



**CITY OF DECATUR**  
invites applications for the position of:

## **Fire Captain**

**SALARY:** \$89,581.00 - \$94,581.00 Annually

**DEPARTMENT:** Fire - Union

**DIVISION:** Fire Suppression - Union

**OPENING DATE:** 05/18/20

**CLOSING DATE:** 06/01/20 11:59 PM

### **JOB SUMMARY:**

This is supervisory and skilled fire fighting work involving command of a fire company. Work involves responsibility for supervising the work of several subordinates assigned to a fire company and conducting training, equipment and quarters maintenance, standard operating and equipment testing and related reporting on an assigned shift. While duties emphasize fire fighting aspects, the officer is responsible for the independent performance of shift work assigned to the headquarters or one-company station coordinated to assure full readiness of personnel and equipment to answer alarms. Responsibility includes the command of all fire fighting and rescue activities at fires and other conflagrations until relieved by a superior officer. Work is performed under general supervision following departmental policies, rules and regulations, and is reviewed through inspections, discussions on work problems, records prepared and maintained and through the observation of results obtained.

**In addition to completing this job application, applicants are to attach their resume and a list of all schools, training, special activities or assignments and higher education attainments (i.e., college, trade schools, etc.) with documentation of degrees earned.**

### **ELIGIBILITY**

This examination is open to all Fire Lieutenants who have four (4) years experience as a Fire Lieutenant, ten (10) years of job seniority, and a minimum of one (1) of the following certifications, as of the date of the close of the application period:

- Hazardous Materials Technician
- Confined Space Technician
- Public Safety Diver
- Emergency Medical Technician Intermediate (EMT-I)
- Paramedic (EMT-P)
- Trench Rescue Technician
- Structural Collapse Technician
- High Angle Technician

Lieutenants who are promoted must maintain at least one such certification for the duration of their appointment to the rank of Captain.

### **KNOWLEDGE & SKILLS:**

1. Considerable knowledge of Fire Department policies, rules and regulations.
2. Considerable knowledge of the street layout, geography of the City, location of hydrants and principal buildings.
3. Considerable knowledge of modern fire fighting principles, practices and methods.
4. Knowledge of the operating and maintenance standards of fire fighting apparatus and equipment.
5. Knowledge of the state and municipal fire codes.

6. Ability to conduct training and to demonstrate the effective use of equipment and apparatus, and to prepare operational work records and reports.
7. Ability to make technical and emergency decisions quickly and calmly under emergency conditions.
8. Ability to plan, assign, supervise and evaluate work of subordinates.
9. Ability to deal with the public and employees in general and difficult work situations.

### **DESIRED TRAINING AND EXPERIENCE:**

Graduation from high school or vocational school, supplemented by courses in fire fighting techniques and building construction technology; experience in work of the Fire Lieutenant level.

### **SUPPLEMENTAL INFORMATION:**

#### **PROMOTIONAL REGISTER**

Persons passing the selection process will be placed on a Civil Service promotional register which will be used for a period of two years or until exhausted. Vacancies in this classification will be filled in accordance with the Fire Department Promotion Act, Section 20(d).

#### **EXAMINATION PROCESS**

- 1) Written Exam. The written exam will be given at **2:00 p.m., Wednesday, August 19, 2020, at the Decatur Civic Center, first floor meeting room.** Doors will be open at 1:30 p.m. Personnel on duty that day may make arrangements for time off to take the exam. The written exam will constitute 60% of the final examination score. See source list at the bottom of this job announcement.
- 2) Oral Interview. All candidates will participate in the oral interview process. The oral interview will constitute 20% of the final examination score. The oral interviews will be conducted the week of June 22, 2020.
- 3) Seniority Points. Five (5) seniority points per year shall be awarded for each full year of service, to a maximum of twenty (20) years. A seniority list with all applicants shall be posted with total number of seniority years and points. Seniority points will constitute 10% of the final examination score.
- 4) Ascertained Merit. To receive ascertained merit points, an applicant will need to submit a copy of all applicable documentation as shown in Exhibit E of the collective bargaining agreement to the Fire Chief not fewer than thirty (30) days before the written examination. As per the Fire Department Promotional Act, total points for Ascertained Merit shall not exceed 100. Ascertained Merit will constitute 10% of the final examination score.
- 5) Veteran Points. Upon compilation of the promotional register, including seniority points, persons eligible for military preference will be afforded the opportunity to request the addition of veteran preference points to their final scores in accordance with Article 5 of the Collective Bargaining Agreement between The City of Decatur and IAFF Local 505. This request must be received by Human Resources by September 4, 2020.
- 6) A final examination score of seventy percent (70%) or better is required for the promotional process.

#### **PROBATIONARY PERIOD**

Persons appointed to the rank of Fire Captain will serve a probationary period of six months. If they do not successfully complete the probationary period, they may be removed by and with the consent of the Civil Service Commission to their previous rank.

#### **SOURCE LIST**

<b>SECTION</b>	<b>DESCRIPTION/QUESTIONS</b>
1	FIREGROUND OPERATIONS; 30
2	FIRE INSPECTION; 20
3	INCIDENT COMMAND; 20
4	SUPERVISION AND MANAGEMENT; 20
5	WRITTEN COMMUNICATION AND REPORTS; 10

The sources for this test include:

- Fortney, J., (Ed.). (2014). **Fire and Emergency Services Company Officer**, 5th Edition. IFSTA.
- Murnane, L.,. (2016). **Fire Inspection and Code Enforcement**, 8th Edition. IFSTA.
- Hess, Karen M., & Wroblecki, Henry M. (2002). **For the Record: Report Writing for Fire Services**, 2nd Edition. Innovative Systems.
- National Incident Management System Consortium. (2007). **Book 1 – First Edition Incident Command System (ICS) Model Procedures Guide for Incidents Involving Structural Fire Fighting, High-Rise, Multi-Casualty, Highway, and Managing Large-Scale Incidents Using NIMS-ICS**, 1st Edition. Fire Protection Publications.

**To Apply:**

Please visit this link <https://www.governmentjobs.com/careers/decatu/il/promotionaljobs> You will have to create a user name and ID to apply for the position.

The link below does not apply to your application process.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/decatu/il>

Position #18-00065  
FIRE CAPTAIN  
AR

#1 Gary K. Anderson Plaza  
Decatur, IL 62523  
217-424-2805

---