



The City of Conroe was named the fastest-growing city in the country among cities with more than 50,000 residents according to the latest U.S. Census Bureau and is conveniently located forty miles north of downtown Houston. One-hundred thirteen (113) professional firefighters and five civilian employees staff the Fire Department. The department offers service from six strategically located fire stations and the administrative offices at City Hall. The department heavily emphasizes fire prevention through educational programs, facility inspections and plan review for new construction.

When emergencies do occur, however, the department is prepared to respond with modern equipment and a highly trained and dedicated group of professional firefighters. Fire is only one of the emergencies for which the department is prepared. Water rescues, aerial rescues, confined space rescues, hazardous material incidents and natural disasters are a few examples of the type of incidents the department handles. In addition, a fire truck is usually the first to arrive on the scene in a medical emergency. The city's firefighters are trained to stabilize patients until paramedics arrive with an ambulance. The department is also charged with inspecting and correcting code violations within the city.

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# **FIREFIGHTER APPLICANT MINIMUM QUALIFICATIONS**

## **A. AGE – A qualified applicant:**

1. Must be between 18 and 35 years of age  
(Cannot have reached 36<sup>th</sup> birthday at the time of official appointment)
2. Must present military discharge papers prior to the time of the Civil Service Examination.

## **B. CITIZENSHIP – a qualified applicant:**

1. Must be a citizen of the United States, and
2. Must be able to read, understand, and write the English Language.

## **C. CRIMINAL RECORD – A qualified applicant shall not:**

1. Be on probation for a criminal offense;
2. Have been convicted of a misdemeanor offense above the grade of a Class C misdemeanor within the last 5 years in the State of Texas, or equivalent grade in another state or any Class C misdemeanor conviction for assault involving family violence.
3. Felony convictions will be evaluated on an individual basis.

## **D. DRIVING RECORD – A qualified applicant must:**

1. Possess a valid Texas driver's license at the time of official acceptance.
2. Not have had their driver's license suspended in any state within the last 24 months prior to application.
3. Not have been convicted of Driving While Intoxicated, nor Driving Under the Influence of Drugs in the five-year period immediately prior to the most recent application.
4. Reflect a mature responsibility toward his/her driving privilege; and
5. Conform to the Department's standard for driving history.

## **E. EDUCATION – A qualified applicant must:**

1. Have graduated from an accredited senior high school. In lieu of a high school diploma, the applicant must have obtained a G.E.D.
2. Possess the ability to read, learn, and understand the laws, policies, and procedures governing the firefighter position.

## **F. MORAL CHARACTER - A qualified applicant must:**

1. Be of good moral character, and
2. His/her reputation must be of the highest order as will be determined by a complete background investigation.

## **G. POLYGRAPH – All candidates must submit to a polygraph examination.**

## **H. VISION- A qualified applicant must possess:**

1. Corrected visual acuity of 20/40, with uncorrected acuity in each eye not worse than 20/200.

## **I. HEARING- A qualified applicant must possess:**

1. Normal hearing without the aid of listening devices.

**J. DRUG DEPENDENCY-** A qualified applicant must submit and pass an examination for drug dependency or illegal drug usage.

**K. PHYSICAL PERFORMANCE-** A qualified applicant must pass a physical ability test, an explanation of which follows.

An offer of employment to any applicant shall be withdrawn if it shall be determined upon the basis of medical examination that the employment of such applicant poses a direct threat to the health or safety of the applicant or others in the workplace and that the threat may not be eliminated or satisfactorily reduced through reasonable accommodation.

The City of Conroe will make reasonable accommodation to qualified applicants for the purpose of enabling individuals with a disability to perform the essential functions of the position. Such reasonable accommodations shall be determined upon the basis of individual consultation with the applicant. The City may decline particular accommodations where it determines that undue hardship may result or where a direct threat may not be eliminated or satisfactorily reduced through reasonable accommodation.

**L. CERTIFICATION REQUIREMENTS-** A qualified applicant must:

1. be certified by the Texas Commission on Fire Protection as a basic firefighter, or be eligible for immediate licensing by the Commission;
2. have a basic Texas EMT license.

