

**CITY OF NEW BRAUNFELS CIVIL SERVICE COMMISSION**  
**BE IT ORDERED BY THE NEW BRAUNFELS CIVIL SERVICE COMMISSION**

**FIREFIGHTER ENTRY LEVEL EXAM**

Notice and appropriate action regarding the approval of the FIREFIGHTER ENTRY LEVEL Examination. The hiring process has been approved in accordance with City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations (Local Rules).

**ANNOUNCEMENT OF EXAM:**

The next approved written examination will be administered on the following date and time:

**Date: Monday, March 24, 2025**  
**Time: 8:00 A.M.**  
**Place: McKenna Event Center – Lone Star Ballroom**  
**801 W. San Antonio St.**  
**New Braunfels, Texas 78130**

Check-in will begin at 7:15 a.m. Late arrivals will not be admitted and are considered disqualified. Photo identification through your current State-issued driver's license will be required at time of check-in for the examination.

**PURPOSE:**

The purpose of this examination is to establish an eligibility list to fill new and future vacancies. The eligibility list will be valid for a period of twelve (12) months from the date it is approved by the Commission, or until the list is exhausted.

**ELIGIBILITY:**

Suitability for appointment to a beginning position in the New Braunfels Fire Department includes the applicant holding a minimum certification as a Basic Firefighter in good standing with the Texas Commission on Fire Protection (TCFP) or certifiable prior to the conditional job offer. **Certified applicants must provide proof of certification with the initial application or must provide a hard copy of the Firefighter certification on test day. Non-Certified applicants must provide proof of enrollment in a TCFP fire academy or if certified in another state must provide proof of out of state certifications and be eligible for reciprocity as a Firefighter with TCFP with the initial application.**

Suitability for appointment to a beginning position in the New Braunfels Fire Department includes the applicant holding a minimum certification as a Basic Emergency Medical Technician in good standing with the Texas Department of State Health Services (DSHS) or certifiable prior to the conditional job offer. **Certified applicants must provide proof of certification with the initial application or must provide a hard copy of the EMT certification on test day. Non-Certified applicants must provide proof of enrollment in an EMT program or if the applicant currently holds a National Registry certification, must provide proof of obtaining Texas EMT certification with the initial application.**

Proof of completed applicable certifications will need to be submitted by the date of the conditional job offer in order to proceed to the onboarding process.

Preference will be given to applicants with a Texas Department of State Health Services paramedic certification who score 70% or higher on the written exam and pass all physical agility tests. Paramedic applicants will also receive an additional 5 points to their overall score.

**QUALIFICATIONS:**

The following list includes the minimum qualifications for suitable appointment for beginning position:

1. Must be at least eighteen (18) years of age at the time and date of the written examination.
2. Must not have reached 40 years of age prior to the date of the written examination.
3. High School Diploma, G.E.D., or Home School transcript indicating completion.
4. Must provide proof of your current valid Texas Driver’s License (or must be able to obtain as required by Texas State law if current Driver’s License if from another licensing state within the United States)
5. Must provide proof of a valid Social Security Card.
6. Must be a U.S. citizen by birth or naturalization; or legally eligible to work in the U.S.
7. Must be able to read, write and converse in English fluently.
8. Must not have any of the disqualifying items listed in the Additional Suitability Factors.

**WRITTEN EXAMINATION/SWIM:**

Applicants who meet the minimum qualifications must pass a Civil Service entry-level written examination with a minimum passing score of 70% or higher. The exam consists of up to one hundred questions with a two-hour time limit. Veterans are eligible to receive five additional points after passing the exam with a minimum of 70%. To receive veteran's preference points, a copy of the DD-214 must be submitted by the deadline in the examination announcement. Applicants who pass the entrance exam are ranked on the eligibility list from highest to lowest score. All successful applicants will immediately proceed to the Physical Agility and Swim Test.

