



## FIREFIGHTER/EMT POSITION Testing Process

### APPLICATION/TESTING PROCESS FOR THE RANK OF FIREFIGHTER:

**SUBMIT: City of Leander Application found at <http://www.leandertx.gov/hr/jobs>, 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 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. The all items must be submitted together with the application. Applicants meeting minimum qualifications and approved background will be notified and will be invited to participate in the Job Task Course. Testing will be conducted in accordance with Leander Fire Department Hiring and Promotion Process.

- 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 four 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.**

#### **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 assist 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. **Applicants must pass in order to continue in the process.**

**Oral Interview**

Applicants will be asked a series of question by a panel that may be made up of representative of the community and the organization. The Fire Chief will select interview teams. It is recommended candidates review The Leander Way Document (available for download on the City of Leander website on Fire Department page)

**Scoring Values**

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

Written Multiple Choice Exam	50%
Ergometrics	30%
Oral Interview	20%

**Chiefs Interview**

The Fire Chief will interview the top scored applicants to make sure they meet department expectations.

**Testing Materials**

The Firefighter testing processes will include, but is not limited to, an interactive values test, a written multiple-choice test, skill competency, job tasks, oral interviews and background checks.

The identified materials used for testing for the rank of Firefighter are:

- Essentials of Fire Department Customer Service by Chief Alan Brunacini
- Essentials of Fire Fighting 5th Edition, by International Fire Service Training Association
- Emergency Care, 10<sup>th</sup> Edition, Brady

## TEST SCHEDULE

The following is the schedule for testing for the Leander Fire Department 2014 Fire Fighter position:

1. Position Posting January 29, 2014  
City of Leander Employment Applications can be obtained from Fire Administration located at 101 E. Sonny Dr. Leander, Texas 78641. Or online at <http://www.leandertx.gov/hr/jobs>
2. Posting Closes March 5, 2014  
Completed applications with all proof of minimum qualifications must be returned to: Fire Administration located at 101 E. Sonny Dr. Leander, Texas 78641 no later than noon, March 5, 2014.
3. Candidates that meet the requirements will be **invited** to the Job Task Course.
  - The Job Task Course is scheduled on March 17, 2014 at 8:00 AM through March 18, 2014.
  - Candidates will be given a specific reporting time
  - Candidates arriving after 8:00 A.M. will be disqualified
4. Candidates passing the Job Task Course will be **invited** to the Written and Ergometrics exam portion.
  - The Written and Ergometrics exam is scheduled March 19, 2014.
  - Applicants testing should plan to be present the entire day
  - Candidates arriving after 8:00 A.M. will be disqualified
5. Candidates passing the Written Exams will be **invited** to attend the interview process
  - Interview scheduling to begin on March 20, 2014 through March 21, 2014
  - Candidates will be given a specific reporting time
  - Candidates arriving after reporting time will be disqualified

Candidates can expect to be contacted by either: their email, cell phone, or address that they provide on the application to be notified of their status during the hiring process. Time and dates are based on expected number of applicants. Application numbers greater than expected could result in schedule adjustments.



**Job Title:** Firefighter

**Job Number:** F2.01

**Department:** Fire

**FLSA Category:** Non-Exempt

**Range:** F2

**Approved Date:** 7/1/13

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**Summary:** Performs a variety of emergency operations to protect lives and property including firefighting, rescue, maintenance of stations, grounds and equipment, and inspection for fire prevention.

**Organizational Relationships:**

Reports to: Fire Lieutenant, Battalion Chief, Assistant Fire Chief, Chief of the Department

Others: Has regular contact with volunteer firefighters, other city departments, the general public, civic groups, and outside agencies and departments concerned with fire suppression and prevention.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Respond to all types of rescue, fire suppression, medical and non-medical emergency calls and implement action required to save lives and property.
- Participate in continuing study, training and drill activity to achieve and maintain required skills to include regular fitness program to maintain good health and physical strength.
- Maintain fire equipment, apparatus, hydrants, quarters and grounds to include performing motor tests on apparatus when assigned as a Fire Engineer.
- Prepare and maintain various departmental reports and forms and operate departmental computer.
- Perform rescue, emergency medical care, extinguishment, containment, overhaul salvage and exposure protection.
- Perform hazardous material containment practices.
- Ventilate burning buildings to carry off hazardous smoke and gases.
- Conduct public education and information classes to include performing public appearances and conducting fire station tours.
- Senior firefighters may supervise junior firefighters.
- May serve as Driver/Pump Operator in their absence.
- Perform other related work as required.

**Marginal Duties and Responsibilities** include the following. Other duties may be assigned.

- None.

**Supervisory Responsibilities:**

None.

**Required Education and/or Experience:**

High School Graduation or G.E.D.; one to two years related experience or training; or equivalent combination of education and experience.

**Preferred Education and/or Experience:**

Associate's degree (A.A.) or equivalent from two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience. Texas Department of Health EMT-Intermediate, Paramedic or Licensed Paramedic Certification, Texas Commission on Fire Protection Hazardous Material Technician certification, Texas Commission on Fire Protection Driver/Pump Operator Certification, Swift-water Certification from recognized training entity.

**Certificates, Licenses, Registrations:**

Clear criminal history with no convictions of a Class B or higher in compliance with city of Leander policy, Texas Certified Emergency Medical Technician or higher, Texas Commission on Fire Protection Basic Firefighter or Higher Certification, valid State of Texas Class B Driver's License or equivalent CDL. Proof of Successful completion of: NIMS ICS 100, 200, 700, 800. Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.

**Core Competencies:**

**Customer Service:** Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

**Dependability:** Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.

**Job Knowledge:** Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.

**Quality:** Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

**Teamwork:** Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.

**Specialized Competencies:**

**Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

**Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.

**Safety and Security:** Observes safety and security procedures. Determines appropriate action beyond



guidelines. Uses equipment and materials properly. Reports potentially unsafe conditions.

**Knowledge, Skills, and Abilities:**

Basic reading, writing, and math skills, basic computer skills, including Microsoft Office software, must be able to be certified on the operation of department apparatus that does not require a Class B license within 30 days of promotion, , knowledge of emergency rescue and basic evaluation procedures involving fire, chemicals or threats, knowledge of firefighting principles, techniques and principles of hydraulics applied to fire suppression, skill in performing strenuous work under adverse conditions for a sustained period of time to include ability to react quickly and calmly in emergency situations. Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.

**Equipment, Machines, Tools and Work Aids:**

Experience in using computer, typewriter, calculator, telephone, tape recorder, fax machine, copier, phones and postage machine.

Skill in the operation and care of fire apparatus and equipment. Ability to learn how to work with sophisticated electrical, mechanical, and motorized firefighting equipment and operations, and medical equipment and gear for emergency medical response.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 165 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Working Environment:**

While performing the duties of this job, the employee may be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils; risk of electrical shock and explosives. The noise level in the work environment is usually moderate except in emergency situations. Uses protective personal equipment. May be exposed to blood-borne pathogens and other infectious materials in the course of their duties. This position is subject to call out.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Signature/Approval:**

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*



*Supervisor*

*Date*

\_\_\_\_\_

*Department Head*

\_\_\_\_\_

*Date*

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*



# Leander Fire Department

## 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**.

Battalion Chief: **Must Complete Course**

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 until it is two rungs above the second floor window ledge 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.
- 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.