**M. PSYCHOLOGICAL REQUIREMENTS-** A qualified applicant must submit to and pass a psychological examination.

**N. LITIGATION-** A qualified applicant must explain in full any pending lawsuit(s) in which he/she is in any way involved.

**O. WORK HISTORY-**

1. A qualified applicant must be able to show through his/her work history that he/she is an honest, competent, and cooperative employee and the applicant must be able to fully account for any periods of unemployment.
2. A qualified applicant may not have been dismissed for "just cause" from employment by any unit of federal, state, or local government within the three year period immediately prior to the entrance examination.

**P. FALSE STATEMENT-**

1. An applicant who makes any false statement, either oral, written, or by omission, relating to the applicant's qualifications or other required application information shall be subject to rejection at any time during the application process and shall not be eligible for reapplication for a period of not less than one year, unless the reason for rejection has been eliminated or resolved.



# FIRE APPLICANT PROCESS

## APPLYING

Complete a Letter of Intent and submit it to the Conroe Human Resources Department at least 7 calendar days prior to the posted current exam date.

## REGISTRATION

Applicants will be required to:

- present a valid form of U.S. Government and/or State issued identification
- submit a completed "Applicant Data" form
- Applicants with an honorable discharge from prior military service will receive 5 additional points on the written exam. Those applicants will be required to bring the original and one copy of their DD-214.

## TESTING

Applicants will be required to present a valid form of U.S. Government and/or State issued identification and a signed copy of the "Release of Liability" at test day registration. Applicants with prior military service will be required to bring the original and one copy of their DD-214.

The written exam will be administered prior to the physical ability test. The schedule of events will be as follows:

- Applicant registration
- Introduction, welcome and explanation of testing
- Exam instructions
- Written exam
- Scoring of exams
- Information and instructions on application for employment and hiring process
- Explanation of background investigation process
- Question and answer

Applicants who successfully complete and pass all phases of the testing, interview, and background investigation will be hired based on the current eligibility list. Applicants not meeting employment requirements will receive a formal letter of rejection. Applicants receiving this letter are encouraged to reapply at our next entry exam opportunity.

# Benefit Summary

<p><b>Medical:</b> Administered by Cigna Health Care. Upon meeting the deductible, benefits are paid at 80/20 for in-network services. Plan includes a prescription benefit.</p> <p><i>Choose between Kelseycare, HSA</i></p>	<p><b>Dental:</b> Administered by Cigna Health Care, the plan is a PPO. Preventive care is covered at 100%; basic care is covered at 80% and major care is coverage at 50%. There is also coverage for orthodontia.</p> <p><i>Monthly Premium Employee 0 Child(ren)- 35.74 Spouse - 18.92 Family – 48.36</i></p>
<p><b>Vision:</b> Provides vision and eye health evaluation including but not limited to eye examination, dilation, refraction, and prescription for glasses, contacts in lieu of glasses, etc.</p> <p><i>Monthly Premium Employee 0 Child(ren)- 10.00 Spouse - 8.00 Family – 12.00</i></p>	<p><b>Life:</b> The City provides a policy of 1 times an employee’s base salary. Supplemental insurance (based on age) is available for purchase. Coverage can be purchased on the employee’s dependents if the supplemental insurance is purchased.</p>
<p><b>Long-term Disability</b> The City provides a standard long-term disability policy for all full-time employees. Eligibility is the first of the month following 30 days of employment and has a 60% benefit after a 90 day elimination period.</p>	<p><b>TMRS:</b> Participation is automatic upon employment. Seven percent is deducted per pay period. The City matches at a ratio of 2:1 at retirement. Interest is earned after one full calendar year. Retire with 20 years of service or age 60.</p>
<p><b>Roth IRA:</b> Allows you to build savings for retirement. Withdrawals are tax-free at retirement. Contributions are not tax-sheltered so withdrawals are available at any time</p>	<p><b>457:</b> Deferred compensation plan available to supplement retirement income or to reduce taxable income. The employee chooses the investments. Contributions are not available until termination of employment.</p>
<p><b>Flexible Spending Account:</b> Tax-sheltered deduction which provides reimbursement of allowed unreimbursed medical expenses, including deductibles, copays, glasses, etc. Also provides the same tax-sheltered benefit for a dependent care account.</p>	<p><b>Voluntary Insurance Products</b> Products include accident, cancer, universal life, medical bridge and short-term disability, most of which can be purchased under the 125 program as tax-sheltered.</p>
<p><b>Vacation:</b> 0 to two years – 12 days; after two years – 15 days; after ten years – 20 days Civil Service employees – 3 weeks after 1 year (fire on 24 hours shifts – 15/12 hour days up to 10 years; 20/12 hour days after 10 years)</p>	<p><b>Sick Leave:</b> Accrued at the rate of 10 hours per month with the first month of employment. Supervisors may require a doctor’s excuse for absences longer than three days or in the case of excessive absences.</p>
<p><b>Holidays:</b> Eleven days per year to include: New Year’s Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2), Christmas (2) and a floating holiday designated for September 11th.</p>	<p><b>Alternate Work Hours:</b> Several working schedules are utilized throughout the city and vary by department. Work schedules are determined by each department.</p>
<p><b>Texas Tomorrow Fund:</b> College investment program through payroll deduction.</p>	



