fighters' and Police Officers' Civil Service Commission Announces a Written Examination for Firefighter Trainee in the San Antonio Fire Department**

**SALARY:** \$3,391.68 per month during training

**PURPOSE:** The purpose of this examination is to establish an eligibility list to fill vacancies as they are approved for Firefighter Trainee. The eligibility list will be valid for a period of 12 months from the date of approval unless exhausted.

**ESSENTIAL FUNCTIONS (MAY NOT BE LIMITED TO THE FOLLOWING):** Attends training regarding: Federal, State, and local laws and ordinances, modern fire fighting techniques, hazardous materials, building construction, motor vehicle operations, management and communication, and state certification for emergency medical technicians. Responds to fire alarms and other emergency calls. May be required to descend from 2<sup>nd</sup> floor quarters to 1<sup>st</sup> floor via sliding down a pole. Dons protective clothing (bunker gear) and breathing apparatus. Selects nozzles, depending on type of fire, removes hose from truck, transports hose to hydrant. Removes pre-connected hose from fire apparatus, stretches hose to fire and/or pulls skid load from apparatus bed, attaches to fire engine pump, and stretches to fire. In high rise, fire fighter carries 1 3/4" hose upstairs with nozzle and adapter and assorted equipment, connects hose to standpipe, and stretches hose to fire. Directs stream of water or chemicals onto fire. Positions and climbs ladders to gain access to upper levels of buildings. Performs and/or assists in victim extraction from buildings or vehicles. Performs search and rescue operations in buildings filled with fumes, smoke, odors, mists, etc. Creates openings in buildings or vehicles for ventilation, victim extraction, or entrance using ax, chisel, crow bar, electric saw, jaws-of-life, or other power equipment. Protects property from water and smoke using waterproof salvage covers. Removes items from buildings, including but not limited to, appliances, couches, and cloths. Cleans up items involved in the fire and removes them from the premises including but not limited to, the items mentioned above. Administers first-aid and/or artificial respiration to injured persons or those overcome by fire and/or smoke. Communicates with fellow firefighter(s) and superior(s) during fire fighting and/or rescue operations.

**PHYSICAL DEMANDS:** Standing, walking, running, sitting, lifting over 200 lbs., carrying over 200 lbs., pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, bending and finger dexterity.

**WORKING CONDITIONS:** Inside/outside, extreme cold/heat with/without temperature changes, rain and/or humidity, noise (siren use). Mechanical and electrical hazards, fires, explosives, radiant energy, bodily fluids, fumes, dusts, mists, gases and poor ventilation.

**QUALIFICATIONS:** The following includes the minimum qualifications for taking the written examination however applicants **MUST** pass other requirements for eligibility to be hired.

Applicants must possess the following qualifications at the time of application for the position of Fire Fighter:

1. Applicants must be at least 19 years of age by the date of the written examination.
2. Applicants must not have reached 34 years of age by the date of the written examination.
3. Applicants must have a high school diploma or G.E.D. certificate.
4. Applicants must be able to read, write, and speak in the English language.
5. Applicants must not have any of the disqualifying items listed below on his/her record:
  - a. Conviction of a felony or other crime involving moral turpitude.
  - b. Any discharge from the United States Armed Forces other than Honorable. (Uncharacterized and Entry-Level discharges may be accepted and will be assessed on an individual basis.)
  - c. Two (2) or more traffic violation convictions within the twelve (12) months preceding the date of the written examination.
  - d. Conviction of a Class A or Class B misdemeanor or its equivalent within the five (5) years preceding the date of the written examination.
  - e. Conviction of a Driving While Intoxicated, Driving Under the Influence of Drugs, or their equivalent within the five (5) years preceding the date of the written examination.
6. Applicants must meet all legal requirements necessary to become eligible for future licensing by the Texas Commission on Fire Protection.
7. Applicants must meet the suitability requirements listed under Rule IX. H. (13) Use of Illicit Substances.

**APPLICATIONS:** Online applications for this examination will be accepted beginning at midnight on Monday, February 22, 2016 through 11:59 PM Sunday, February 28, 2016. The online application can be accessed through [www.sanantonio.gov/hr/jobs](http://www.sanantonio.gov/hr/jobs).

**TIME/PLACE OF EXAMINATION:**

**Date:** Tuesday, March 29, 2016  
**Registration Time:** 10:00 AM  
**Exam Start Time:** 12:00 PM - Applicants who arrive after 12:00 PM will not be permitted to enter the exam.  
**Place:** Henry B. Gonzalez Convention Center  
200 E. Market St.  
San Antonio, TX 78205

The following items will be the **only** personal items allowed in the test room:

- **Photo identification card**
- **Wallet**
- **Keys**
- **Cell phone (*Phone must be turned off*)**
- **Prescription reading glasses**
- **Jacket/sweater**

ALL OTHER ITEMS ARE PROHIBITED in the test room, including, but not limited to, smart watches/devices, sunglasses, hats, backpacks, bags, purses, folders, books, study material and personal pencils/pens.

**VETERAN'S PREFERENCE POINTS:** If you have been (or will be) discharged from the military, you may be eligible for five (5) Veteran's preference points on this examination. To be eligible to receive the additional points, you must have:

- Served on active duty for a minimum of 180 consecutive days in the United States Armed Forces
- Received an honorable discharge
- Score seventy-percent (70%) or higher on the written SAFD entrance examination

In order to receive the five (5) Veteran's preference points, you must submit one of the acceptable documents at the time of application **or** mail the documents following the guidelines below. If you fail to submit your DD214 or letter by the deadline, you will not be awarded the Veteran's preference points on this examination.

**Acceptable Veteran's preference points documents:**

DD214 (for Veterans)

- Must be an original or certified copy, legible and unaltered
- Only the following copies will be accepted: Service #2, Member #4, State Director of Veterans Affairs #6, Service #7, or Service #8

Honorable Service Letter (for those currently serving)

- Must contain:
  - contact information for your current commander (field grade officer or above)
  - term of service
  - and certify that you will receive an Honorable Discharge based on current conditions
- An honorable service letter template is available at:  
[www.sanantonio.gov/Portals/0/Files/SAFD/Recruiting/HonorableServiceFormLetter.pdf](http://www.sanantonio.gov/Portals/0/Files/SAFD/Recruiting/HonorableServiceFormLetter.pdf)

**Mailing guidelines:**

- You must use certified mail
- Postmark deadline = March 15, 2016
- Must be addressed to:  
City of San Antonio - HR Department  
Attention: Sarah Bilger  
111 Soledad, Suite 100  
San Antonio, TX 78205

**THERE WILL BE NO EXCEPTIONS OR EXTENSIONS TO THE MARCH 15, 2016 DEADLINE**

**IDENTICAL GRADES:** Whenever two or more competitors for a beginning position in either the Police Department or the Fire Department attain the same passing grade, these applicants shall be ranked according to the lot they draw, with the lowest lot being ranked first.

**APPEAL PROCESS OF A REJECTED APPLICATION:** Whenever an application is rejected, the applicant will be promptly notified in writing. Within fourteen (14) calendar days of receipt of the notice, the applicant may appeal the rejection in writing to the Civil Service Director. The Director shall review the reason for the rejection of the application and render a decision.

**DATE OF ANNOUNCEMENT:** February 8, 2016

**Renee Frieda**

Director, Fire Fighters' and Police Officers' Civil Service Commission

For more information, visit the SAFD website  
[www.safdcareers.com](http://www.safdcareers.com)