APPLICATION/TESTING PROCESS FOR THE RANK OF FIRE INSPECTOR:

SUBMIT: City of Leander Application, Letter Of Intent, Proof (copies) of Qualifications, and other below stated documents

Turn in Application Packet to: Fire Administration
101 E. Sonny Drive
Leander, TX 78641

The letter of intent and qualifications will be evaluated against the minimum job qualifications for the posted position. All items must be included to be considered for the process. All incomplete applications will not be allowed to participate in testing.

The applicant **must** provide a copy of a criminal background, with fingerprint card, and Texas Driving Record, obtained from the Texas Department of Public Safety. The background cannot be older than 60 days when submitted with the application. Applicants meeting minimum qualifications and clean background will be notified and will be invited to participate in the Job Task Course. If in the event there are only two or less applications for a position the applicant will be evaluated and a need for testing will be determined by executive staff.

a. Your Texas Criminal History Record can be obtained through the Texas Department of Public Safety. You can call the Crime Records Service in Austin at 512-424-5079, (option 5) for hours, locations, and fees.
b. You can obtain your driving record online through the Texas DPS website. Please get the ***List of All Accidents and Violations in Record (Type 3)***. https://www.texasonline.state.tx.us/tolapp/txldrcdr/TXDPSLicenseeManager

May take up to two weeks to obtain these documents.

Letter of Intent and Qualification for the Position

The letter of intent and qualification will be evaluated against the minimum job qualifications for the posted position. Those meeting the minimum qualification will continue in the hiring process.

Job Task Course

The applicant must complete a Job Task Course. The applicant will demonstrate the ability to perform job related duties in a safe, timely, and effective manner. Please see Job Task Course form for details of the steps in the process. The course is a pass or fails process. **The applicant must pass the course to continue in the hiring process. This position must meet the time of Lieutenant.**

Written Multiple Choice Exam

Applicants will take a multiple choice test covering the test material listed in the testing material for the position applying. This test is designed to show an understanding of basic job skills and determine philosophies in daily operations. **Applicants must make a minimum of 70% on this exam to continue in the testing process.**

Ergometrics Testing

The Ergometrics testing assists in determining an applicant's ability to Motivating Excellent Performance, receive Coaching and Counseling, Delegation and Team Building, Managing Change, Working with Other Levels of Management, Effective Communication, Decision Making, Basic Reading and Math skills. This testing will be via video-based scenarios and written multiple choice testing designed for the position.

Scenario Exercise

The candidate will be given a scenario or scenarios in which they resolve to solve the problem as they would in the position they are applying for, these will include use of computer software and available resources to address or complete the scenario. This will be scored against a defined set of outcomes prior to the test. There will be a time line for the scenario.

Oral Interview

Applicants will be asked a series of question by a panel that may be made up of representatives of the community and the organization. The Fire Chief will select interview teams.

Scoring Values

The value towards the final score for the applicants will be made up as:

Written Multiple Choice Exam	30%
Ergometrics	25%
Scenario Exercise	30%
Oral Interview	15%

Chiefs Review

The top five scores will be invited to an interview with the Fire Chief.

QUALIFICATION

Education and Experience:

Required

Associate's degree (A.A.) or equivalent from two-year college or technical school; or a minimum of two years related experience; or equivalent combination of education and experience.

Certificates, Licenses, Registrations Required:

- Valid State of Texas Driver's License Class B Exempt
- Texas department of State Health Services EMT-Basic or higher
- Texas commission on Fire Protection Fire Officer I
- Texas Commission on Fire Protection Basic Firefighter or higher
- Texas Commission on Fire Protection Fire Inspector
- Texas Commission on Fire Protection Fire Investigator
- NIMS: ICS 100, 200, 300, 700, 800b

Preferred

Bachelor's degree (B.A./B.S.) from four-year college or university; or a minimum of four years related experience; or equivalent combination of education and experience.

