

**SOUTH HAYS FIRE DEPARTMENT**  
Hays County Emergency Services District No. 3

**PROMOTIONAL APPLICATION – FIRE CAPTAIN**  
Competitive Promotional & Lateral Selection Process



## **Equal Employment Opportunity Statement**

South Hays Fire Department / Hays County Emergency Services District No. 3 is an Equal Opportunity Employer. Promotional decisions are made based on merit, qualifications, performance, and operational needs without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected under federal or Texas law.

This position is open to both internal and external applicants. All candidates will be evaluated using consistent, job-related criteria.

## **Reasonable Accommodation**

Applicants requiring reasonable accommodation in the promotional process under the Americans with Disabilities Act (ADA) must notify the Fire Chief or designated representative prior to the assessment process.

The Fire Captain position requires the ability to perform essential operational duties including emergency response, supervisory decision-making under stress, and physical participation consistent with department standards. Reasonable accommodations will be considered consistent with applicable law and district policy.

## **Anti-Retaliation:**

Participation in this promotional process shall not result in retaliation for any applicant. Likewise, prior participation in protected activities shall not influence promotional consideration.

The district prohibits retaliation against any employee for engaging in protected activity under federal or Texas law, including whistleblower protections.

## **Drug-Free Workplace**

Hays County ESD No. 3 maintains a drug-free workplace. Appointment may be contingent upon successful completion of pre-employment screening consistent with policy.

## Minimum Qualifications

Applicants must meet the following minimum qualifications at the time of application:

- Six **(6)** years of full-time career fire service experience. *\*See note below for Volunteer experience.*
- Two **(2)** years documented full-time company officer experience with supervisory authority over operational personnel.
- TCFP Intermediate Structural Firefighter (Advanced preferred)
- TCFP Fire Officer II
- TCFP Fire Instructor II
- TCFP Driver/ Operator- Pumper
- DSHS State of TX EMT or higher (includes current CPR certification)
- NWCG S-130- S190 Wildland Firefighter
- Valid Texas Class B Exempt driver's license
- NIMS ICS 100, 200, 700, 800
- Swiftwater Rescue Technician II

***NOTE: VOLUNTEER FIREFIGHTER EXPERIENCE:** Eight (8) years documented volunteer fire service experience at the rank of Lieutenant or higher in an organization providing structural fire suppression services comparable to career operations.*

### **Other preferred certifications in addition to minimum:**

- TCFP Incident Safety Officer
- NIMS 300 and 400
- TCFP Hazmat Technician
- TCFP HazMat Incident Commander
- Rescue Boat Operator
- NWCG Red Card/ Engine Boss

## Position Summary

The Fire Captain position is a front-line supervisory role responsible for essential job functions including company-level leadership, incident command, personnel management, training oversight, and administrative accountability. Captains serve as role models of professional conduct and operational excellence within South Hays Fire Department.

## Applicant Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date Available for Work: \_\_\_\_\_

**1. Are you legally authorized to work in the United States and able to provide documentation as required by federal law?**

Yes  No

**2. Have you previously been employed by South Hays FD?**

Yes  No

**\*Applicants** must disclose any immediate family relationship or supervisory relationship within Hays County ESD No. 3 that could create an actual or perceived conflict of interest. Any such conflict will be reviewed and managed in accordance with district policy.

**\*\*External applicants** must successfully complete background verification, driving record review, reference checks, and any required assessment components prior to appointment.

**Position Acknowledgment: (\*Please read and initial each box)**

- I understand the Captain position carries supervisory authority and responsibility for personnel discipline, performance management, and operational decision-making.
- I understand Captains are accountable for compliance with SOPs, Lexipol policies, TCFP standards, and ESD #3 directives.
- I understand the Captain position requires ethical leadership and professional conduct beyond the standard expected of non-supervisory personnel.
- I understand that promotion is contingent upon maintaining all required TCFP certifications and compliance with applicable Texas Commission on Fire Protection regulations.
- I authorize South Hays Fire Department / Hays County ESD #3 to verify employment history, certifications, driving records, TCFP standing, internal disciplinary history, and any related records necessary for this promotional process.
- I understand that participation in this promotional process does not create a contract of employment or guarantee of promotion. Employment with Hays County Emergency Services District No. 3 remains at-will unless otherwise provided by written agreement approved by the ESD Board.
- Selection decisions will be based on application materials, assessment components, interviews, and operational needs. The district reserves discretion in final selection consistent with applicable law. All candidates will be evaluated using standardized, job-related assessment criteria. Final selection may consider overall assessment performance, experience, qualifications, and operational needs.
- Any offer of promotion or employment is conditional pending successful completion of required background review, credential verification, medical evaluation, and any other pre-placement requirements established by district policy.
- Compensation and step placement, if appointed, will be determined in accordance with district pay policies and may consider experience, certification level, and operational need.

