

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

LIEUTENANT



www.southhaysfire.com

512.754.7963 www.southhaysfire.com

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 Lieutenant 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:

- High School Diploma or GED
- Five (5) years full-time career structural fire experience
- Valid Texas Class B Exempt driver's license
- Texas Department of State Health Services EMT-Basic (or higher)
- Current AHA BLS Healthcare Provider CPR Certification
- TCFP Basic Structural Firefighter
- TCFP Driver/Operator
- TCFP Fire Officer 1
- TCFP Fire Instructor 1
- NIMS ICS 100, 200, 700, 800
- NWCG S-130/ 190 Wildland Firefighter

***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:

- NIMS 300 and 400
- TCFP Intermediate Structural Firefighter
- TCFP Incident Safety Officer
- TCFP Hazmat Technician
- NWCG Red Card
- NWCG Engine Boss
- Swiftwater Rescue Technician II
- Swiftwater Rescue Boat Operator

Position Summary

The Fire Lieutenant position is a front-line supervisory role responsible for company-level leadership, personnel supervision, training oversight, operational decision-making, and accountability for assigned personnel and equipment. Lieutenants serve as shift leaders, enforce departmental standards, ensure compliance with SOPs and TCFP requirements, and model professionalism and ethical leadership.

Applicant Information

Full Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email: _____

Date Available for Work: _____

TCFP/FIDO Number: _____

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 Lieutenant position carries responsibility for the safe operation of fire apparatus, pump operations, water supply management, and technical proficiency at emergency incidents.

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

I understand the Lieutenant 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, Lieutenant 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 leadership philosophy and how it applies to the Fire Lieutenant role.
2. How do you supervise and develop firefighters to improve performance and accountability?
3. Describe your approach to enforcing professional conduct standards.
4. Explain your experience serving as Incident Commander on emergency scenes.
5. Describe how you would handle a personnel performance issue within your company.
6. How do you balance operational readiness with administrative responsibilities?
7. Describe your experience reviewing reports (NFIRS/ESO) for accuracy and compliance.
8. How would you manage conflict within your crew or between shifts?
9. What are your priorities during the first 10 minutes of command at a working structure fire?
10. What does department culture represent to you and what do you feel your role as a lieutenant plays in Culture?
11. As a Full-time Lieutenant, how would you prioritize training with full time members, part-time and volunteer firefighters?
12. In your opinion, what is the most important responsibility of a Fire Lieutenant?

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 Lieutenant 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: _____