

**2019 Promotional Examination Announcement Bulletin**  
**FIRE CAPTAIN**

**PURPOSE**

The Fire Captain commands one or more firefighting companies at fires and other emergencies and provides direction and supervision to subordinates including Firefighter(s), Heavy Equipment Operator(s) and Fire Lieutenant(s). The Fire Captain leads, trains, inspects, schedules and evaluates subordinate personnel. In addition, the Fire Captain may be required to act in place of a Battalion Chief.

**ESSENTIAL FUNCTIONS**

- Direct and participate in the firefighting, emergency medical and other field operations of a company;
- Supervise and mentor personnel in quarters and at the scene of an alarm, including planning, scheduling, organizing, maintaining discipline and morale, and training;
- Establish house policies in compliance with departmental rules and regulations;
- Oversee the upkeep of the engine house and property;
- Develop and maintains reports and records;
- Promote positive public relations through community involvement and superior customer service; and
- Ensure personnel are performing their duties in accordance with the department's rules, regulations, standard operating procedures, standard operating guidelines and code of conduct.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008*

**MINIMUM REQUIREMENTS**

1. Applicants must have served continuously as a Fire Lieutenant in the Milwaukee Fire Department for **at least three (3) years as October 15, 2019.**

Continuous service includes:

- time spent on military leave or duty disability;
- unpaid absences of 30 days or fewer for non-disciplinary reasons, including educational leave or medical leaves of absence;
- absences of 5 cumulative 8-hour days or fewer or two (2) cumulative twenty-four hour working days or fewer for disciplinary reasons, however the applicant must have the required years of actual service.

**Qualifying service will be confirmed at the time of application and prior to subsequent steps in the selection process.**

A substitution may be made for a maximum of one (1) year of required experience in exchange for one of the following:

- Sixty or more academic credits from an accredited college or university applicable to a degree. **IMPORTANT NOTE: College transcripts are required and must be received by the *application period closing date (Friday, July 12, 2019)*. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.**
  - Active certification for performing paramedic services for the Milwaukee Fire Department at time of application.
2. Licensed by the State of Wisconsin and authorized to practice as an EMT-B by the Milwaukee Fire Department at time of application, including all refresher requirements;
  3. Completion of the MFD Professional Development Program for Captain prior to appointment to the position.

**CITY OF MILWAUKEE FIRE AND POLICE COMMISSION**  
Room 706A, City Hall; 200 East Wells Street, Milwaukee, Wisconsin 53202  
(414) 286-5000

**APPLICATION**

Scroll to the bottom of this posting top apply for the position. The study guide and written examination reading list will be available on the Fire and Police Commission website at <http://city.milwaukee.gov/fpc/jobs> beginning **Friday, June 21, 2019**. **A link to the application**, the study guide and the written examination reading list will also be available on the MFD Intranet. **Candidates are responsible for ensuring that online applications (via JOBAPS) are submitted online by the deadline of Friday, July 12, 2019**. The FPC is not responsible for applications not submitted by the deadline. Please note that all correspondence regarding the selection process will be sent via email using the email address that corresponds to the applicant's profile in the Fire & Police Commission's online application program (JOBAPS); it is imperative that applicants maintain an updated profile, including current email addresses, in the JOBAPS program to ensure all correspondence regarding testing dates and results is received by the applicants. Qualified applicants will be notified of the date, time and place of the examination components.

The examination process will consist of two components: a written multiple choice test and an assessment center. The assessment center will include multiple exercises (3-4 total components). The promotional process vendor will discuss potential exercises during the orientation session in July (see below).

The final score for the purpose of ranking on the eligible list will be comprised of the following components:

Written Test	20%
Assessment Center	75%
Seniority	<u>5%</u>
	100%

Candidates must attain a passing score on the written test to be scheduled for the assessment center and must attain a passing score on each portion of the assessment center to be placed on the eligible list. Promotion is contingent upon passing a drug screen. The eligible list resulting from this examination will remain in effect for two years unless rescinded or extended by the Fire and Police Commission.

The written test is tentatively scheduled for **August 30, 2019**. The assessment center is tentatively scheduled during the week of **October 7, 2019**. Testing may not be scheduled on all days. Qualified candidates will receive email notification that they are invited to attend and will be notified of the specific test date, time and location of each testing component (i.e. written and assessment center). Candidates who pass the written test will be notified of the specific date, time and place of the assessment center.

The promotional process vendor, I/O Solutions (IOS) will conduct a two separate comprehensive orientation sessions (applicable to both the Lieutenant and Captain processes). The first session is scheduled for 1:30 p.m. on Thursday July 11, 2019. The sessions will be held at the Milwaukee Police & Fire Academy at 6680 N. Teutonia Ave. in Milwaukee. This session will be led by the IOS lead consultant. A second session will be held at 9 a.m. on Friday July 12, 2019. This session may be played from a video recording of the first session in order to ensure consistency of content. The sessions will last approximately three hours and 30 minutes in length and will cover both the written examination and the assessment center. A great deal of attention will be paid to the assessment center, including a discussion of the schedule and method of candidate processing and the potential exercises used in the assessment center (i.e., tactical, structured oral interview, role-play or written/administrative component). This session is important, especially to those new to the promotional process. **NOTE: As the first orientation session will be held prior to the application deadline, verification of eligibility will be conducted prior to admission to the session.**

Applicants will be notified of any changes in schedule of either the written test or assessment center. Unless required by law, the Fire and Police Commission will not provide alternative test administrations. Applicants are responsible for attending all phases of the job selection process at the time and place designated by the Fire and Police Commission. Any applicant who will be unavailable for one or more portions of this selection process due to military service or training and wishes to request an accommodation must submit such a request in writing to: [fpcjobs@milwaukee.gov](mailto:fpcjobs@milwaukee.gov) no later than Friday, August 23, 2019. In the subject line, please type: Fire Captain Request for Military Accommodation.”