

1-26-11

AN EQUAL OPPORTUNITY EMPLOYER
THE TOLEDO CIVIL SERVICE COMMISSION
ANNOUNCES
A COMPETITIVE PROMOTIONAL EXAMINATION FOR
FIRE LIEUTENANT

EXAMINATION NUMBER: 2-11ANNOUNCEMENT NUMBER: 2-11TITLE OF EXAMINATION: FIRE LIEUTENANT

SALARY: \$65,266 to \$67,780 annually. Regular full-time positions are paid bi-weekly. Specific rates of pay are based upon years of service as prescribed in the agreement between the City of Toledo and the Toledo Fire Fighters' Local 92, January 2009.

WHERE TO APPLY: Toledo Civil Service Office, One Government Center, Suite 1920 **YOU MUST APPLY IN PERSON.**

DATE OF EXAMINATION: Saturday, May 14, 2011.

TIME OF EXAMINATION: 9:00 a.m. Plan to arrive well in advance of the scheduled time of the examination in order to be checked-in. (See admission card for details.)

PLACE OF EXAMINATION: Health Education Building, Medical University of Ohio.

ACCEPTANCE OF APPLICATIONS: Applications for this examination will be accepted beginning Monday, April 4, 2011 and ending Friday, April 15, 2011.

* Filing Hours *

8:00 a.m. to 4:30 p.m.

Monday through Friday

Specific questions pertaining to this examination should be directed to Peg Wallace at 245-1500.

EXAMPLES OF DUTIES:

Supervises subordinate personnel assigned to a specific bureau, station or other unit; instructs subordinate personnel in the completion of daily work activities; maintains records relevant to assigned unit; conducts roll call of subordinate personnel; disseminates orders and information to subordinate personnel; evaluates company training needs; organizes and conducts training exercises in assigned area; insures that equipment maintenance activities are conducted in assigned area, supervises and assists subordinate personnel in firefighting, rescue and salvage operations; maintains radio communication with other units at fires or other disaster scenes; follows and implements policies, orders and directives; provides positive leadership and example during firefighting operations; assumes responsibility for assessing and determining the needs and abilities of the crew; ensures compliance with safety standards; required to assume command until relieved by a higher authority or the incident is terminated; accepts and implements proper assignments at fire and emergency scenes; conducts post-incident review; assesses preplanning needs in assigned area; appears in court concerning building inspection activities; administers counseling to subordinate personnel and recommends the administration of disciplinary action; investigates the origin and cause of fire; assists and directs subordinate personnel in the inspection of buildings in assigned area; conducts and supervises home inspections; tests and documents fire protection systems in buildings; confers with property owners and outside agencies on building and fire safety codes; monitors participation of subordinate personnel in physical fitness program; assesses preplanning and inspection needs in assigned area.

EXAMINATION INFORMATION: SEE REVERSE SIDE

MINIMUM REQUIREMENTS: SEE REVERSE SIDE

Samuel Z. Kaplan, President

Peg Wallace, Director-Human Resources

Allan P. Smith, Member

Marjorie L. Holt, Member

*** PLEASE POST THIS NOTICE IN A CONSPICUOUS PLACE ***

EXAMINATION INFORMATION:

Applicants for the Fire Lieutenant examination are required to be knowledgeable of the reference material list which is attached to this announcement. This material has been utilized to develop the examination.

MINIMUM REQUIREMENTS:

Eligibility: This examination is open to any member of the Department of Fire and Rescue Operations who, as of the date of the written examination, has completed three (3) years of service as a permanently classified Fire Fighter. However, successful applicants will not be eligible for promotion until the completion of five (5) years of service as a permanently classified Fire Fighter, provided they have completed the appropriate coursework which may be satisfied with any of the following: Associate's Degree, Bachelor's Degree or the completion of six (6) credit hours or its equivalent in management or administration.

Coursework requirement: Individuals will be required to submit a copy of their college transcript stating that an Associate's or Bachelor's Degree was awarded or six (6) credit hours of management or administration was earned. Non-credit management or administrative classes submitted must be evaluated by university personnel to ensure equivalency of coursework and documentation from university personnel attesting to the equivalency of the coursework must be submitted. **EDUCATIONAL DOCUMENTATION MAY BE SUBMITTED AT THE TIME OF APPLICATION, AT THE WRITTEN EXAMINATION, OR ANY TIME AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. HOWEVER, INDIVIDUALS WILL NOT BE ELIGIBLE FOR PROMOTION UNTIL THEY MEET BOTH THE TIME-IN-GRADE REQUIREMENT AND THE COURSEWORK REQUIREMENT.**

Other: Must be physically qualified to perform the duties of the position at the time of appointment. Must possess a valid State of Ohio driver's license upon appointment.

2011 FIRE LIEUTENANT REFERENCE MATERIAL LIST

The Fire Lieutenant and Fire Captain Reference Material Selection Committee has finalized the Reference Material Lists for Fire Lieutenant and Captain. These lists will remain in effect for the next two promotional examinations.

IN-HOUSE MATERIALS:

(In-house materials may be purchased at KINKO'S, 3111 West Bancroft Street, Toledo, Ohio 43606. The in-house materials are also on the Toledo Department of Fire and Rescue Operations' P-drive).

The Toledo Department of Fire and Rescue Operations' Procedure Manual:

- Section A: Rule Book (current revision to Section A)
- Section B: Non-Emergency Procedures (current revision to Section B)
- Section C: Emergency Procedures (current revision to Section C)
- Section D: Maintenance Manual (current revision to Section D)
- Section E: Communication (current revision to Section E)

Drill Manual, The Toledo Department of Fire and Rescue Operations (current revision to Drill Manual)

Officer's Handbook, The Toledo Department of Fire and Rescue Operations (current revision to Officer's Handbook)

OTHER REFERENCE MATERIALS

Prehospital Emergency Care (7th or 10th Edition), Mistovich, Hafen & Karren, Brady EMS Bookstore, http://vig.pearsoned.com/store/product/1_1207_store-622_isbn-0130492884_00.html

(For the 7th edition, omit Chapters 1, 2, 11, 13, 15, 16, 37, 40, 41, 42, 43, 44, 45, and Appendices 1 and 2)

(For the 10th edition, omit Chapters 1, 2, 13, 15, 17, 25, 30, 33, 34, 35, 36, 37, and Appendices A, B, and C)

Responding to "Routine" Emergencies, Frank C. Montagna, Fire Engineering Books, a Division of PennWell Publishing Company (1999). <http://store.pennwellbooks.com/restorouem.html>

Fire Suppression and Detection Systems (Third Edition), John Bryan, Macmillan Publishing Co., Inc., 866 Third Avenue, New York, NY 10022; ISBN #0023159901.

Building Construction for the Fire Service. (Third Edition), Francis L. Brannigan, National Fire Protection Association, Batterymarch Park, Quincy, Massachusetts.

<http://www.nfpa.org/catalog/product.asp?category%5Fname=&pid=BCES3&target%5Fpid=BCES3&src%5Fpid=&link%5Ftype=searchr>