

CITY OF NEW BRITAIN
CIVIL SERVICE COMMISSION
announces

An Open Competitive Examination
for

FIREFIGHTER \$63,454 annually

(TO CREATE AN EMPLOYMENT LIST)

This position is represented by the Local 992 Bargaining Unit.

GENERAL STATEMENT OF DUTIES: Under close supervision of a Fire Captain or Fire Lieutenant, performs fire prevention, firefighting, and emergency medical responder duties. Primary responsibility is the protection of life and property. Performs duties associated with Emergency Medical Responder services. Work includes the performance of hazardous tasks under emergency conditions which may require performance under such hardships as smoke and in close quarters. Although directions and instructions are usually given by superior officers, the firefighter is required to have a thorough understanding of firefighting and emergency medical responder methods. Firefighting and emergency medical responder duties are of primary importance, but the majority of time is spent in other duties such as conducting inspections, pre-planning surveys, fire, rescue and EMS training and routine house duties which include the care and maintenance of Fire Department property and equipment. Performs related work as required.

EXAMPLES OF DUTIES:

Responds to fire alarms and emergency calls with Fire Company, lays and connects hose lines and nozzles, turns water on and off, holds fire hose and directs stream.

Performs Emergency Medical Responder (EMR) responsibilities.

Drives and operates motor driven fire apparatus and equipment; raises, climbs and works off ladder; enters and ventilates buildings using various standard techniques.

Performs rescue work. Performs salvage operations at scenes of fire, such as covering furniture with salvage covers, sweeping water and removing debris.

Learns and practices new fire fighting methods, participates in fire drills, attends classes in firefighting and emergency medical practices.

Performs routine maintenance work in the upkeep of Fire Department property and equipment; cleans and washes walls and floors; makes minor repairs to property and equipment; washes, hangs and dries hoses; washes, cleans and polishes test apparatus.

On desk watch, answers telephone and relays instructions, orders and information; gives out locations of alarms received by telephone or signal system.

Performs assigned fire inspections, checking fire escapes, building exits, and related structures and appurtenances for compliance with fire prevention ordinances.

Participates in community fire safety activities and gives fire safety advice and information to members of the community.

NON-ESSENTIAL DUTIES & FUNCTIONS:

Performs related work as required.

KNOWLEDGE, SKILL AND ABILITIES: Ability to perform a wide variety of fire fighting techniques, and to operate and effectively use various firefighting tools, appliances and apparatus. Ability to perform Emergency Medical Responder (EMR) responsibilities. Ability to climb and work from ladders and other high points. Ability to understand and follow oral and written instructions. Ability to think clearly and act quickly in emergencies. Ability and sufficient physical strength to perform prolonged and arduous work under adverse conditions. Ability to establish and maintain effective working relationships with fellow employees, supervisors and the general public.

MINIMUM QUALIFICATIONS: Skill and knowledge required would generally be acquired with a high school or vocational school education.

BACKGROUND INVESTIGATION: In addition to the checking of references and the facts stated on the application, a background investigation, including a review of arrest records, will be made before names are certified to the appointing authority for employment consideration.

SPECIAL REQUIREMENTS:

1. Applicants must have reached their 18th birthday as of the closing date for filing applications.
2. Each candidate must possess and retain a current Connecticut Motor Vehicle Operator's License at the time of appointment. In addition, if appointed, an individual must obtain a Connecticut Driver's License with a fire apparatus "Q" endorsement within a time period to be established by the Fire Department. Failure to obtain and retain this license may be grounds for termination.
3. Applicants must successfully qualify on a rigid city medical examination meeting the medical requirements of the National Fire Protection Association's (NFPA) 1582 Standard on Comprehensive Occupational Medical Program for Fire Departments. The examining physician may put any question, make any examination of the candidate and reject for any cause which is his/her medical opinion would disqualify a candidate for the firefighter position.
4. Upon appointment, firefighters must reside within 30 minutes from the border of New Britain, under normal road conditions. A list of towns is attached.
5. Applicants will be required to submit an affidavit stating that he or she has been and is a non-smoker. This affidavit is a part of the announcement package, and must be submitted at the time of application, in no case later than the date of the written exam. Falsification of the affidavit will be considered falsification of the employment application, and subject to the pertaining rules and regulations of the City (up to and including discharge, if hired).
6. **Physical Ability Test: The City of New Britain will require applicants to hold a current Candidate Physical Ability Test (CPAT) card with a date of March 1, 2014 or later or proof of registration with a licensed CPAT Center in order to apply. Candidates who need a CPAT Card must apply to the Connecticut Fire**

Academy by February 26, 2015. The CPAT application can be found at www.ct.gov/cfpc/lib/cfpc/CFA2015CPATapplication.pdf. Existing CPAT cardholders must submit their CPAT card at the time of the written exam. Newly-registered CPAT applicants must submit their CPAT card to the Personnel Department no later than June 12, 2015.