**PHYSICAL AGILITY/SWIM TESTING (To be conducted immediately following the written examination) Monday, March 24, 2025:**

Applicants who pass the written exam will proceed to the physical agility and swim tests on the same day as the written exam. The physical agility test can add up to 5 points to the overall score, with the written exam worth up to 100 points. The physical agility points breakdown is as follows:

<b>TIME</b>	<b>POINTS AWARDED</b>
2:29 >	5
2:30-2:59	4
3:00-3:29	3
3:30-4:00	2
4:01-4:29	1
4:30-5:00 (Passing)	0

**PHYSICAL AGILITY PRACTICE SESSIONS:**

The New Braunfels Fire Department will host two practice sessions for the physical agility test, starting at 8:00 am on both days. Applicants are strongly encouraged to attend, with no sign-up required:

- Saturday, March 8, 2025
- Saturday, March 22, 2025

**Physical Agility Testing Location:**

Fire Station #1  
169 S. Hill Ave.  
New Braunfels, Texas 78130

## **HIRING PROCESS:**

Prior to being hired, applicants must successfully complete all steps below:

1. Complete and submit an Employment Application Packet and a Personal History Packet;
2. Receive an invitation to test and overview of the hiring process (sent via email);
3. Pass a written examination;
4. Pass a physical agility and swim test;
5. Receive a conditional job offer;
6. Successfully complete the interview board;
7. Pass a comprehensive background investigation;
8. Pass a polygraph examination;
9. Pass a physical examination, including pre-employment drug screen and vision requirements;
10. Be reviewed and appointed by the City Manager.

## **ANNUAL PAY:**

CURRENT STARTING ANNUAL BASE PAY FOR FIREFIGHTER:

- **\$72,659 ANNUALLY** – includes approximate built in overtime of \$5,685 per year
- **\$5,000.00 Sign-on and Retention Incentive for Paramedics** (paid out as follows: \$2,500 at hire, \$1,500 after completion of first year, \$1,000 after completion of two years)

## **ADDITIONAL PAY (ANNUAL AMOUNTS):**

- TCFP Intermediate Firefighter: \$600 | Advanced Firefighter: \$1,200 | Master Firefighter: \$1,800
- EMT – Intermediate: \$1,800 | EMT – Paramedic: \$3,000
- EMS/Fire Instructor: \$300
- Fire & Arson Assignment: \$1,800
- Bilingual (Spanish, German, or ASL only, test required): \$300
- Associate's Degree: \$600 | Bachelor's Degree: \$1,200 | Master's Degree: \$1,800

## **BENEFITS:**

- Vacation – 180 hours per year
- Sick Leave – 180 hours per year
- Mental Health Leave
- Military Leave
- Bereavement – 24 hours per year
- Paid Parental Leave – 80 hours per year
- Longevity Pay
- TMRS – 7%, 2:1 city match
- Thirteen (13) Paid Holidays
- Medical, Vision, Dental, and Life Insurance
- Tuition Reimbursement up to \$5,000 annually
- Employee Assistance Program
- Tania Glenn and Associates
- Free Das Rec Membership
- Uniforms and Equipment

**\*Note: All insurance products are offered and effective on the first day of the month following 30 days of employment.**

For Information regarding test dates, application information and more, contact the City of New Braunfels Human Resources/Civil Service Department at 830-221-4390.

**Please complete an online application at:**



*The City of New Braunfels is an Equal Opportunity Employer*

**DEADLINE FOR APPLICATIONS:**

Applications for this examination will be accepted until **5:00 p.m.** on **Friday, March 7, 2025.**



## **FIREFIGHTER**

Department:	<b>Fire</b>	Class Code:	<b>16115</b>
Revised Date:	<b>April 2024</b>	FLSA Status:	<b>Non-Exempt</b>
		Safety/Security Sensitive:	<b>Yes</b>

