



HUMAN RESOURCES/CIVIL SERVICE
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

(203) 797-4598
FAX (203) 796-1611

**CITY OF DANBURY ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF
FIRE LIEUTENANT
SALARY: \$72,549/annually**

LAST DATE FOR FILING APPLICATIONS

Applications must be on file at the Human Resources/Civil Service Office, City Hall, 155 Deer Hill Avenue, Danbury, CT 06810:

**WEDNESDAY, JULY 10, 2013, NO EARLIER THAN 7:30 a.m., through
WEDNESDAY, JULY 31, 2013- NO LATER THAN 6:00 p.m.**

RATING PROCEDURES:

Applicants who meet the minimum requirements and other criteria established by the Civil Service Commission will be rated according to their merit and relative fitness to perform the duties of the position.

EXAMINATION PROCESS:

The Civil Service Commission will review all applications received. At the discretion of the Civil Service Commission, the number of applicants admitted to the examination process may be limited to those applicants whose background and experience as stated on the application would indicate skills and qualifications of most immediate benefit to the department and the City of Danbury. The examination for this position will consist of the following parts:

<u>PARTS</u>	<u>WEIGHT</u>
WRITTEN EXAM	50%
ORAL EXAM	50%

Passing scores for each phase is 70%. A candidate who is denied entrance to an examination, or who is notified of a failing grade on any portion of an examination, has the right to a review and/or appeal of that portion of the examination process. All appeals must be made in writing to the Civil Service Commission office within 10 days of the mailing of the notice of results of the examination. Employees applying for a promotional position are not required to undergo a physical exam.

EXAMINATION DATES ARE AS FOLLOWS:

WRITTEN EXAM: AUGUST 26, 2013
AND ORIENTATION Hatter's Park Community Banquet Hall 7 East Hayestown Road Danbury, CT 06810

*ORAL EXAM: WEEK OF AUGUST 27, 2013
Human Resources/Civil Service Department 155 Deer Hill Avenue Danbury CT, 06810
Times to be scheduled

*Please note: only those candidates with a passing score on the written exam will be eligible for the oral exam. All candidates will be notified of their score on the written exam in writing

NOTE: AS PER CIVIL SERVICE RULES AND REGULATIONS, IN ORDER TO QUALIFY FOR A PROMOTIONAL EXAM, CANDIDATES MUST HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY PERIOD IN THEIR CLASS.

NOTE: In lieu of audio recording, all oral examinations will be videotaped.

APPLICATIONS: Applications may be obtained from the Human Resources-Civil Service Department, City Hall, 155 Deer Hill Avenue, Danbury, CT 06810. EEO/M-F



LIEUTENANT CITY OF DANBURY

GENERAL STATEMENT OF DUTIES:

This position is a supervisory firefighting position. Employees in this classification lead assigned personnel in the fire station, during training exercise or drills, responding to alarms and at the scene of an incident, until a superior officer assumes command. This individual supervises and participates in firefighting duties, advises and assists firefighters as necessary, and is supervised by the Captain and Officer in Charge of the platoon.

DUTIES AND RESPONSIBILITIES:

- General supervision of firefighters working with his/her assigned company.
- Responsible for the accountability, location, and conditions of assigned equipment.
- Organizes and participates in general housekeeping duties of assigned area or company.
- Instructs firefighters in the safe operation, care and use of fire equipment and apparatus.
- Insures accurate locations of incidents, safe operation of responding emergency apparatus under his/her supervision and directs his/her company until relieved by a superior officer.
- Performs related work as required.
- May perform or direct emergency medical services.
- Performs firefighting duties in offensive, defensive and investigative mode as necessary.
- Submits all required reports in a timely, clear, and accurate manner.

MINIMUM QUALIFICATIONS:

Knowledge/Abilities/Skills:

Applicants must possess knowledge of modern firefighting equipment, fire control and fire prevention methods. Must have knowledge of training methods and techniques for fire department personnel and the ability at written and oral expression. The ability to direct fire department personnel and equipment under emergency conditions involving danger to life and property in an efficient and safe manner.

REQUIREMENTS:

Section 5. Promotion to Lieutenant, Captain or Deputy Chief.

A. Effective for any Civil Service promotional examination given on or after January 1, 2012, an employee seeking promotion to the position of Lieutenant shall be required to have Fire Instructor certification plus one additional certification*, in City of Danbury and IAFF Local 801 - 33 2011-2015 Contract in addition to any requirements stated in the existing job descriptions or Civil Service Rules. An appointee to the position of Lieutenant must obtain Fire Officer I certification within twenty-four (24) months of appointment.

EXPERIENCE AND TRAINING:

All applicants for promotion to Lieutenant must have reached top-step firefighter salary and have served a minimum of six (6) active years as a firefighter with the career division of the Danbury Fire Department.

2013 Lieutenants Test Study List Danbury Fire Department

This is the suggested reading list for the Lieutenants test. Please note that test questions will address the full range of the body of knowledge that candidates could reasonably be expected to know, and this list is provided as a study aid and not a limitation of knowledge required. Prices listed are those of the Connecticut Fire Academy.

1. IFSTA Essentials 6th edition \$70.00
2. Jones and Bartlett: Fire Officer: Principles and Practices 2nd edition \$82.95
3. IFSTA Fire Department Safety Officer 1st edition \$41.00
4. Jones and Bartlett: Fire Service Instructor: Principles and Practices 2nd edition \$82.955
5. Building Construction for the Fire Service BRANNIGAN 4th edition. \$93.95
6. PennWell Fire Eng. "From Buddy to Boss: Effective Fire Service Leadership 1st edition \$59.00

**CITY OF DANBURY
CIVIL SERVICE COMMISSION**

APPLICATION FOR PROMOTIONAL EXAMINATION

Position applying for: _____

Social Security No.: _____

Name (Please Print): _____
Last *First* *Middle Initial*

Address: _____
Street *City* *State* *Zip*

Telephone No.: (____) _____

Phone # where you can be reached between 9:00am & 4:30pm: _____

Present Position Title: _____ Department: _____

Your official Date of Hire: _____

Duties of present position: _____

Describe any previous experience you believe is directly related to the promotional position you seek: _____

Describe any previous education and/or training you believe is directly related to the promotional position you seek: _____

Signature

Date