## **RELEASE OF LIABILITY**

If you take the physical ability test, you will be required to sign a release of liability form that day. The form will read as follows:

I hereby release, indemnify and agree to hold harmless the City of Conroe, the Conroe Fire Department, its employees, agents and assigns from and against any and all claims, liability, and causes of action which may have accrued or in the future accrue to me as a result of my taking of an exam to determine physical ability. I understand that the said physical ability exam is required as a part of the application procedure for consideration for employment as a member of the Conroe Fire Department. I acknowledge that during the taking of the said exam, my physical strength, ability, ability and condition will be measured and in conjunction therewith, I will be required to exert myself physically, and that such exertion is only intended to measure my physical ability and ability to determine whether or not I meet job-related requirements regarding physical ability to be considered for employment by the Conroe Fire Department. I voluntarily agree to participate in the said exam and realizing the possible consequences of said exam, agree to waive and abandon any claim, cause of action or liability that I may presently have or which I may attain in the future as a result of, or with regard to, the said exam.

## CONROE FIRE DEPARTMENT PHYSICAL ABILITY TEST

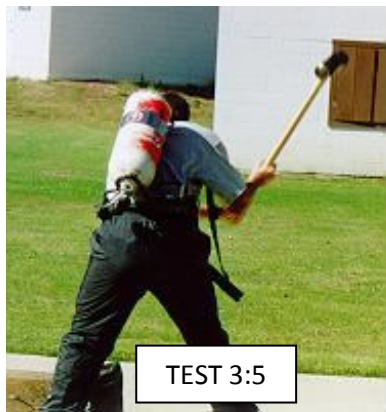
The following three tests will be performed as a Physical Ability Exam to meet the requirements for employment with the Conroe Fire Department.

Test 1: Don self-contained breathing apparatus (SCBA) for five minutes.

Test 2: Climb an aerial ladder 100 feet at a 70-degree angle within five minutes.

