



Bulverde Spring Branch Fire & EMS

Battalion Chief of Training Promotional/Hiring Process

Bulverde Spring Branch Fire & EMS is currently holding a promotional/hiring process to fill the vacancy for the position of Battalion Chief of Training. We are seeking to promote/hire one person.

You may obtain an application by visiting www.bsb911.com/employment or by requesting an application by emailing apply@bsb911.com.

Internal applicants who meet the eligibility requirements must submit a written letter of intent in the form of an email, or as an attachment to an email, to apply@bsb911.com. The email should be titled, *Battalion Chief of Training Promotional Process*

Letters of intent and Applications will be accepted until 1700 hours Monday, January 27th, 2025.

The letter of intent should formally request to participate in the promotional process, outline any relevant work experience and training, and explain why the applicant is seeking promotion. Members must submit a copy of all certifications listed in the position requirements below with their letter of intent.

Questions about the promotional/hiring process should be directed to apply@bsb911.com

Position Requirements:

- Texas Commission on Fire Protection Advanced Firefighter Certification
- Texas Commission on Fire Protection Driver Operator
- Texas Commission on Fire Protection Basic Wildland or NWCG Type II Firefighter Certification
- Texas Commission on Fire Protection Instructor II
- Texas Commission on Fire Protection Fire Officer II
- Texas Department of State Health Services EMT-Basic
- Minimum of a Class B Exempt driver license
- NIMS 100, 200, 700, 800
- Minimum of 5 years' experience with a Texas Commission on Fire Protection regulated Department or equivalent
- Additional technical certifications and training may be required based on operational needs

Preferred Education and Experience:

- Texas Commission on Fire Protection Master Firefighter
- Texas Department of State Health Services EMT-Paramedic (Preferred)
- Texas Commission on Fire Protection Aerial Operator
- Texas Commission on Fire Protection Instructor III w/ Field Examiner (obtain within 12 months)
- Texas Commission on Fire Protection Incident Safety Officer (obtain within 12 months)
- Texas Commission on Fire Protection Incident Commander (obtain within 12 months)
- Texas Commission on Fire Protection Officer III/IV
- Texas Commission on Fire Protection Fire & Life Safety Educator 1
- Texas Commission on Fire Protection Basic Fire Inspector
- Associate's degree or higher in an Emergency Services field (Bachelors preferred)
- NIMS 300 & 400 (within 24 months)
- 3 Years Experience at the Company officer level or higher or emergency services equivalent

Salary Range & Benefits:

- The salary range is **\$85,129 to \$105,787** depending on qualifications. Additional certifications and job-related experience will be taken into consideration.
- 100% Employee and 100% Dependent Health, Dental, and Vision Coverage paid by Department
- Established 20yr Pay Step Plan
- Generous Paid Time Off with regular increases in PTO accrual rate
- \$250,000 Life Insurance Policy - Department Paid
- Free "Tele-doc" service for access to doctors 24/7 for all family members
- Agency provided Short and Long-Term Disability Insurance
- Retirement Plan - 401(k) with 2:1 match up to 7%
- Tuition Reimbursement of \$1000 per year
- Reimbursement toward Gym Membership
- All Uniforms provided
- 7 Projected Future Stations
- Career Development
- Paid Additional Training Opportunities

Application Process:

All applicants who meet the eligibility requirements will receive an invitation **by email** to take a knowledge-based written examination: Training Chief Promotional Examination. The test will be held on **Monday, February 3rd, 2025**, at Bulverde Spring Branch Fire and EMS Station 71, 353 Rodeo Drive, Spring Branch, Texas 78070 at 0900.

The Training Officer Exam is a knowledge-based assessment of 100 questions from the following source materials:

- *Brannigan's Building Construction for the Fire Service, 5th ed.,*
- *Fire and Emergency Services Company Officer, 6th ed., IFSTA*
- *Structural Firefighting Strategy and Tactics, 4th ed.*

Formal Interview:

All applicants who successfully pass the written exams will receive an invitation **by email** with the date and time for the formal interview.

Communication:

The Bulverde Spring Branch Fire and EMS Department is committed to maintaining effective communication in all its transactions. Members will be notified of their eligibility status throughout the promotional process.

Respectfully,

Fire Chief Mark Southwell

Posted on 12-31-2025