

Announcement of Promotional Examination for

FIRE CAPTAIN

Milwaukee Fire Department

Requirements:

- (1) Applicants must have served continuously as a Fire Lieutenant in the Milwaukee Fire Department for at least three years as of February 20, 2011. The following exceptions apply: Time spent on military leave or duty disability will count toward the actual years of service requirement. Unpaid absences of 30 cumulative days or less for non-disciplinary reasons including education leaves or leaves of absence related to physical disabilities such as maternity leave, sick leave or leaves which qualify under the Family and Medical Leave Act or absences of 5 cumulative eight-hour working days or less or 2 cumulative twenty-four hour working days or less for disciplinary reasons will be considered to be continuous service but the applicant must have the required years of actual service. Sixty or more academic credits from an accredited college or university applicable to a degree may substitute for one year of the required experience. You must provide a transcript with your application if claiming education substitution. Active certification for performing paramedic service for the Milwaukee Fire Department at time of application may substitute for one year of the required experience; however, please note that only one year of credit, whether for paramedic certification or education credit, can be used for this examination. Education and paramedic substitution may be used more than one time on promotional examinations.
- (2) Licensed by the State of Wisconsin and authorized to practice as an EMT-B by the Milwaukee Fire Department at time of application. Personnel hired after 1986 and promoted to Fire Captain are required to maintain the EMT-B license and certification as a condition of their service in the rank of Fire Captain.

Note: If you will be unavailable for any portion of this examination due to military service or training and wish to request an accommodation, you must submit such a request in writing to the attention of Tim Keeley at the address below no later than October 8, 2010.

Duties:

A Fire Captain participates actively in firefighting and emergency medical operations and supervises one or more firefighting companies at fires and other emergencies; supervises personnel in quarters, including planning, scheduling, organizing, maintaining discipline and morale, and training; oversees the upkeep of the engine house and property; completes paperwork and reports; and maintains records. A Fire Captain may act in place of a Battalion Chief.

Other Qualifications:

Fire Captain candidates should possess the knowledge, skills, abilities and personal characteristics needed to participate in firefighting operations and to supervise multiple companies at emergencies and in quarters. In addition, a Fire Captain must have the ability to lead, train, schedule and evaluate personnel; provide for the maintenance of buildings, grounds, equipment and apparatus; complete reports, inventories, requisitions and other paperwork; and promote good public relations.

Application Materials:

Application materials will be available at the Commission office or in quarters beginning Monday, September 13, 2010. You may return your completed application to the Commission office via regular or interdepartmental mail, or in person. Your application must be received in the Commission office no later than **4:45 p.m. on Friday, October 8, 2010**. Candidates are responsible for assuring that applications are received prior to the deadline. The Commission is not responsible for applications not received.

Examination:

The examination will consist of:

Assessment Exercises	90%
Seniority	10%

Assessment exercises are tentatively scheduled for November 5 & 6, 2010. Qualified candidates will be notified of individual scheduling. Note: You will be notified of assessment component weights in your scheduling letter for the assessment.

The eligible list resulting from this examination will remain in effect for two years unless rescinded or extended by the Board. Candidates will be required to pass a drug screen test as a condition of appointment.

CITY OF MILWAUKEE DEPARTMENT OF EMPLOYEE RELATIONS
Room 706, City Hall; 200 East Wells Street
Milwaukee, Wisconsin 53202

