

APPLICATION/TESTING PROCESS FOR EXTERNAL APPLICANTS FOR THE RANK OF LIEUTENANT:

F5.01 Lieutenant

Annual Base Salary \$60,191.04

Position requires a minimum of 4 years of related experience or training.

THE FOLLOWING MATERIALS MUST BE SUBMITTED IN A SEALED 9" x 12" ENVELOPE FOR CONSIDERATION FOR THE POSITION:

- **City of Leander Application**
 - **Proof (copies) of Qualifications**
 - **Criminal History Information**
 - **Education Transcripts (5 points may be granted if applicable.)**
-

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 Lieutenant are:
 - High School Diploma or GED (Proof of this through demonstration of an accredited higher level of education official transcript is acceptable)
 - Four years documented experience as a Firefighter and/or Driver/Pump Operator
 - Valid State of Texas Class B Driver's License
 - TCFP Basic Firefighter Certification or higher certification
 - TCFP Driver/Pump Operator Certification
 - TCFP Fire Officer 1 Certification or higher certification
 - TCFP Instructor 1 Certification or higher certification
 - Texas Department of Health EMT Certification or higher certification
 - Successful completion of: NIMS ICS 100.b, 200.b, 300, 700.a, 800.b
 - Courage to be Safe Certificate. More information may be found at:
 - <http://www.tcfp.texas.gov/certification/ctbs.asp>
 - 4 years of related experience or training demonstrated by a copy of the Texas Commission on Fire Protection FIDO full history under "My Status" or for out of state applicants an applicable State record or work history on City of Leander Application
 - Basic reading, writing and math skills
 - Basic computer skills, including Microsoft Office Software
 - Must be able to be certified on the operation of all department apparatus within 6 MONTHS of employment/promotion
 - Must meet the requirements and specifications of the ranks they will supervise
 - Knowledge of practices involving emergency rescue procedures, fire suppression procedures and medical procedures
 - Knowledge of firefighting principles, techniques and principles of hydraulics applied to fire suppression
 - Knowledge of modern fire prevention and suppression methods, fire behavior and basic fire chemistry
 - Ability to interpret and apply knowledge of departmental rules and regulations on fire prevention, safety, fire codes, emergency medical and rescue methods to include state laws and municipal code, ordinances related to fire prevention

- 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
- Skill in supervising, coordinating operations, maintenance of fire equipment, apparatus and tools
- Ability to learn and adapt to the knowledge of geography and streets in response area
- Skill in planning, coordinating, developing, scheduling, implementing and evaluating various training programs relevant to operation of the fire department
- Skill in performing or supervising fire investigations to determine cause and origin of fire
- Skill in preparing and maintaining various departmental reports, records and budgets
- Candidates for positions in this class must pass a post-employment offer physical examination and drug screen

Preference:

- Previous experience as a fire officer
- Associates Degree or higher
- Skills inspecting or supervising inspections of commercial and residential occupancies, reviewing plans and specifications for fire and life safety code compliance
- Texas Department of Health EMT-Intermediate, Paramedic, or Licensed Paramedic Certification
- TCFP Hazardous Material Technician Certification
- TCFP Instructor 2 Certification
- TCFP Inspector Certification
- TCFP Investigator Certification
- Knowledge of state and municipal code laws and ordinances related to fire prevention and code enforcement

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform firefighting duties
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting lives and property
- Successfully complete the Job Task Course as it relates to this position

- 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.

Austin DPS office – 108 Denson Dr., Austin, TX 78752

Request a certified copy of criminal history and print and go. It takes approximately 2 days to get your history at this location.

If you schedule an appointment with IndentoGo you need to be sure you are scheduling the appointment with a print and go. The IndentoGo site is not at 108 Denson drive, both do certified copies of criminal history records.

When scheduling the Service code is **11ft12**.

We do not accept criminal history checks mailed to us. They need to be included with the application packet. If you have issues with criminal background checks, please call the number above. We cannot assist you with this matter.

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/txldrcdr/TXDPSLicenseeManager>

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

- 4) Applicants shall submit all of the required documentation as one packet in a **SEALED 9" x 12" 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 Lieutenant Hiring Process in the center of the envelope. **Fire Administration is located at 101 E. Sonny Drive Leander, TX 78641.**
- 5) All packets will be stamped with a date of delivery to the office. No packet will be reviewed upon receipt.

