

## **APPLICATION/TESTING PROCESS FOR EXTERNAL APPLICANTS FOR THE RANK OF FIREFIGHTER:**

Successful candidates will be placed on a hiring eligibility list that will expire on September 30, 2017.

Depending on qualifications pay will be either of the following:

**F1 Firefighter (Trainee) Annual Base Salary \$37,812.32**

Position requires a minimum of 6 months of related experience or training and to obtain a Class B Driver's License within 6 months of being hired.

**F2 Firefighter Annual Base Salary \$44,592.08**

Position requires a minimum of 1 year of related experience or training and a Class B license.

**THE FOLLOWING MATERIALS MUST BE SUBMITTED IN A SEALED 8.5" x 11" ENVELOPE FOR CONSIDERATION FOR THE POSITION:**

- **City of Leander Application**
  - **Proof (copies) of Qualifications**
  - **Criminal History Information**
  - **DD214, DSHS Paramedic Certificate, and Education Transcripts (5 points may be granted if applicable. Maximum of 10 points can be accrued. 5 points for education and 5 points for a DD214, Paramedic or active volunteer in good standing with the Leander Fire Department)**
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### **Application Process:**

- 1) Applicants shall complete the attached City of Leander Employment Application.
- 2) Applicants shall provide proof (copies) that candidate meets minimum qualifications. Each requirement below must be submitted separately from the other requirements (i.e. – do not copy multiple ID sized cards or certificates onto one page). Minimum qualifications for the position of Fire Department Firefighter are:
  - High School Diploma or GED (Proof of this through demonstration of an accredited higher level of education official transcript is acceptable)
  - Minimum of a Valid State of Texas Class C Driver's License & Driving Record (Class B License to be considered for pay grade F2)
  - TCFP Basic Firefighter Certification
  - Texas Department of Health EMT Certification
  - Successful completion of: NIMS ICS 100.b, 200.b, 700.a, 800.b
  - Courage to be Safe Certificate. More information may be found at: <http://www.tcfp.texas.gov/certification/ctbs.asp>
  - Six months of related experience or training. (1-year experience or training to be considered for pay grade F2)

- 3) Applicants shall provide a copy of their criminal background, with fingerprint card, and their Texas Driving Record, obtained from the Texas Department of Public Safety. The background packet shall have been obtained within 60 days of submission.

The applicant's Texas Criminal History Record can be obtained through the Texas Department of Public Safety. Call the Crime Records Service in Austin at (512) 424-5079; choose option "5" for hours, locations, and fees.

The applicant's Texas Driving Record can be obtained online through the Texas Department of Public Safety website. Applicants should obtain the "**List of All Accidents and Violations in Record (Type 3).**"

Applicants can use the following URL to obtain the driving record:

<https://www.texasonline.state.tx.us/tolapp/txldrctr/TXDPSLicenseeManager>

Please note: It can take up to two weeks to obtain these documents.

- 4) Applicants wishing to be eligible for Veterans Preference points shall provide a DD-214 showing an honorable discharge status. Applicants wishing to be eligible for Paramedic Preference points shall provide proof of certification or licensure. Applicants wishing to be eligible for education points shall provide a sealed transcript from an accredited college or university.
- 5) Applicants shall submit all of the required documentation as one packet in a **SEALED 8.5" x 11" ENVELOPE** to Leander Fire Administration. The applicants name must be written in the top left corner of the envelope and the envelope must be labeled Firefighter Hiring Process in the center of the envelope. **Fire administration is located at 101 E Sonny Drive, Leander, TX, 78641.**
- 6) All packets will be stamped with a date of delivery to the office. No packet will be reviewed upon receipt.

