

MONROE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P O BOX 123 – MONROE LA - 71210-0123
NOTICE OF A COMPETITIVE EXAMINATION
FOR THE CLASS OF
FIRE DEPARTMENT MECHANIC

A written examination will be given in approximately ninety (90) days on a competitive basis to approved applicants for the purpose of placing names on the police services competitive employment list for the class of Fire Department Mechanic in accordance with the provisions of the Municipal Fire & Police Civil Service Law and the rules of the Monroe Municipal Fire & Police Civil Service Board.

Application may be obtained from the Administrative Office of the Monroe Fire Department, 1810-A Martin L. King, Jr., Blvd. in Monroe, LA between the hours of 8:00AM – 12:00N and 1:00PM until 4:30PM. Application and job description are available on the Office of State Examiner Fire and Police Service website at www.ose.louisiana.gov under the Jurisdictions/Monroe/Classification Plan tab. Study guide is available by request at monroecivilservicebd@gmail.com

Completed applications **MUST** include a copy of your birth certificate, driver's license, high school, home school and/or college diploma, DD-214 (if applicable) and a **SELF ADDRESSED STAMPED ENVELOPE**. Application can be mailed to the above Civil Service Board address or placed in the Civil Service Box in the lobby of the Monroe Fire Department prior to **4:00PM on Tuesday, March 18, 2025**.

Approved applicants will be notified of the time and place of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS

- Must be at least twenty-one (21) years of age.
- Must have at least five (5) years of experience at the journeymen's level repairing automotive equipment and pumps **OR** a minimum one (1) year of vocational/technical college experience in the field of automotive mechanics with proof of satisfactory completion/graduation.
- Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the board, to indicate satisfactory performance of required work of this class, before appointment from employment list.
- Applicant must possess one of the following high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

By direction of the Chairman Hardeman Cordell

Beverly Stewart
Board Secretary
318-953-2388

POSTING DATES

February 26, 2025 – March 18, 2025

DO NOT REMOVE BY ORDER OF MONROE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD THE CITY OF MONROE IS AN EQUAL OPPORTUNITY EMPLOYER
