

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

PROMOTIONAL APPLICATION – FIRE ENGINEER
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 Engineer position requires the ability to perform essential operational duties including emergency response, safe operation of apparatus and 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:

- Two (2) years of full-time career fire service experience. **See note below for Volunteer experience.*
- TCFP Basic Structural Firefighter Certification
- TCFP Driver/ Operator- Pumper
- DSHS State of TX EMT or higher (includes current CPR certification)
- Valid Texas Class B Exempt driver's license
- NIMS ICS 100, 200, 700, 800

NOTE: VOLUNTEER FIREFIGHTER EXPERIENCE: Five (5) years documented volunteer fire service experience in an organization providing structural fire suppression services comparable to career operations.

Other preferred certifications in addition to minimum:

- NWCG S-130- S190 Wildland Firefighter
- TCFP Incident Safety Officer
- TCFP Hazmat Technician
- TCFP Swiftwater Technician II
- Rescue Boat Operator
- TCFP Fire Officer 1
- TCFP Fire Instructor 1

Position Summary

The Fire Engineer position is a critical operational role responsible for the safe operation, inspection, and maintenance of department apparatus and equipment, as well as effective pump and water supply management at emergency incidents. Engineers are expected to demonstrate advanced technical proficiency, sound judgment, and strong situational awareness while supporting company-level leadership and operational readiness. Engineers serve as mentors to firefighters, uphold department standards, and model professionalism, accountability, and operational excellence within the 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 Engineer position carries responsibility for the safe operation of fire apparatus, pump operations, water supply management, and technical proficiency at emergency incidents.

I understand Engineers are responsible for maintaining operational readiness of assigned apparatus and equipment and for supporting company-level leadership during emergency and non-emergency operations.

I understand Engineers are accountable for compliance with department SOPs, Lexipol policies, TCFP standards, and Hays County ESD #3 directives.

I understand the Engineer position requires professional conduct, sound judgment, and the ability to serve as a role model and mentor to firefighters.

I understand that appointment is contingent upon maintaining all required TCFP certifications, driver/operator qualifications, 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 selection process.

I understand that participation in this selection 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.

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

Certification	Issuing Agency	Cert #	Issue Date	Expiration	Current (Y/N)
TCFP Basic Firefighter					
Driver/Operator Pumper					
CLASS B – TX Exempt license					
NIMS ICS 100, 200, 700, 800					
TX DSHS EMT Certification					
Current CPR					
<u>LOAD OTHER APPLICABLE Tier 1 or Tier 2 Certifications (As Applicable)</u>					
NCWG – S-130 Wildland					
NCWG- S-190 Wildland					
Swiftwater Rescue Tech II					
TCFP Fire Officer 1					
TCFP Fire instructor 1					
TCFP - ISO					
TCFP – HAZMAT Tech					

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:

Graduated/DIPLOMA/GED: _____

COLLEGE or TRADE SCHOOL: (*Highest level completed)

Degree Program: _____

Credit Hours: _____

Degree Issued: _____

Graduation Date: _____

OTHER NOTES: _____

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:

Employer: _____

Address: _____

Supervisor Name & Title: _____

Phone: _____

Position Title: _____

Dates Employed: _____

Reason for Leaving: _____

May we contact this employer for verification? Yes No

COMMENTS/NOTES:

Employer: _____

Address: _____

Supervisor Name & Title: _____

Phone: _____

Position Title: _____

Dates Employed: _____

Reason for Leaving: _____

May we contact this employer for verification? Yes No

COMMENTS/NOTES:

Employer: _____

Address: _____

Supervisor Name & Title: _____

Phone: _____

Position Title: _____

Dates Employed: _____

Reason for Leaving: _____

May we contact this employer for verification? Yes No

COMMENTS/NOTES:

Leadership & Command Assessment Questions

Typed responses required. Limit one page per question.

1. Describe your understanding of the role and responsibilities of a Fire Engineer within a combination department.

2. Explain your approach to apparatus readiness, inspection standards, and preventive maintenance. How do you ensure your apparatus is operationally prepared at all times?

3. Describe your experience with pump operations, water supply management, and troubleshooting mechanical or hydraulic issues during incidents.

4. You are assigned as the Engineer on a first-due engine to a working residential structure fire with limited staffing. Describe your priorities during the first five minutes of arrival.

5. Describe a time when you identified a safety concern involving apparatus operation or equipment. How did you address it?

6. Engineers often mentor firefighters assigned to their apparatus. How do you coach or guide less experienced firefighters in hose deployment, pump operations, and fireground efficiency?

7. How do you ensure compliance with SOPs, TCFP standards, and department policies in your daily operations?

8. Describe your experience operating in challenging driving environments (weather, narrow access, heavy traffic). What is your philosophy regarding apparatus driving safety?

9. Conflict sometimes occurs between crew members or shifts regarding task assignments or operational methods. How would you professionally manage disagreement while maintaining crew cohesion?

10. What is your approach to documentation accuracy, including apparatus logs, maintenance reports, and incident documentation related to your role?

11. Describe a high-stress incident where your technical skills as a firefighter or apparatus operator directly impacted the outcome.

12. In your opinion, what is the greatest responsibility of a Fire Engineer, and where do you see your biggest area for growth in this role?

13. As an Engineer, post structure fire, what are your priorities to ensure the apparatus is back in service?

14. How do you handle a situation where you come on duty start of shift, the apparatus is dirty, fuel tank half-full, hose loads appear messing or loaded improper, and two SCBA bottles are $\frac{3}{4}$ full.

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 Engineer 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: _____