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#### **Testing Process:**

- 1) Applicants meeting minimum qualifications will be notified and will continue to the Firefighter Physical Ability Examination.
  - 2) Applicants successfully completing the Firefighter Physical Ability Examination will continue on with the written and Ergometrics video exams.
  - 3) Applicants successfully passing the written and video based examination will continue on to the Oral Interview Panel.
  - 4) Applicants successfully completing the Oral Interview will continue on to the hiring eligibility list to be used for available openings.
  - 5) Prior to appointment with the Leander Fire Department, applicants must successfully complete the Chief of Department Interview, doctor's physical exam, and drug screening exam.
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**Information:**

**Firefighter Physical Ability Examination**

The applicant must complete the Firefighter Physical Ability Examination. See the Candidate Study Guide for further information about the exam. The Firefighter Physical Ability Examination is pass or fail. **The applicant must pass the course to continue in the hiring process.**

**Written Multiple Choice Exam**

Applicants will take a multiple choice exam covering material taken from the texts listed in the reference page for hiring process test materials. This exam is utilized to give the applicant the opportunity to show an understanding of basic job skills. Applicants with a DSHS Paramedic certification or license, DD214 or internal volunteer candidates off probation and in good standing will earn an extra 5 points on this test. Applicants with an approved education background with a minimum of 18 hours will earn an extra 5 points on this test. **Applicants must make a minimum of 75% on this exam prior to the extra points being added to continue in the testing process.**

**Ergometrics Testing**

Ergometrics testing assists in determining the applicant's ability to:

- Motivate Excellent Performance
- Receive Coaching and Counseling
- Delegate and Team Build
- Manage Change
- Work with Other Levels of Management
- Communicate Effectively
- Make Decisions
- Utilize 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 questions by a panel made up of representatives of 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.

Applicants can find the document at the following URL:

[http://www.leandertx.gov/sites/default/files/fileattachments/fire\\_department/page/210/the\\_leander\\_fire\\_department\\_way.pdf](http://www.leandertx.gov/sites/default/files/fileattachments/fire_department/page/210/the_leander_fire_department_way.pdf)

**Scoring Values**

The final score for the applicants will be determined using the following percentages:

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

**Chief of Department Interview**

The Chief of Department will interview the top scored applicants when needed to fill a vacancy to ensure they meet department criteria and minimum expectations.

## **Applicant Submission Checklist**

For applicant use only to ensure you are turning in the required paperwork.

- \_\_\_ Completed city application in paper form submitted with application.
- \_\_\_ Texas DPS Criminal History check with finger print card, and a Texas DPS driving record. (Records cannot be older than 60 days upon submission.)
- \_\_\_ Proof of completion of a High School diploma, G.E.D. or an official transcript from an accredited higher education institute demonstrating completion of H.S. or G.E.D.
- \_\_\_ Proof of a minimum of Six months related experience or training for pay grade F1 or One year of experience or training for pay grade F2. (i.e. – Fire/EMS certs equivalent to 6 month time for F1 and FIDO employment records suffice for proof of remainder of time needed for F2.)
- \_\_\_ Minimum of Texas DPS Class C Driver’s license, Class B Exempt or higher to qualify for pay grade F2.
- \_\_\_ Texas Department of State Health Services Emergency Medical Technician Certification
- \_\_\_ Texas Commission on Fire Protection Fire Fighter Certification
- \_\_\_ NIMS IS-100.b, IS-200.b, IS-700.a, IS-800.b
- \_\_\_ Courage to be Safe Course Completion

## TEST SCHEDULE

**The following is the schedule for testing for the Leander Fire Department 2016 Fire Fighter position:**

1. Position Posting May 23, 2016  
Applications are now being accepted for Firefighter / EMT positions.
2. Posting Closes June 23, 2016  
Completed applications packets must be returned to: Fire Administration no later than 5 PM, June 23, 2016.
3. Candidates that meet the requirements will be **invited** to the Firefighter Physical Ability Examination.
  - The Firefighter Physical Ability Examination is scheduled on July 11, 2016 through July 12, 2016.
  - Candidates will be given a specific reporting time.
  - Candidates arriving after their reporting time will be disqualified.
4. Candidates passing the Firefighter Physical Ability Examination will be **invited** to the Written and Ergometrics exam portion.
  - The Written and Ergometrics exam is scheduled July 13, 2016 at 8:00 A.M.
  - Applicants testing should take 4 to 5 hours.
  - 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 July 18, 2016 through July 20, 2016.
  - 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 or cell phone 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 (Trainee)

**Job Number:** F1.01

**Department:** Fire

**FLSA Category:** Non-Exempt

**Range:** F1

**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.; six to twelve months related experience or training; or equivalent combination of education and experience.