TEST SCHEDULE

The following is the schedule for testing for the Leander Fire Department 2013 Fire Inspector position:

1. Position Posting June 21, 2013
   City of Leander Employment Applications can be obtained from City Hall, located at 200 West Willis Street, Leander, Texas, 78641. Or online at http://www.leandertx.gov/ search for Job Listings

2. Posting Closes July 12, 2013
   Completed applications with all proof of minimum qualifications must be returned to: Fire Administration Facility, located at 101 E. Sonny Drive, Leander, Texas 789641 by 5:00 p.m. on July 12, 2013

3. Candidates that meet the requirements will be **invited** to the Job Task Course.
   - The Job Task Course is scheduled beginning Monday July 16, 2013 at 8:30 A.M.
   - Candidates will be given a specific reporting time
   - Candidates arriving after reporting time will be disqualified
   - Event should be completed by 10:30 A.M.

4. Candidates passing the Job Task Course will be **invited** to the written exams portion.
   - Written Exams will be on Wednesday, July 16, 2013 at 12:30 P.M.
   - Applicants testing should plan to be present for several hours.
   - Candidates arriving after 12:30 P.M. will be disqualified

5. Candidates passing the Written Exams will be **invited** to attend the scenario and interview process.
   - Interview scheduling to begin on July 17, 2013
   - Candidates will be given a specific reporting time
   - Candidates arriving after reporting time will be disqualified
   - Scenario will include plan review, memo writing, and customer service exercise.

Candidates can expect to be contacted by either: the email, cell phone, or address that they provide on the application to be notified of their status during the hiring process.

Material Used for Testing for the Rank of Fire Inspector

- Essentials of Fire Department Customer Service by Chief Alan Brunacini
- Fire Officer's Handbook of Tactics, 3rd Edition, Norman, Fire Engineering Books & Videos
- Fire & Emergency Services Instructor, 7th Edition, IFSTA
- Emergency: Care and Transportation of the Sick and Injured 10th Edition, Jones & Bartlett
- Fire and Emergency Service Company Officer (4th Ed) (2007) Stillwater, OK: IFSTA
- Fire Officer Principles and Practice (2nd Ed.) (2010) Sadbury, MA: Jones and Bartlett
- Building Construction Related to the Fire Service, 2nd Edition, IFSTA
- Fire Inspection and Code Enforcement, 6th Edition, IFSTA
- Introduction to Fire Origin and Cause, 3rd Edition, IFSTA
- Fire Department Safety Officer, 1st Edition, IFSTA

Job Task Course

Throughout all of the events (unless noted otherwise), the applicant will wear a structural firefighting helmet with chin strap and work gloves. The structural helmet will be provided by the Leander Fire Department (LFD). Applicants may bring their own gloves or use those provided by LFD. Participants can wear long or short pants. Footwear cannot be open heel or toe.

To ensure scoring accuracy, two stopwatches are used to time the Job Task Course. One stopwatch is designated as the official test time stopwatch, the second is the backup stopwatch. If mechanical failure occurs, the time on the backup stopwatch is used.

If the applicant fails to successfully complete an individual task, the evaluator will stop the test. The applicant will not continue in the process.

The time to complete the test not counting the first two skills is:

Firefighter:	**5 Minutes** and **10 Seconds**.
DPO:	**5 Minutes** and **50 Seconds**.
Lieutenant:	**6 Minutes** and **03 Seconds**.

Applicants who do not complete the course in under the time listed above for the position they are applying for will not continue in the process.

Aerial Climb

Description: The fire department's aerial apparatus will be extended 50 feet from the turntable at an angle of 70 degrees. A belay line will be strung through the top rung of the ladder to serve as a safety line. Applicants will be tethered to the belay line and will, upon instruction, ascend and descend the ladder **without stopping**. Applicants shall be considered to have reached the top of the ladder when they can place both hands on the top rung. Applicants will be given 5 minutes to complete the aerial climb event. Time begins when the applicant steps on the first rung. The applicant will wear a safety helmet. Applicant may wear gloves if they desire.

Equipment

- Structural Helmet w/ chin strap
- Gloves (optional)
- Ladder Belt

Failure:

- If an applicant stops at any time or unable to reach the top of the ladder and return successfully.
- Applicant takes longer than 5 minutes to complete the skill.
- The candidate must complete this station to continue in the process.

CPR Station

Description:

Upon finishing the Aerial Climb the applicant will come down from the truck and pick up a 35lb medical bag and walk 20 feet to and then ascend a flight of stairs (every step must be contacted and the handrail can be used) and into the room to the CPR station. The applicant will lay the medical bag down and begin 2 minutes of high quality CPR (100 compressions per minute).

