

FIRE CAPTAIN

Recruitment #2407-2424F-001

List Type	Promotional
Requesting Department	MILWAUKEE FIRE DEPARTMENT
Open Date	07/12/2024 08:00:00 AM
Filing Deadline	08/09/2024 11:59:00 PM
HR Analyst	Edwin Schacherer

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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

Primary duties are to perform actively in firefighting and emergency medical operations and supervise one or more firefighting companies at fires and other emergencies; supervise personnel in quarters, including planning, scheduling, organizing, maintaining discipline and morale, and training. Secondary duty is to oversee the upkeep and records of the firehouse and department property, including completing paperwork, reports, and requisitions for apparatus and firehouse maintenance.

- 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.
- Required to be able to lead, mentor, train, schedule and evaluate personnel in both emergency and non-emergency situations while maintaining focus and composure.
- Must be able to recognize needs and request maintenance for firehouse, grounds, equipment, and apparatus.
- Required to be an excellent communicator with staff and with civilians at public relations assignments, promoting excellent service to citizens.

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 **immediately preceding the date of the written test, September 12th, 2024.**

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 (60) 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, August 09th, 2024)**. 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, or,*
- 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 or higher by the Milwaukee Fire Department at time of application, including all refresher requirements;

3. Completion of the MFD Professional Development Program prior to **promotion**.

IMPORTANT NOTES:

- **Candidates will be required to complete the Captain Capstone the year following promotion. Candidates failing to do so may have their probation extended.**
- **Local, State or Federal certifications will be the singular validation of PDP completion.**

4. A valid regular Wisconsin driver's license at the time of application and throughout employment.

CURRENT SALARY

Current Salary for the Fire Captain position can be viewed within the Salary Ordinance here: [City of Milwaukee Code of Ordinances](#).

Salary for Fire Captain is **4JN - pay range 857**.

ADDITIONAL INFORMATION

APPLICATION

The online application is available at <http://city.milwaukee.gov/fpc/Jobs>. The list of study materials is available on the MFD intranet. Candidates are responsible for ensuring that applications are submitted on line by the deadline of **Friday, August 09th, 2024**. The FPC is not responsible for applications not received.

Please note that all correspondence regarding the selection process will be sent via email. 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 components). National Testing Network will discuss potential exercises during an orientation session open to candidates.

Application Period Close	August 9, 2024	
Written Test	September 12, 2024	25%
Assessment Center	Week of October 13th	70%
Seniority		5%
		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 **September 12th, 2024**. 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.

Applicants will be notified of specific dates in schedule for 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 Fire and Police Commission Human Resources Representative Edwin Schacherer at eschac@milwaukee.gov no later than close of the application period, Friday, August 9th 2024.