**Preferred 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. 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 (within 3 months of being hired). Proof of Successful completion of: NIMS ICS 100.b, 200.b, 700.a, 800.b. Proof of completion of the Courage to be Safe Program. 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.*



**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.b, 200.b, 700.a, 800.b. Proof of completion of the Courage to be Safe Program. Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.

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**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.

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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.

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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.

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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*

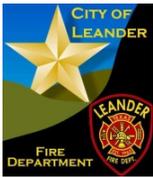
\_\_\_\_\_  
*Supervisor*

\_\_\_\_\_  
*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

## Hiring Process Test Materials List

Re-evaluation time of posted materials are listed with each rank

### Firefighter (April 2016-CHANGES TO BE CONSIDERED AFTER 2016 FF PROCESS)

- Essentials of Fire Fighting, 5<sup>th</sup> Edition (2008), IFSTA (ISBN: 978-0-87939-284-0)
- Emergency Care and Transportation of the Sick and Injured, 10<sup>th</sup> Edition (2011), Jones & Bartlett (ISBN: 978-1-2840-3284-0)

### Driver / Pump Operator (April 2017)

- Aerial Apparatus Driver/Operator Handbook, 2<sup>nd</sup> Edition (2009), IFSTA (ISBN: 978-0-87939-359-5)
- Pumping Apparatus Driver/Operator Handbook, 2<sup>nd</sup> Edition (2006), IFSTA (ISBN: 978-0-87939-278-9)

### Lieutenant (April 2018)

- Fire & Emergency Services Instructor, 7<sup>th</sup> Edition (2006), IFSTA (ISBN: 978-0-87939-271-1) – Only Chapters 1 - 13
- Fire and Emergency Service Company Officer, 4<sup>th</sup> Edition (2007), IFSTA (ISBN: 978-0-87939-281-9) – Only Chapters 1 - 21

### Battalion Chief (April 2019)

- Chief Officer, 2<sup>nd</sup> Edition (2004), IFSTA (ISBN: 978-0-87939-242-0)
- Fire and Emergency Service Company Officer, 4<sup>th</sup> Edition (2007), IFSTA (ISBN: 978-0-87939-281-9) – Only Chapters 22-32
- Building Construction Related to the Fire Service, 2<sup>nd</sup> Edition (1998), IFSTA (ISBN: 978-0-87939-162-1)
- Fire Department Safety Officer, 1<sup>st</sup> Edition (2001), IFSTA (ISBN: 978-0-87939-191-1)

# Leander, Texas Fire Department

## Firefighter Physical Ability

### Examination Candidate Study Guide



## **INTRODUCTION**

This study guide is designed to describe the physical tasks you will be required to perform for the Leander, Texas Firefighter Physical Ability Examination. You will increase your chances of obtaining a passing score if you spend a fair amount of time preparing for the test. This includes thoroughly reviewing this study guide, following the specific directions regarding attire, paying proper attention to your physical well-being before the test and taking care to avoid becoming overly anxious about the test.

## **OVERVIEW OF THE TESTING PROCESS**

An analysis of the physical requirements of the Leander Fire Department jobs was conducted and included personnel from the ranks/positions of Firefighter, Driver/Pump Operator, Lieutenant and Battalion Chief. The analysis provided the background information necessary to validate the job-related physical ability examination. It allowed for the identification of the essential physical functions required of the job, and these essential functions are included in the physical ability test.

Among other physical tasks, Firefighters in the Leander, Texas Fire Department must be able to perform the following: complete an aerial ladder climb; carry a length of hose up 2 flights of stairs; connect a hose line to standpipes and hydrants; descend stairs; crawl through a tight, darkened passage; fully advance a charged hose line and discharge the nozzle; carry a ladder; raise a ladder to a building and extend the fly section; and drag a victim to safety.

This examination is equally valid for assessing the physical skills of candidates with firefighting experience and those without. For example, one portion of the test requires the candidate to drag a dummy 100 feet. It is not necessary to have prior experience as a firefighter to possess the physical ability to drag a heavy object.