Failure:

- This station is pass/fail.
- Drops/throws the medical bag
- Does not complete a minimum of 100 compressions per minute for 2 minutes.

The candidate must complete this station to continue in the process. Failure to complete task concludes test.

Hose Carry

Upon entering the room the applicant will don a self contained breathing apparatus (not on air) provided by LFD, a structural helmet provided by LFD, and gloves Upon having placed the SCBA on, the applicant will then begin the hose roll load/unload.

Time begins when the candidate touches the hose section.

Description: Upon completion of donning an SCBA the applicant will move over to the door. The applicant will lift a rolled and locked section of 2 ½ inch hose from the floor. The hose must be carried down the exterior stairs (every step must be contacted and the handrail can be used) and place the hose on the ground in the designated area without dropping at the base of the stairs. The applicant will then continue to the next station without stopping.

Equipment

- Structural Helmet w/ chin strap
- Gloves
- SCBA

Failure:

- Improper or unsafe lifting techniques, such as inability to maintain a neutral spine while performing event, or compensating as follows: Severe postural deviations, posterior trunk lean (arching back), leaning anteriorly (rounding back & shoulders forward).
- Dropping the hose roll. Applicant can safely stop at any time to reposition his/her technique or grip and use their leg to help control the hose but cannot drop equipment.

Hose Couple and Pull

Description: The applicant will walk to the end of the first section of hose and couple (hand-tight) it to the second section of the hoses. The applicant will then couple (hand-tight) the second section to the third section prior to walking to the end of the third section and in a straight line pull all three sections 25 feet. Applicant will then place that end on the ground, walk back the entire length of the hose line, pick up that end and pull the hose 25 feet back to the starting point. Then continue to the next station.

Equipment

- Structural Helmet w/ chin strap
- Gloves
- SCBA

Failures:

- Improper or unsafe lifting techniques.
- Applicant must couple the hose correctly without cross threading.
- Couplings are not hand-tight.
- Applicant may not drop the hose coupling ends.

Charged Line Advance

Description: Applicant will pick up a charged 1¾" hose and drag the hose 75 feet to a point marked by two cones. The candidate will then discharge the nozzle until water passes the marked point. Applicant will then turn off the nozzle and place the nozzle on the ground. The applicant will not drop the nozzle during performance of the task. The applicant may reposition their grip on the hose but may not lay the hose down.

Upon laying the nozzle on the ground, the applicant will doff the SCBA and place it on the ground. The applicant will then proceed to the next station.

Equipment

- Structural Helmet w/ chin strap
- Gloves
- SCBA

Failures:

- Inability to stretch the hose to designated point.
- Dropping the hose or nozzle while dragging the hose or operating the nozzle.

Rescue Drag

Description: For this event, the applicant must grasp a 165-pound mannequin with a shoulder harness and drag it 100 feet. You are permitted to drop and release the mannequin and adjust your grip. The entire mannequin must be dragged until it crosses the marked finish line. The applicant will proceed to the next station.

Note: *Due to the high risk of back injuries during this evolution, instructors should closely monitor lifting techniques (continuously stress proper lifting techniques) and participant fatigue to avoid overexertion.*

Equipment

- Structural Helmet w/ chin strap
- Gloves

Failures:

- Inability to drag the mannequin over the line
- Improper lifting techniques that cause a safety concern.

Ladder Raise and Extension

Description: The applicant will approach the top rung of a 24-foot extension ladder (while it is still on the ground), then lift the end and walk it up until it is standing vertically. This must be done in a hand-over-hand method, and it is not permissible to use the rails to raise the ladder. The applicant will have an assistant provided that is only able to assist in stabilizing the ladder for safety. The applicant will extend the fly section hand-over-hand a minimum of four rungs and then lean the ladder against the building. The applicant will pull the ladder back vertical then lowers the fly section (again hand-over-hand) to the starting position, which concludes this event.

Equipment

- Structural Helmet w/ chin strap
- Gloves

Failure:

- Inability to raise ladder to standing position.
- Inability to raise second fly of the ladder a minimum of four rungs.
- Unable to raise the ladder using a hand over hand technique.
- Ladder is unable to be lowered and ladder not maintained and falls.

Note: The applicant will not be penalized if the assistant causes a delay in completing the ladder raise event.