

**SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**  
**POSTING NOTICE FOR A PROMOTIONAL EXAMINATION**  
**Superintendent of Vehicle Maintenance**

A written examination will be given within the next **ninety (90) days**, on a promotional basis to approved applicants for the purpose of placing names on the Promotional employment list for the class of **Superintendent of Vehicle Maintenance** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Shreveport Civil Service Board.

Application forms may be obtained from but must be returned to: Shreveport Municipal Fire and Police Civil Service Board located at 7300 Mansfield, Shreveport, Louisiana, 71108. Office phone: 318-673-6719, Fax number: 318-629-1986.

Completed applications and the required attachments must be received in the Civil Service Office listed above by **DEADLINE DATE OF TUESDAY, DECEMBER 16, 2025 (OFFICE CLOSE AT 5PM/FAX UNTIL MIDNIGHT.)** Approved applicants will be notified at least five (5) days prior to the examination date

**NOTE: WRITE YOUR COMPLETE ADDRESS ON THE APPLICATION WHICH CONTAINS APARTMENT NUMBERS, THE CITY, STATE AND ZIP. PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR ON THE APPLICATION.**

**QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Assistant Superintendent of Vehicle Maintenance immediately preceding the closing date for application to the board.

**\*FOR THIS EXAMINATION ONLY, THE CIVIL SERVICE BOARD HAS WAIVED THE REQUIREMENT LISTED ABOVE TO:**

\*Open this exam to include a regular and permanent employee in good standing in the class of Police Vehicle Technician II who satisfies all other requirements of the Shreveport Civil Service Board for admission to this examination.

**Copies of the following MUST BE ATTACHED to your application for it to be considered:**

- a. Birth Certificate or Proof of Citizenship, if not born in the United States.
- b. Valid Driver's License

**Carol L. Nicholas**

Secretary, Fire and Police Civil Service Board

**Dr. Michael Carter**

Chairman, Fire and Police Civil Service Board

POST THIS NOTICE FROM DECEMBER 5, 2025, THROUGH DECEMBER 16, 2025  
DO NOT REMOVE BY ORDER OF  
THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

*THE CITY OF SHREVEPORT IS AN EQUAL OPPORTUNITY EMPLOYER*

**PLEASE POST AT ALL POLICE STATIONS**