Preparation instructions and a description of the physical ability test are provided below.

## **TEST PREPARATION**

The following suggestions should help you prepare yourself physically for the test:

- Avoid junk food and maintain a well-balanced diet for several days before the test.
- Avoid tranquilizers and stimulants such as caffeinated beverages, especially on the day of the test.
- Get a good night's sleep before the test.
- Do not drink a lot of liquids or eat a large meal before the test.
- Avoid alcohol several days prior to and especially on the day of the test.

## **WHAT TO WEAR**

Participants should wear the following during the test:

- Structural firefighting helmet with chin strap\*\*
- Long or short pants
- Closed-toe/heel shoes or boots
- Work gloves\*\*
- SCBA (without mask)\*\*
- Candidates should NOT wear watches, rings or other items which could harm them while taking the test. These items should be removed before testing for safety purposes.

**\*\*Note:** Leander Fire Department will provide candidates with the indicated gear and equipment necessary to participate in the testing process. An assortment of sizes should be available to ensure a reasonable fit for all candidates. Candidates can wear personal gloves if approved by the proctors during the walk through.

## **DESCRIPTION OF THE TEST**

The test will require a candidate to complete several physical tasks in sequence within an allotted time frame, as well as to complete one untimed task. All applicants will be given an orientation and walk through prior to taking the test. No one will be allowed to take the test unless he/she is fully aware of what he/she is expected to do.

During the sequence of timed events, it is extremely important to pace yourself. Over-exerting yourself early in the test may reduce the amount of energy you have left for exercises at the end of the test, such as the victim rescue. Additionally, candidates are not permitted to run between events for safety reasons.

## **TEST EVENTS**

**UNTIMED EVENT:** Candidates will wear helmet and gloves but not the SCBA apparatus for the aerial climb.

1. **Aerial Climb.** The fire Department's aerial apparatus is to be extended approximately 75 feet off the ground at an angle of about 70 degrees. A belay line will be strung through the top rung of the ladder to serve as a safety line. Candidates will be tethered to the belay line and, upon instruction, will ascend and descend the ladder without stopping. Two test administrators will secure the line to ensure safety. Candidates will be given 5 minutes to complete this exercise, not to hurry them, but to allow adequate time to ascend and descend the ladder at a safe pace and to ensure they do not stop for an extended period of time. If it is clear the candidate is not able to complete this exercise after 5 minutes, or takes breaks in excess of 10 seconds, the candidate will be considered to have failed this exercise. No time will be recorded unless the candidate fails.

**TIMED EVENTS:** Candidates will wear Helmet, Gloves, and SCBA (candidate will wear a helmet, gloves and SCBA (not breathing air or masked up). Page 5 contains a sample map illustrating the entire test sequence. Each event listed below corresponds to a particular point on the attached map.