APPLICANT: I HAVE READ AND UNDERSTAND THE POSITION  
ACKNOWLEDGMENT FORM:

SIGN: \_\_\_\_\_

DATE \_\_\_\_\_

**Licenses & Certifications**

<b>Certification</b>	<b>Issuing Agency</b>	<b>Cert #</b>	<b>Issue Date</b>	<b>Expiration</b>	<b>Current (Y/N)</b>
<b>TCFP Intermediate Firefighter</b>					
<b>TCFP Fire Officer II</b>					
<b>TCFP Fire Instructor II</b>					
<b>TX DSHS EMT Certification</b>					
<b>Driver/Operator Pumper</b>					
<b>CLASS B – TX Exempt license</b>					
<b>NIMS ICS 100, 200, 700, 800</b>					
<b>NCWG – S-130 Wildland</b>					
<b>NCWG- S-190 Wildland</b>					
<b>Swiftwater Rescue Tech II</b>					
<b>ICS 300 &amp; 400 (if applicable)</b>					
<b><u>LOAD OTHER APPLICABLE Tier 1 or Tier 2 Certifications (As Applicable)</u></b>					

**ADVANCED TRAINING COURSES (APPLICABLE to Position): Supervisory, TFCA Programs, other advance courses**

COURSE/PROGRAM	Issuing Agency	Cert #	Issue Date	Expiration	Current (Y/N)

**FORMAL EDUCATION:**

**High School:**

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Graduated/DIPLOMA/GED: \_\_\_\_\_

**COLLEGE or TRADE SCHOOL: (\*Highest level completed)**

Degree Program: \_\_\_\_\_

Credit Hours: \_\_\_\_\_

Degree Issued: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

OTHER NOTES: \_\_\_\_\_

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**Employment History (Last 10 Years)**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name & Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for verification?  Yes  No

COMMENTS/NOTES:

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name & Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for verification?  Yes  No

COMMENTS/NOTES:

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name & Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for verification?  Yes  No

COMMENTS/NOTES:

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name & Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for verification?  Yes  No

COMMENTS/NOTES:

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## **Leadership & Command Assessment Questions**

Typed responses required. Limit one page per question.

- 1. Describe your leadership philosophy.**
  
- 2. Describe how you uphold and enforce professional conduct standards within your company.**
  
- 3. Explain your experience supervising firefighters including performance management and discipline.**
  
- 4. Describe a difficult supervisory decision that was necessary but unpopular.**
  
- 5. You are the Initial IC on a working residential structure fire with possible entrapment and seven (7) personnel assigned. Describe your first 10 minutes of command.**
  
- 6. Describe your experience reviewing NFIRS/ESO reports and correcting documentation errors.**
  
- 7. How do you balance operational demands with administrative responsibilities?**
  
- 8. How do you mentor probationary firefighters and newly promoted Engineers?**
  
- 9. Describe how you would address inappropriate workplace conduct involving a close friend or senior firefighter.**
  
- 10. How would you manage conflicting opinion between peers (Captains) when it comes to shift differences of philosophy and task sharing?**

**11. Describe any program management or oversight you have had pertinent to the position. *\*NOTE: Think TCFP compliance level or major programs (EMS, HAZMAT, Tech Rescue)***

**12. What would you describe is your philosophy towards fire department training programs and as a captain, how would you prioritize training mandates?**

**13. What is your experience in developing probationary firefighters and how would you ensure their success?**

**14. Describe what a typical shift (Assume a 48/96 schedule unless otherwise assigned.) would be like broken down into the two 24 hour operational periods as the shift Captain? *What would be your perceived priorities? How would you plan the work day? \*This is not specific to South Hays, use your general experience as reference.***

**15. What in your opinion is the most challenging task a fire captain faces today or what you feel is a challenge for yourself?**

## Background Disclosures

\*External applicants may be subject to criminal history review, driving history review, reference verification, and other background investigations consistent with district policy and applicable law.

**1. Have you ever been disciplined, suspended, or terminated from a fire or EMS position?**

Yes  No

**2. Have you ever had a TCFP certification suspended or revoked?**

Yes  No

**3. Have you ever been determined by formal departmental review to be at fault in a preventable apparatus accident?**

Yes  No

**Please Note:**

If you answer “Yes” to any of the above, please attach a written explanation. Disclosure of prior discipline, certification action, or related history does not automatically disqualify an applicant.

Each disclosure will be reviewed on a case-by-case basis in accordance with applicable law, department policy, and operational requirements.

Failure to disclose relevant information may result in disqualification or termination if discovered after appointment.

**Applicant Certification**

I certify that all information provided in this promotional application is true, complete, and accurate. I authorize South Hays Fire Department / Hays County ESD #3 to verify employment, certifications, background history, and related records as part of this promotional process.

Hays County Emergency Services District No. 3 reserves the right to modify, suspend, or cancel the promotional process at any time based on operational needs, budget considerations, or other lawful factors.

Appointment is contingent upon meeting applicable medical and physical standards consistent with NFPA 1582 and the essential job functions of the Fire Captain position

Application materials submitted as part of this promotional process are subject to applicable public information laws and records retention requirements.

Nothing in this application or promotional process shall be construed as a waiver of governmental immunity under Texas law.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief Review: \_\_\_\_\_ Date: \_\_\_\_\_

Panel Chair Review: \_\_\_\_\_ Date: \_\_\_\_\_