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. (Be advised that external Lieutenant Applicants are taking both, the Firefighter and Lieutenant written tests)
 - 3) Applicants successfully passing the Firefighter, Lieutenant and **ALL** portions of the Ergometrics video exams will continue on to the Skill Scenario.
 - 4) Applicants successfully passing the Skill Scenario will continue on to the Oral Interview Panel.
 - 5) Applicants successfully completing the Oral Interview will continue on to the hiring eligibility list to be used for available openings.
 - 6) Prior to appointment with the Leander Fire Department, applicants must successfully complete a Chief of Department Interview, doctor's physical, drug screening and psychological 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. External Lieutenant Applicants are taking a Firefighter written exam and a Lieutenant written exam. **Applicants must make a minimum of 75% on the Firefighter exam to continue in the testing process. Applicants must make a minimum of 70% on the Lieutenant exam to continue in the testing process.**

***Applicants submitting Official Transcripts from an accredited higher education institution with 24 hours of earned credit will receive 5 extra points that can assist with a passing score.**

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 is video-based scenarios and written multiple choice testing designed for the position.

Applicants must pass all portions in order to continue in the process.

Skill Scenario

Given a visual scenario projected on the wall, real-time radio traffic, and instructions on the parameters of the scenario, the applicant will take incident command of a fire scene. Command will include scene size up, directing other units and/or personnel responding to the scene, request additional resources if needed, use appropriate tactics, changing tactics if deemed necessary, and maintain accountability.

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

Scoring Values

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

- Written Multiple Choice Exams 50%
- Skill Scenario 35%
- Oral Interview 15%

Chief of Department Interview

The Chief of Department will interview the top scored applicants 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
- ___ 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 High School education by submitting a High School Diploma, or G.E.D equivalent
- ___ Official Transcript reflecting 24 hours of earned credit (**OPTIONAL**)
- ___ Proof of 4 years related experience or training demonstrated through TCFP FIDO Records, for in state applicants, or work history on application for out of state
- ___ Texas DPS Class B Driver's license
- ___ Texas Department of State Health Services Emergency Medical Technician Certification or higher
- ___ Texas Commission on Fire Protection Basic Fire Fighter Certification
- ___ Texas Commission on Fire Protection Driver/Pump Operator Certification
- ___ Texas Commission on Fire Protection Instructor 1
- ___ Texas Commission on Fire Protection Fire Officer 1
- ___ NIMS IS-100.b, IS-200.b, IS-300 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 Lieutenant position:

1. Position Posting September 15th, 2016
Applications are now being accepted for Lieutenant position(s).
2. Posting Closes November 4th, 2016
Completed application packets must be returned to Fire Administration no later than 5:00 p.m.
3. Candidates that meet the requirements will be **invited** to the Physical Ability Exam.
 - The Physical Ability Exam is scheduled for November 14th, 2016. Alternate dates if needed for a large process will be determined at a later date and applicants affected will be notified via e-mail.
 - Candidates will be given a specific reporting time.
 - Candidates arriving after their reporting time will be disqualified.
 - Candidates must present valid photo I.D. upon check-in.
4. Candidates passing the Job Task Course will be **invited** to the Firefighter written and Ergometrics exam portion.
 - The Firefighter written and Ergometrics exam is scheduled for November 15th, 2016 at 8:00 a.m.
 - Applicant testing should take approximately 4 to 5 hours.
 - Candidates arriving after 8:00 a.m. will be disqualified.
 - Candidates must present valid photo I.D. upon check-in.
5. Candidates passing the Firefighter written and Ergometrics exams will be **invited** to attend the Lieutenant promotional exam.
 - The Lieutenant promotional exam is scheduled for November 17th, 2016 at 8:00 a.m.
 - Applicant testing should take approximately 4 to 5 hours.
 - Candidates arriving after 8:00 a.m. will be disqualified.
 - Candidates must present valid photo I.D. upon check-in.
6. Candidates passing the Lieutenant promotional exam will be **invited** to attend a Skill Scenario.
 - Scenario Skills are scheduled November 28-30th, 2016.
 - Candidates will be given a specific reporting time.
 - Candidates arriving after their assigned time will be disqualified.
7. Candidates passing the Skill Scenario will be **invited** to attend an Oral Interview.
 - Oral Interviews are scheduled December 1st and 2nd, 2016.
 - Candidates will be given a specific reporting time.
 - Candidates arriving after their assigned time will be disqualified.