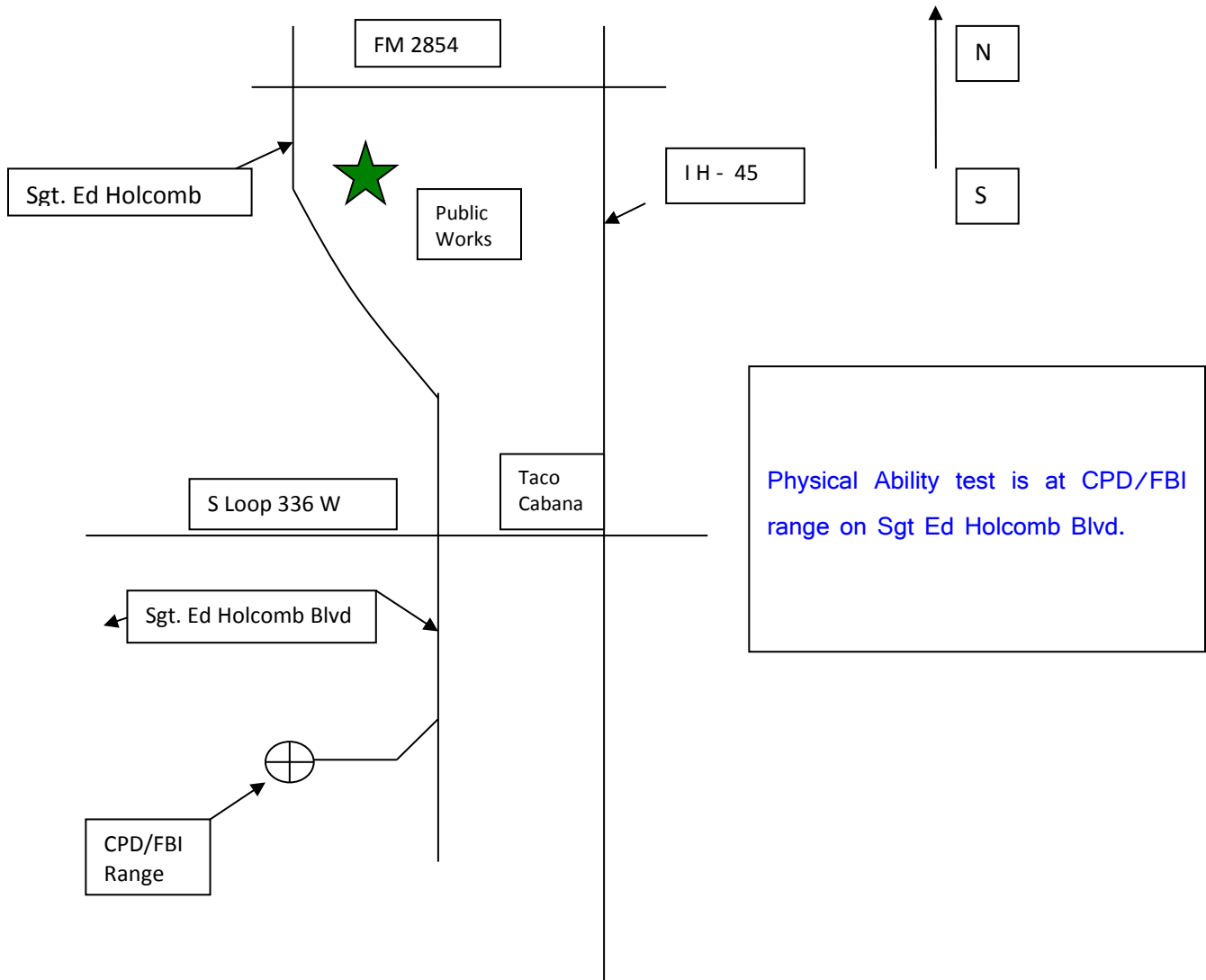
Test 3: Seven minute time limit.

1. Run ½ mile
2. Don SCBA, excluding face piece. All following steps will be performed while wearing SCBA
3. Carry a 50 foot section of 2-1/2 inch hose for 180 feet
4. Drag a 90 pound dummy 100 feet
5. Drive a R/R cross tie, weighing approximately 230 pounds five feet with a sledge hammer
6. Advance a charged 2-1/2 inch hose line and nozzle fifty(50) feet
7. Using a rope and pulley system, hoist one section of 2-1/2 inch hose from ground level up 70 feet. Timer will stop upon completion of this step.
8. Lower the hose, which was raised in step 7 back to ground level. This must be done in a controlled manner.



## Directions

Conroe Police/FBI Training Facility - 2300 Sgt. Ed Holcomb Blvd.



Take IH 45 south to the S Loop 336 exit (next to a Shell Station/Taco Cabana). Turn right heading west on S Loop 336 W. Go approximately 1 ½ miles to flashing light at Sgt. Ed Holcomb Blvd. (Montgomery County Heart Center on left). Turn left on Sgt. Ed Holcomb Blvd, going south on Sgt. Ed Holcomb Blvd. When you reach the fork in the road, take the right fork. You will enter the CPD/FBI training facility thru a gate and over a hill.