



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

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**CITY OF DANBURY ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF
DRILL MASTER
SALARY: \$93,854 / 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:

**MONDAY January 5, 2015 NO EARLIER THAN 9:00 A.M., through
TUESDAY January 26, 2015 - 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, 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>
TECHNICAL ORAL EXAM	100%

Passing scores will be determined by the Civil Service Commission based on all reasonable and proper considerations. 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 promotion position are not required to undergo a physical exam.

EXAMINATION DATE ARE AS FOLLOWS:

TECHNICAL ORAL EXAM: Week of March 2, 2015 (by appointment)
 Human Resources Department 3rd Fl. City Hall

*Please note: Candidates must score a 70% or higher on the oral exam. All candidates will be notified of their score on the oral 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.

APPLICATIONS: Applications may be obtained from the Human Resources-Civil Service Department, City Hall, 155 Deer Hill Avenue, Danbury, CT 06810 or at www.danbury-ct.us. Just click on Promotional Opportunities from the Employment Opportunities link. EEO/M/F/V

**DANBURY FIRE DEPARTMENT
DRILLMASTER READING LIST - 2015**

- Jones & Bartlett – International Society of Fire Service Instructors

**Training Officer's Desk Reference
ISBN-13: 9781449632496**

DRILLMASTER JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

The Drillmaster is a direct representative of the Fire Chief and is responsible for the organization, administration and execution of practical courses of instruction in fire fighting for all line personnel in the department, both paid and volunteer.

DUTIES AND RESPONSIBILITIES:

- Plans and directs training programs for all fire fighting and ambulance personnel.
- Gives instruction in the use of new equipment, modern fire fighting and life-saving techniques.
- Arranges for training sessions, writes training directives.
- Supervises training carried on by all company officers on a prearranged schedule.
- Supervises training and drills in the volunteer fire companies of the City, making himself available on nights and weekends for this purpose.
- Receives, records and compiles reports on all departmental training activities, including daily training reports, company training reports, individual training records, and other related information.
- Gathers and prepares teaching material and established methods of teaching.
- Attends conferences, fire conventions, and other educational meetings to keep abreast of modern fire-fighting methods and related techniques.
- Conducts pre-planning training sessions in factories, public buildings and special and target hazards throughout the City to familiarize fire-fighting personnel with existing conditions which may be encountered.
- Occasionally responds to structure fires and other alarms to observe personnel in the various methods and techniques of fire-fighting/
- Performs related duties as required.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Knowledge/Abilities/Skills:

Extensive knowledge of the rules and regulations of the Fire Department, geography of the City, and the location of streets, principle buildings, fire hydrants, and fire alarm boxes. Extensive knowledge of first aid, resuscitation and advance life support principles and practices, and skill in their application. Thorough knowledge of uses and limitations of the various types of apparatus and equipment used by the department. Thorough knowledge of effective methods of planning, training, assigning and directing personnel and equipment for the most efficient use for small as well as large or complex and dangerous fires. Thorough knowledge of recent developments, current literature and sources of information in municipal fire training and fire prevention. Skill in written and oral expression. Ability to plan, supervise and coordinate the work of subordinates and maintain effective working relationships with officials and the general public. Ability to react quickly and calmly in emergencies and to direct the work of subordinates in emergency situations.

OTHER REQUIREMENTS:

As a condition of continued employment in this classification, the Drillmaster must attend and successfully complete any courses or training programs at times and places assigned by the Chief. Not less than five (5) years service in the paid Fire Department of the City of Danbury is required.

Experience and Training:

Considerable fire fighting and fire prevention work including supervisory experience; graduation from a standard high school, preferably supplemented by completion of approved training in Fire Department administration, operation, inspection and prevention. Considerable supervisory experience in fire fighting work includes experience in an instructive capacity. Courses in all fire fighting tactics, nuclear theory, radiation, and monitoring fundamentals. Participation in special courses such as so called, "Fire College" courses for officers; and Fire Officers conferences sponsored by the State Department of Education, or similar agencies.

Supervision Received:

Work is performed under the direct supervision of the Fire Chief, who assigns, review and approves all training procedures prior to their implementation.

Supervision Exercised:

The Drillmaster supervises all firefighting personnel assigned by the Chief or Deputy Chief for purposes of training.

CITY OF DANBURY
CIVIL SERVICE COMMISSION

APPLICATION FOR PROMOTIONAL EXAMINATION

Position applying for: _____

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

Address: _____

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:

Signature

Date