Candidates will be contacted about their status by the phone or email address submitted in their application. **Time and dates are based on expected number of applicants. Application numbers greater than expected could result in schedule adjustments.**

*All elements of the process will be held at Fire Administration at 101 E. Sonny Dr. Leander, TX 78641 unless otherwise specified.



Job Title: Lieutenant Fire

Job Number: F5.01

Department: Fire

FLSA Category: Non-Exempt

Range: F5

Approved Date: 7/1/13

Summary: Commands a fire company during an assigned shift to include: participation in and directing personnel in rescue, fire suppression, fire prevention, station and equipment maintenance, training, and emergency medical care.

Organizational Relationships:

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

Other: 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 alarms and direct the route to be taken to the fire.
- Determine the fire fighting methods to be employed and the need for additional assistance at fire scenes.
- Direct and assist crew in fire fighting and related life and property protection and provide emergency medical care to include assisting paramedics.
- Supervise salvage, rescue, and fire aid activities to include conducting fire prevention inspections and investigations.
- Supervise the maintenance of the station, grounds and all assigned apparatus and equipment.
- Supervise fire apparatus and equipment operations and assist firefighters and paramedics when necessary.
- Inspect station buildings, grounds, quarters, equipment, supplies, and fire fighting appliances.
- Train and drill station in all phases of fire fighting, rescue, emergency medical care and fire prevention to include development and implementation of new programs.
- Prepare and maintain various fire reports, schedules and records and operate department computer.

- Collect and evaluate bids for station maintenance projects and prepare specifications for equipment, and supervise purchases of materials, supplies and appliances.
- Perform various personnel functions to include maintaining files, and conducting performance appraisals.
- May perform duties of the higher classification when assigned.
- Perform other related work as required.
- Must be able work a 24 hour shift with normally 48 hours of off time between shifts.
- May be required to work overtime or be called back to work with short notice in the case of emergent events.
- Supervise the work of the firefighters; evaluate performance and make recommendations regarding disciplining employees.
- Conduct fire prevention programs, and educational and informational programs through the schools, civic groups, station tours and the general public.

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

- None.

Supervisory Responsibilities:

Involves a leadership role in supervision such as occasional directing of others to complete assignments.

Required Education and/or Experience:

High School Graduation or G.E.D.; and four to five 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; and four to five years related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations:

Texas Commission on Fire Protection Basic Firefighter or Higher Certification, Texas Commission on Fire Protection Fire Officer 1 Certification, Texas Commission on Fire Protection Driver/Pump Operator Certification, valid State of Texas Class B Driver's License, Texas Department of Health EMT Certification or higher, completion of: NIMS ICS 100, 200, 300, 700, 800b . 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.

Leadership: Exhibits confidence in self and others. Inspires respect and trust. Reacts well under pressure. Shows courage to take action. Motivates others to perform well.

Managing People: Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes self available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.

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 all department apparatus within 30 days of promotion, must meet the requirements and specifications of the ranks they will supervise, knowledge of practices involving emergency rescue procedures, fire suppression procedures and emergency medical procedures, knowledge of firefighting principles, techniques and principles of hydraulics applied to fire suppression, knowledge of modern fire prevention and suppression methods, fire behavior and basic fire chemistry, ability to interpret and apply knowledge of departmental rules and regulations on fire prevention, safety, fire codes, emergency medical and rescue methods to include state laws and municipal code and ordinances related to fire prevention, 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, skill in supervising and coordinating operation and maintenance of fire equipment, apparatus and tools, ability to learn and adapt to the knowledge of geography and streets in response area, skill in planning, coordinating, developing, scheduling, implementing and evaluating various training programs relevant to operation of the Fire Department, skill in performing or supervising fire investigations to determine cause and origin of fire, skill in preparing and maintaining various departmental reports, records and budget.

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:

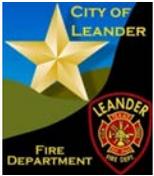
While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and/or move up to 30 pounds 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.



