



State of Connecticut
EXAM ANNOUNCEMENT

**STATEWIDE PROMOTIONAL EXAMINATION
UNIVERSITY FIRE CAPTAIN**

Employees who would like to apply a previous score to this promotional exam will need to complete the Promotional Examination Score/Application Request Form CT-HR-26 and submit it to the Department of Administrative Services prior to the closing date on the examination announcement. See [General Letter 38](#) for more information.

ANNUAL \$73,272	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$97,470	GROUP: PS 18	DATE: AUGUST 17, 2016	NO: 160630SPD

[SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW](#)

PURPOSE OF CLASS: At the University of Connecticut and the University of Connecticut Health Center this class is accountable for the supervision of a shift of Firefighters engaged in fire prevention and fire fighting operations and the provision of emergency medical and crisis response services and may also be dedicated to the functions of Fire Marshal or Emergency Management Planning.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT STATE EMPLOYEE WHO BY **AUGUST 17, 2016 HAS PERMANENT STATE STATUS*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:**

GENERAL EXPERIENCE: Five years of experience as a fire-fighter 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 possess and retain National Fire Protection Association (NFPA) Fire Officer 2 certification. (2) Incumbents in this class will be required to possess and retain a valid Motor Vehicle Operator's license with proper endorsements. (3) Incumbents in this class may be required to obtain and maintain Emergency Medical Technician (EMT) certification or a Paramedic license. (4) Incumbents in this class may be required to possess and retain Office of State Fire Marshal, Deputy Fire Marshal certification.

PHYSICAL REQUIREMENT: (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 required to perform all 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 rescue operations and handling of hazardous materials, significant mental stress in responding to life and death emergencies and to strongly disagreeable conditions including exposure to weather, loud noises and hazardous materials.

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.

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S): Considerable knowledge of fire fighting and rescue practices and procedures; considerable knowledge of fire investigation, inspection and prevention methodology and procedures; considerable knowledge of and ability to utilize and implement the National Incident Management System (NIMS) and the Incident Command System (ICS); considerable knowledge of fire safety and building codes; knowledge of emergency medical service techniques; knowledge of hazardous materials methodology; knowledge of training practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; ability to evaluate emergency situations and develop effective course of action; ability to work under pressure; ability to prepare reports; ability to utilize computer software; supervisory ability.

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) **Supplemental Examination Materials (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 supplemental 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 University Fire Captain include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of University Fire 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) Firefighting activities, including your experience dealing with fires of various origins and in different situations, dealing with fire emergency situations, developing advance tactical plans for emergency situations and maintaining vehicles and other emergency equipment. (2) Fire prevention, including participating in inspections of facilities to check or maintain alarm boxes, hydrants, smoke or heat detectors, fire extinguishers, sprinkler systems and other firefighting and/or rescue equipment. (3) Emergency medical response including providing temporary treatment or critical intervention for injuries. (4) Supervisory and Administrative activities such as leading staff or teams in specific drills or training activities, assessing priorities and scheduling or assigning work to staff, providing classroom or on-the-job training to others, keeping records and preparing reports, assisting in preparing budgets or monitoring expenses and tracking expenses to budgets. Please be specific as to the types of records kept, reports prepared, size of budgets and your responsibility in these areas. Detail your experience with others which you feel demonstrates your interpersonal skills. Be specific in explaining the nature of those dealings and whom they were with. **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 **AUGUST 17, 2016**. (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2910**) **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are 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 SEPTEMBER 28, 2016.** (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/employment>) and at State agencies.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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