



# CITY OF HOUSTON

Human Resources  
Department

## Interoffice

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Correspondence

To: Fire Fighters' and Police Officers'  
Civil Service Commission

From: Vincent Bejarano, *VB*  
Human Resources Supervisor

Date: January 17, 2018

Subject: **ANNOUNCEMENT FOR  
NON-CERTIFIED FIRE FIGHTER & EMT  
TRAINEE ENTRANCE EXAM**

Attached for your review is the Examination Announcement for Houston Fire Department, Fire Fighter Trainee, date of announcement January 24, 2018.

**Action Request:** Please approve the announcement for this entrance examination.

cc: Tameka Hardison, Division Manager

FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION

CITY OF HOUSTON

EXAMINATION ANNOUNCEMENT FOR

THE POSITION OF

**NON-CERTIFIED FIREFIGHTER & EMT TRAINEE**

HOUSTON FIRE DEPARTMENT

**QUALIFICATIONS FOR  
ELIGIBILITY TO TAKE  
EXAM:**

Per Chapter 143.023 of the Tex. Loc. Gov't code, "A person may not take an entrance examination for a beginning position in the fire department unless the person is at least 18 years of age but not 36 years of age or older. A person may not be certified as eligible for a beginning position in the fire department if the person is 36 years of age or older." Below are two (2) categories of which you may apply:

**Non-Certified Firefighter & EMT:** Must have twenty-four (24) transferable college credit hours with a grade of "C" or better (only two (2) credit hours of Physical Education will be accepted) OR at least two (2) years of full-time active military service with an honorable discharge as stipulated on a DD214 Member 4. **Applicant must meet the above requirements on or before February 28, 2018.**

*The exam will be open to candidates, who have made a proper application and have met the requirements of Chapter 143 of the Local Government Code for beginning positions in the Fire Department, which are listed in the Fire Application.*

**DUTIES:**

- Participates in classroom lectures, seminars and practical training sessions as directed by the Houston Fire Department.
- Receives and participates in various types of training in fire suppression and emergency medical services up to and including paramedic certification.
- Participates in drills, demonstrations and instruction in hydraulics, pump operation, maintenance, fire suppression, rescue and emergency medical services.

**APPLICATION TO TAKE  
EXAM:**

**ONLY "on-line" applications will be accepted.** To apply for this examination, please log on to: [www.hfdcareers.org](http://www.hfdcareers.org). Access to the Internet and to computer terminals may be found at the City of Houston Human Resources Department, 611 Walker, the garden level; Human Resources Department Classified Recruiting, 1801 Smith 6th Floor, or any Public Library. **On-line applications will be accepted until all 150 testing slots are filled.**

**DATE AND TIME OF  
EXAMINATION:**

The examination will be given at **8:00 a.m. on Wednesday, February 28, 2018** at the **Val Jahnke Training Facility, 8030 Braniff St, Houston, TX 77061.**

Bring your **driver's license** or other photo ID.

**NOTE:**

1. The minimum passing score is 70 percent on the written examination before the extra five (5) points for qualified veterans are added.
2. **Per Chapter 143.025 of the Tex. Loc. Gov't Code**, an additional five points shall be added to the examination grade of an applicant who served in the United States armed forces, received an honorable discharge, and made a passing grade on the examination. **Applicants who are eligible for extra military points must scan and attach a copy of their DD214 (Member-4) to their electronic application or send a copy to [HFDCST@houstontx.gov](mailto:HFDCST@houstontx.gov). The last day to submit a DD214 is February 16, 2018. NO DD214s will be accepted at the test site.**
3. Texas Commission of Fire Protection State Fire Fighters Certification and Texas Department of State Health Services Emergency Medical Technician Certification(s) will be subject to verification by the Human Resources Department.
4. Texas Department of State Health Services Emergency Medical Technicians Certification as a Paramedic will be subject to verification by the Human Resources Department.
5. An applicant may not take the examination for a particular eligibility list more than once.
6. The eligibility list created as a result of this examination will be effective for a period of not less than 6 months or more than 12 months as determined by the Civil Service Commission.
7. Passing applicants will be referred to the Human Resources Department Classified Recruiting section to continue processing. Any falsification in the application process will result in disqualification. Applicants must pass all phases of the hiring process.
8. Applicants' eligibility for hiring will be determined in rank order from the eligibility list.

**REASONABLE  
ACCOMMODATIONS:**

Please notify **Classified Testing ([HFDCST@houstontx.gov](mailto:HFDCST@houstontx.gov))** if you will need special accommodations at the test site. You must submit the necessary documents 3 weeks before the exam date.

**DATE OF ANNOUNCEMENT:** JANUARY 24, 2018