Leander Fire Department

External 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, 5th Edition (2008), IFSTA (ISBN: 978-0-87939-284-0)

Driver / Pump Operator (April 2017)

- Aerial Apparatus Driver/Operator Handbook, 2nd Edition (2009), IFSTA (ISBN: 978-0-87939-359-5)
- Pumping Apparatus Driver/Operator Handbook, 2nd Edition (2006), IFSTA (ISBN: 978-0-87939-278-9)
- Essentials of Fire Fighting, 5th Edition (2008), IFSTA (ISBN: 978-0-87939-284-0)

Lieutenant (April 2018)

- Fire & Emergency Services Instructor, 7th Edition (2006), IFSTA (ISBN: 978-0-87939-271-1) – Only Chapters 1 - 13
- Fire and Emergency Service Company Officer, 4th Edition (2007), IFSTA (ISBN: 978-0-87939-281-9) – Only Chapters 1 – 21
- Essentials of Fire Fighting, 5th Edition (2008), IFSTA (ISBN: 978-0-87939-284-0)

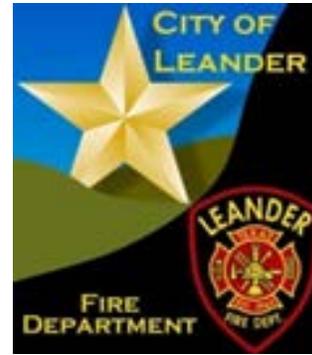
Battalion Chief (April 2019)

- Chief Officer, 2nd Edition (2004), IFSTA (ISBN: 978-0-87939-242-0)
- Fire and Emergency Service Company Officer, 4th Edition (2007), IFSTA (ISBN: 978-0-87939-281-9) – Only Chapters 22-32
- Building Construction Related to the Fire Service, 2nd Edition (1998), IFSTA (ISBN: 978-0-87939-162-1)
- Fire Department Safety Officer, 1st Edition (2001), IFSTA (ISBN: 978-0-87939-191-1)
- Essentials of Fire Fighting, 5th Edition (2008), IFSTA (ISBN: 978-0-87939-284-0)

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.

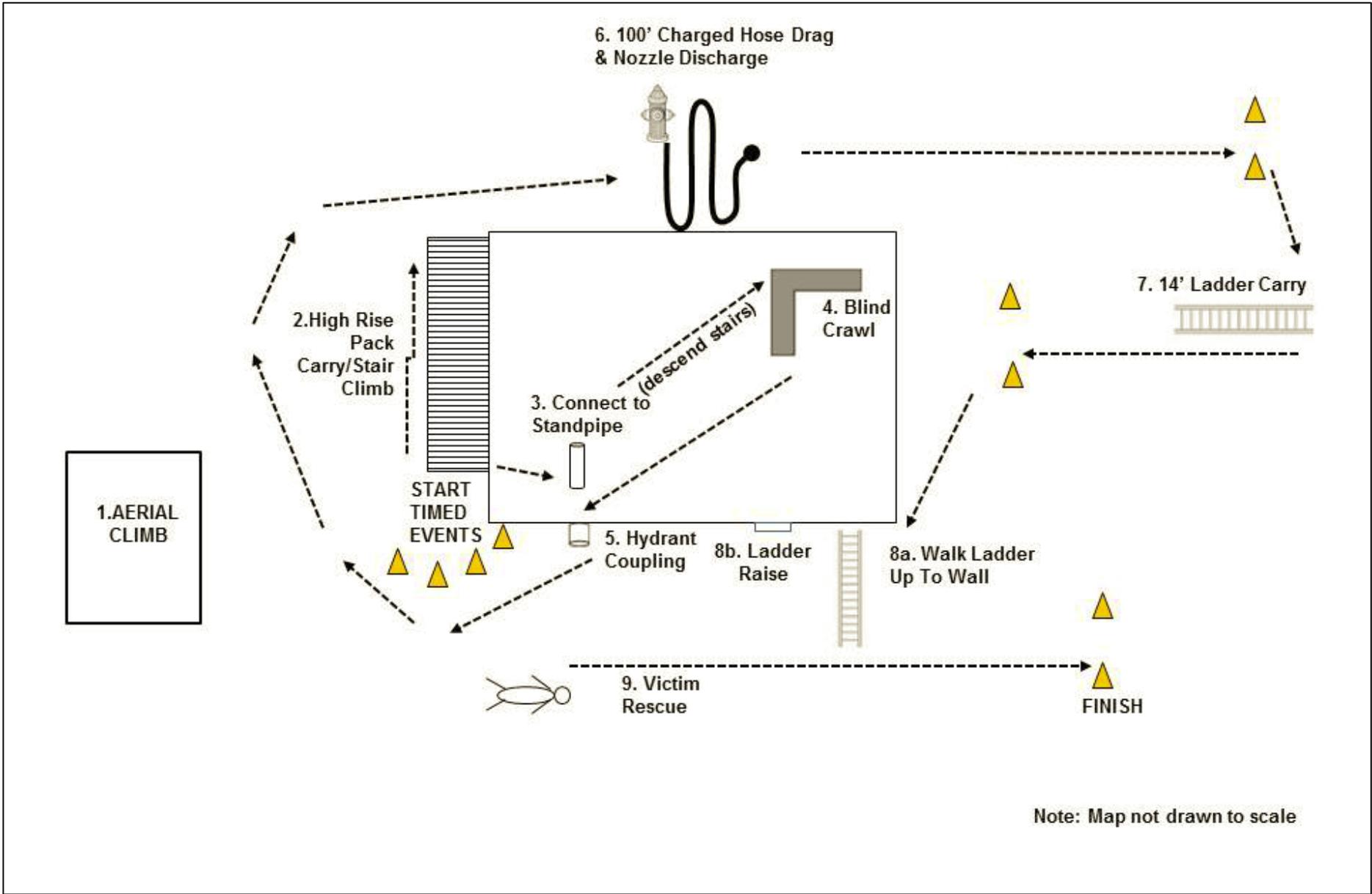
2. **High Rise Pack Carry/Stair Climb.** The high rise pack should include 100 feet of 1 ¾" hose, with wye & nozzle and will be located at the bottom of the flight of stairs at the start line. Candidates will carry the high rise pack up two flights of stairs to the third floor.
3. **Connect to Standpipe.** 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