**GENERAL PURPOSE:** Under close supervision, performs firefighting, rescue, and emergency medical duties as required to protect lives and property; and maintains Fire Department equipment, tools, facilities, and vehicles. The City of New Braunfels Fire Department operates under Chapter 143 of the Texas Local Government Code.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Operates, maintains, and inspects Fire Department vehicles, equipment, apparatus, tools, supplies, and hydrants; inspects and maintains facilities and grounds; inspects, tests, evaluates and repairs equipment after use; notifies supervisors of repair issues/problems beyond the scope of authority or skills.
- Inspects and maintains personal protective equipment and assures that all firefighting equipment is in a state of readiness and available for immediate use.
- Responds to emergency alarms and calls and performs fire suppression, rescue, and emergency medical duties as required to control emergency incident; relays orders, instructions, and information on emergency actions, and follows orders in stressful conditions with immediate response and action.
- Operates emergency, fire, rescue, medical and life saving tools and equipment; assists and coordinates with law enforcement personnel and other responders as required; ventilates and enters burning structures to extinguish fires and rescue victims.
- Mitigates hazards, emergency situations and hazardous materials incidents; performs salvage and clean-up activities at fire and emergency scenes.
- Performs station maintenance; maintains station living quarters in clean and orderly condition; operates, inspects, and maintains ambulance and other fire equipment; performs minor repairs on apparatus and equipment inside and outside of facilities.
- Learn current geography and physical layout of the City, traffic patterns, streets, landmarks and building locations, and special hazards of designated facilities, to assure that firefighting activities are accomplished in a fast, effective, and safe manner.
- Assists in the preparation and maintenance of required documentation and records.
- Assists with inspection of buildings for fire hazards and compliance with fire prevention ordinances; may assist with fire investigations.
- Conducts public education sessions for a wide variety of audiences; participates in fire prevention, pre-fire planning and safety programs; assists with training of citizens and volunteer staff as assigned.
- Attends training programs to continuously update work skills and knowledge.
- Performs other duties as assigned or required.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; must be eighteen (18) years of age.

**Required Licenses or Certifications:**

- Must possess a valid Texas Driver's License; acquire a Texas Class B Driver's License within six (6) months of hire date.
- If Certified; must provide both:
  1. Applicant must provide proof of Basic or higher Structural Firefighter certifications from Texas Commission on Fire Protection (TCFP) by the time of application or test date.
  2. Applicant must provide proof of Basic or higher Emergency Medical Technician from Texas Department of State Health Services (DSHS) by time of application or test date.
- If Non-Certified; must provide both:
  1. Applicant must provide proof of enrollment in TCFP Fire Academy or proof of out of state certifications and be eligible for reciprocity as a Firefighter with TCFP with initial application and must have successfully completed required certifications by date of conditional job offer
  2. Applicant must provide proof of enrollment in DSHS approved EMT Basic program or currently hold a National Registry EMT Basic or higher certifications with the initial application; be in process of obtaining Texas DSHS certifications and must have successfully completed required certifications by date of conditional job offer.

**Required Knowledge of:**

- Fire Department and City policies, rules, guidelines, and procedures.
- Principles and practices of modern fire suppression, prevention, and emergency medical care.
- Procedures and equipment used in modern firefighting and emergency medical response.
- Operational characteristics of fire suppression apparatus and equipment.
- Methods and techniques of handling hazardous materials.
- City geography, traffic patterns, and the location of all streets, landmarks, and buildings.
- Pertinent Federal, State, and local laws, codes and regulations governing fire safety.

**Required Skill in:**

- Providing firefighting, rescue, and emergency medical services under emergency conditions.
- Observing and following safe firefighting practices.
- Following orders under stressful conditions.
- Recognizing the construction, contents, and occupancy of buildings in order to apply appropriate standard firefighting techniques.
- Assessing emergency medical needs, stabilizing patient, and providing emergency medical care.
- Operating and maintaining fire suppression apparatus, tools, and equipment.
- Maintaining physical condition required for the performance of assigned duties and responsibilities.
- Establishing and maintaining cooperative and effective working relationships with City employees, State and Federal agencies, and the general public.
- Performing maintenance and repair of firefighting vehicles, facilities, equipment, tools, and hydrants.
- Operating and maintaining computer and communications equipment.
- Effective, clear, and concise communication, both verbally and in writing.

**Physical Demands / Work Environment:**

- Work is performed outdoors and indoors with exposure to extreme weather conditions and temperature fluctuations with ability to rapidly adapt to changes.
- Requires constant and strenuous physical efforts including safely standing, kneeling, bending, crawling, and reaching for extended periods of time; ability to safely lift, carry, and move items weighing a minimum of one hundred (100) pounds and safely drag items weighing a minimum of one hundred seventy-five (175) pounds.
- Will be exposed to environmental allergens, gases, fumes, hazardous chemicals/materials, communicable diseases, and potential physical harm; varying noise levels; dark and confined spaces.
- Must be able to work irregular hours in uniform or wearing full protective gear and self-contained breathing apparatus including weekends, holidays, and evenings on any assigned shift.
- Must maintain a level of physical and mental fitness to meet standards.
- NOTE: This position is designated safety and/or security sensitive.