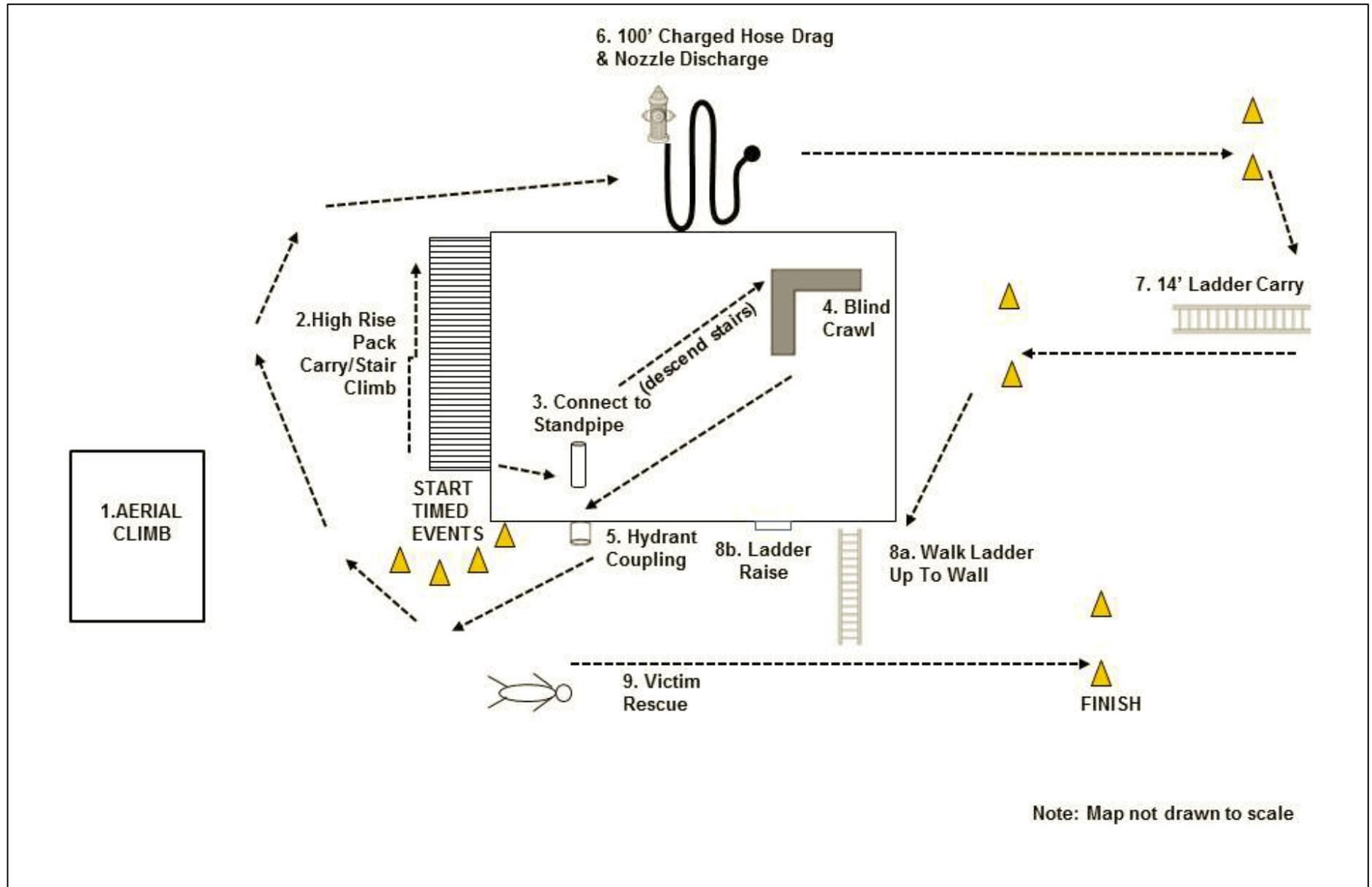
2. **High Rise Pack Carry/Stair Climb.** The high rise pack should include 100 feet of 1 ¾" hose, with wye & nozzle and will be located at the bottom of the flight of stairs at the start line. Candidates will carry the high rise pack up two flights of stairs to the third floor.
3. **Connect to Standpipe.** Candidate will connect a hose to the standpipe on the 3rd floor.
4. **Blind Crawl.** Candidates will descend one flight of stairs to the second floor and move to the interior stairs before descending to the first floor and perform a blind crawl. Candidates must crawl through a distance of enclosed space.
5. **Hydrant Coupling.** Candidate will move to the exterior and approach the hose connection on the building and attach a 5" hose to the connection.
6. **Charged Hose Advance.** A 150 foot section of 1 ¾" hose charged to 100 psi will be advanced 100 feet for this component. At the end of the 100 feet, candidates will discharge the nozzle of the hose towards a target.
7. **Ladder Carry.** Candidates will carry a 14' roof ladder a distance of 50 feet and set it down once the end of the ladder has crossed the 50' mark.

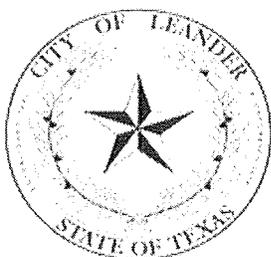
8. Ladder Extension. Candidates will then raise a 24' extension ladder from the ground using a hand over hand motion until the ladder is leaning against a wall. Candidates will then move to a secured and stationary 24' ladder and raise the fly section of the ladder (using a rope strung through the rungs) using a hand over hand technique, and latch it at the top rung.
9. Victim Rescue. The dummy weighs approximately 175 lbs. Candidates may use any form necessary to drag the dummy 100 feet until all parts of the dummy cross a finish line. .

