



STATEWIDE PROMOTIONAL EXAMINATION

AIRPORT CRASH RESCUE CAPTAIN

ANNUAL \$65,100 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$86,600 **GROUP: PS 18** **DATE: DECEMBER 8, 2010** **NO: 101340SPFD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: At the Department of Transportation, Bradley International Airport and other state airports and at the Military Department, Connecticut Air National Guard Base, this class is accountable for the supervision of a shift of Airport Crash Rescue Firefighters engaged in fire prevention, fire fighting and crash rescue operations and the provision of emergency medical and crisis response services.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **DECEMBER 8, 2010** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Five years of experience as a firefighter in an organized fire department or a state fire fighting service.

SPECIAL EXPERIENCE: Two years of the General Experience must have been at the level of Fire Lieutenant.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must obtain and retain National Fire Protection Association (NFPA) Fire Officer 2 by the date of October 31, 2011. (2) Incumbents in this class will be required to possess and retain a valid Motor Vehicle Operator license with proper endorsements. (3) Incumbents in this class may be required to possess and retain Emergency Medical Technician (EMT) certification or (EMT-Paramedic) license. (4) Incumbents in this class may be required to possess and retain Department of Public Safety, Office of State Fire Marshal Deputy Fire Marshal certification.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS: (1) Incumbents in this class must have general good health, be free from any disease or injury, which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity to perform the duties of the class. (2) Applicants may be required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be exposed to a moderate amount of lifting equipment, danger of injury or loss of life during fire fighting and crash rescue operations and handling of hazardous materials, significant mental stress of responding to life and death emergencies and strongly disagreeable conditions including exposure to weather, loud noises and hazardous materials.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of fire fighting and crash rescue practices and procedures as applied to airports and aircraft crash situations; considerable knowledge of fire investigation, inspection and prevention methodology and procedures; considerable knowledge of and ability to utilize and implement Incident Command System; considerable knowledge of fire safety and building codes; knowledge of emergency medical services techniques; knowledge of hazardous materials methodology; knowledge of training practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to evaluate emergency situations and develop effective course of action; considerable ability to work under pressure; supervisory ability; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)**
- (2) Examination Material (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Airport Crash Rescue Captain, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Airport Crash Rescue Captain cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1) Experience in firefighting activities.** Detail your experience dealing with various types of fires, dealing with fire emergency situations, developing advance tactical plans for emergency situations and maintaining vehicles and other emergency equipment. Be sure to include experience with crash rescue operations and emergency medical and crisis response. **(2) Experience with fire prevention and inspections.** Detail your experience participating in fire prevention and inspection activities. Provide information on type of equipment, tasks performed and follow up provided. **(3) Supervisory and Administrative experience.** Detail your experience supervising or leading staff or teams, including assessing priorities and scheduling or assigning work and providing classroom or on-the-job training. Provide detailed information on record keeping, preparing reports, budget preparation and monitoring. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by December 8, 2010.** **(5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by January 14, 2011.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/cr1.aspx?page=13>) and at the Offices of the Connecticut State Job Centers.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.