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: _____
<i>A separate application must be completed for each position for which you are applying.</i>	

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

Applicant's Name _____

Position(s) Applying For _____

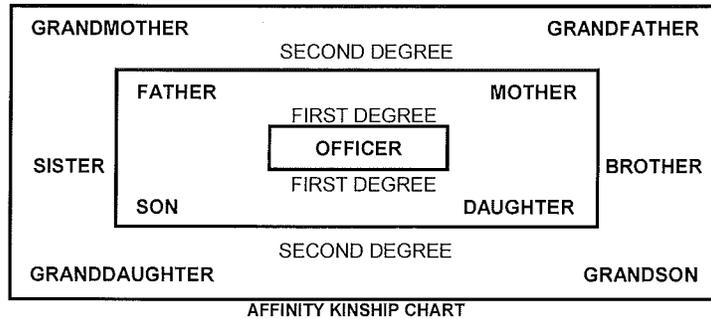
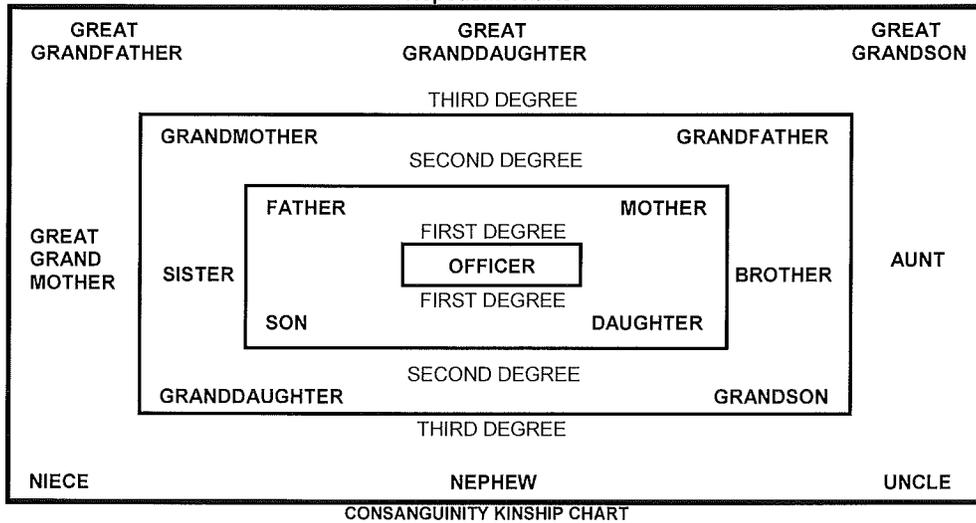
No person may be employed by the City of Leander who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council or City Manager. (See chart below)

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 _____