### **CRITERIA FOR PASSING THE EXAM**

Entry-level candidates must successfully complete all timed events in 6 minutes and 0 seconds or less. Incumbent candidates must successfully complete all timed events in 6 minutes and 19 seconds or less. Additionally, all entry-level candidates must successfully complete the Aerial Climb.

Leander, TX Fire Department  
Firefighter Physical Ability Course Layout





# CITY OF LEANDER APPLICATION FOR EMPLOYMENT

200 W WILLIS  
LEANDER, TX 78641  
512 528-2700  
[www.leandertx.gov](http://www.leandertx.gov)

The City of Leander does not discriminate on the basis of disability in its hiring or employment practices. If you need assistance in completing this employment application or will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
*A separate application must be completed for each position for which you are applying.*

## APPLICANT INFORMATION

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street: Apt./Unit #*

\_\_\_\_\_ *City State ZIP Code*

Telephone Numbers: \_\_\_\_\_  
*Home Work Cell*

Email Address: \_\_\_\_\_

Have you ever worked here before?  Yes  No If yes, when? \_\_\_\_\_

Date Available to Start Work: \_\_\_\_\_

Type of work:  Full-time  Part-time  Temporary

## EDUCATION

Name of School Attended	City/State	Dates Attended From To	Certificate/Diploma or Degree Received

**WORK AND PROFESSIONAL EXPERIENCE**

Please list your full-time employment information for the past 10 years, beginning with your most recent employer. Please include any other pertinent work history that may be important to the job for which you are applying. If you need additional space, please continue on a separate sheet of paper.

Most recent employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title: \_\_\_\_\_  Full-time  Part-time  
Starting Wage: \_\_\_\_\_ per \_\_\_\_\_ Ending Wage: \_\_\_\_\_ per \_\_\_\_\_  
Name and Title of Supervisor: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
"See Resume" is **NOT** acceptable \_\_\_\_\_  
Reasons for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No \_\_\_\_\_  
*Comments*

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title: \_\_\_\_\_  Full-time  Part-time  
Starting Wage: \_\_\_\_\_ per \_\_\_\_\_ Ending Wage: \_\_\_\_\_ per \_\_\_\_\_  
Name and Title of Supervisor: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
"See Resume" is **NOT** acceptable \_\_\_\_\_  
Reasons for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

**WORK AND PROFESSIONAL EXPERIENCE *continued...***

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title: \_\_\_\_\_  Full-time  Part-time  
Starting Wage: \_\_\_\_\_ per \_\_\_\_\_ Ending Wage: \_\_\_\_\_ per \_\_\_\_\_  
Name and Title of Supervisor: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
"See Resume" is **NOT** acceptable \_\_\_\_\_  
\_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title: \_\_\_\_\_  Full-time  Part-time  
Starting Wage: \_\_\_\_\_ per \_\_\_\_\_ Ending Wage: \_\_\_\_\_ per \_\_\_\_\_  
Name and Title of Supervisor: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
"See Resume" is **NOT** acceptable \_\_\_\_\_  
\_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

Summarize special job-related skills and qualifications acquired from employment or other experience.


State any additional information you feel may be helpful to us in considering your application.


Note any foreign languages that you speak, read and/or write: \_\_\_\_\_

**ADDITIONAL INFORMATION:** By law, you must be authorized to work in the United States in order to be employed by the City of Leander. Are you a citizen of the United States or legally authorized to work in the United States?

Yes       No

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication?

Yes       No

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition (Convicted, Deferred, Adjudication)
		Felony	Misdemeanor	Other Crime	

Do you have a current Texas Driver's License?     Yes       No

Type of License:     Class C       CDL       Other \_\_\_\_\_

**REFERENCES**

List three (3) persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Leander any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination. I understand, also, that I am required to abide by all rules and regulations of the employer.