- 7. Veteran’s Points: Applicants eligible for veteran’s points must submit a copy of their DD214 form prior to the closing deadline for applications. Veteran’s points are awarded for specific periods of conflict only, under certain conditions, including honorable discharge. No consideration for veteran’s points will be given after the closing deadline for applications.

SPECIAL REQUIREMENTS:

- 1. In accordance with Connecticut State Fire Commission regulations, an individual, if appointed, must successfully complete certification requirements of the Connecticut Fire Academy Recruit Firefighter Program; and as an Emergency Medical Responder prior to the completion of the one (1) year probationary period.
- 2. A post-offer, pre-employment background check, medical exam and psychological screening shall be required of each successful candidate.

PROBATIONARY PERIOD: The probationary period for this position shall be twelve (12) months.

THIS EXAMINATION WILL BE COMPOSED OF:

OPEN COMPETITIVE EXAMINATION

<u>Component</u>	<u>Weights</u>
Written	60%
Oral	40%
TOTAL	100%

THE WRITTEN TEST WILL BE HELD ON SATURDAY, MARCH 28, 2015 IN THE NEW BRITAIN HIGH SCHOOL CAFETERIA. THIS IS THE ONLY DATE THE TEST WILL BE GIVEN. NO ONE WILL BE ALLOWED TO TAKE THE WRITTEN TEST UNLESS THEY HAVE A VALID CPAT CARD OR PROOF OF REGISTRATION TO TAKE THE CPAT TEST.

WRITTEN TEST FEE: A fee of \$35.00 for the administration of the written exam will be charged, payable on the day of testing prior to beginning the exam. Certified bank checks, money orders or cash only. Payable to "City of New Britain" (no personal checks). (No money will be accepted during regular office hours. Do not send payment by mail.)

PASSING GRADE: The minimum passing grade is 70%.

RULE OF THE LIST: Names of all eligible candidates on the open competitive employment list will be forwarded to the appointing authority for employment consideration.

DURATION OF EMPLOYMENT LIST: A certified employment list shall be in effect for one year from the date of its establishment by the Civil Service Commission. Subsequent to the

initial certification of the employment list, no sooner than 10 months and no later than 11 months and 29 days from date of initial certification, the Commission may, upon the showing and finding of exigent or extenuating circumstances, extend the duration of the list when it is deemed to be in the best interest of the City. The City, or any individual, may request that consideration of extension be placed on the Civil Service regular meeting agenda by notifying the Personnel Director no later than one calendar week prior to the monthly meeting. The maximum period of time that a list shall remain in effect is two years from date of initial certification.

REASONABLE ACCOMMODATIONS: All requests for reasonable accommodations in the testing process must be made in writing, no later than the closing date for applications. Documentation of the disability for which the accommodation is being requested must be received no later than the closing deadline for applications. The candidate's failure to provide documentation which satisfies the City's requirements by the timetable above will result in an inability to provide an accommodation in the testing process. However, the candidate who meets the minimum qualifications for the position would still be eligible to complete with all other candidates in the standard testing process.

GENERAL INFORMATION: The Civil Service Commission reserves the right to limit the number of candidates who will proceed to the next phase of the testing process. A candidate must pass each phase to proceed to the next; however, qualifying on one phase may not automatically qualify a candidate to proceed to the next test.

Applications must be on file with www.FireFighterApp.com no later than Midnight on Saturday, March 7, 2015.

An EOE/Equal Access Employer

CITY OF NEW BRITAIN
NON-SMOKING AFFIDAVIT
FIREFIGHTER

DATE: _____

NAME: _____

ADDRESS: _____

I _____ do hereby swear and affirm that I am not now a smoker and have not been a smoker since _____. I understand that I shall not smoke as a condition of continued employment.

It is my understanding that this affidavit is a part of my application papers and, as such, falsification of this document may be cause for termination of employment and/or removal from any employment list.

I do swear that the above information is true.

Signature

Witness