I understand that the City of Leander may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that appointments are made at the discretion of the City Manager or designated department director and that this application is the property of the City of Leander and will become part of my personnel file if I am accepted for employment.

By submitting this application, I affirm that I have read and agree to all of the disclosures and conditions included in the on-line or hard copy application.

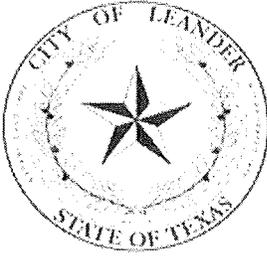
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

We Consider applicants for all positions without regard to race, religion, sex, national origin, ethnicity, age, martial or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

***The City of Leander is an Equal Opportunity Employer***

FOR OFFICE USE ONLY	
Received _____	Ltr sent _____
Refs chkd _____	Bkgd ck _____
Interview _____	Hired _____



## CITY OF LEANDER APPLICATION FOR EMPLOYMENT

200 W WILLIS  
LEANDER, TX 78641  
512 528-2700  
[www.leandertx.gov](http://www.leandertx.gov)

Applicant's Name \_\_\_\_\_

Position(s) Applying For \_\_\_\_\_

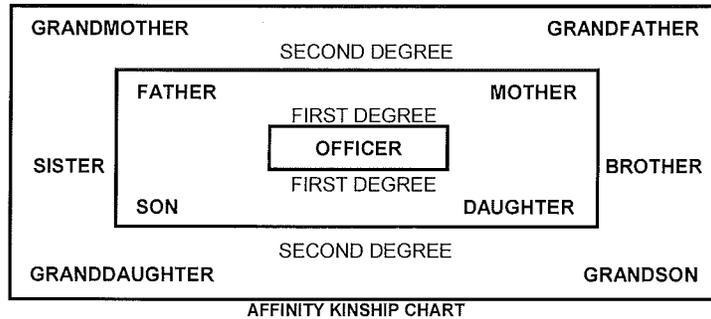
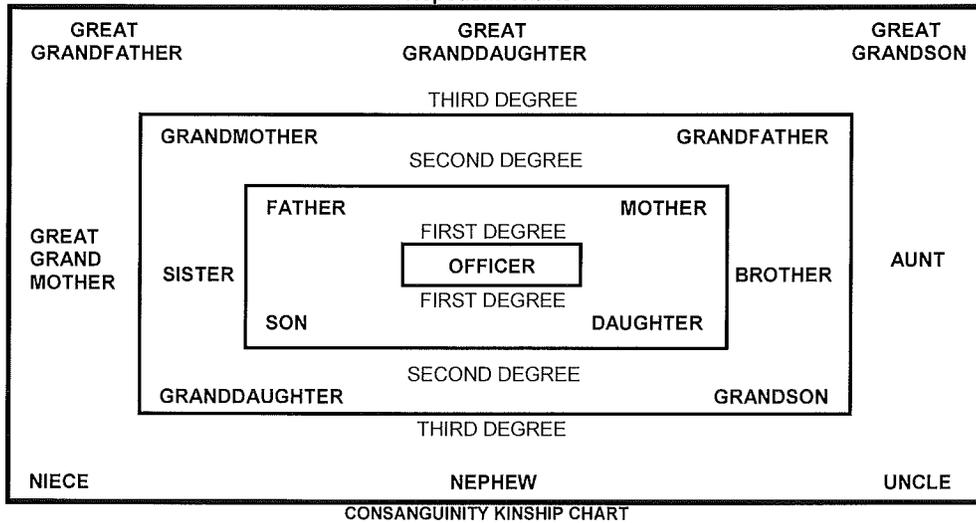
No person may be employed by the City of Leander who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council or City Manager. (See chart below)

No relatives or members of the immediate family of an employee may be employed by the City unless specific written approval has been obtained by the City Manager.

Are you or your spouse related to any of the above parties or to your prospective supervisor?    Yes     No

If yes, please explain. \_\_\_\_\_

### Neptism Charts



\* Spouses of relative within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature \_\_\_\_\_

Date \_\_\_\_\_