

# INTERIM FIRE LIEUTENANT

List Type	Promotional
Requesting Department	FIRE OPERATIONS BUREAU
Open Date	11/3/23
Filing Deadline	11/27/23 11:59:00 PM
HR Analyst	Juliet Lee Battle

## INTRODUCTION

### PURPOSE

**The Interim Fire Lieutenant, under general direction, commands a firefighting company and provides direction and supervision to subordinates, typically Firefighter(s) and Heavy Equipment Operator(s). The Interim Fire Lieutenant leads, trains, inspects, schedules, and evaluates subordinate personnel.**

### 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;
- Complete reports and maintain 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, numbered notices, and the code of conduct.

Interim Fire Lieutenants must participate in the next Fire and Police Commission Fire Lieutenant exam process, and achieve a standing on that list that does not exceed the number of Fire Lieutenants promoted via this interim process to retain their promotion and seniority to Fire Lieutenant. All others will revert to their previous rank.

*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. Candidates must have served continuously as a Firefighter, Fire Paramedic, and/or Heavy Equipment Operator (HEO) in the Milwaukee Fire Department (MFD) for a combined total of six (6) years **immediately preceding Monday, November 27, 2023.**

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 (five) 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;
- continuous service will be calculated over the previous five (5) or six (6) years, whichever is relevant to the candidate;

**Qualifying service will be confirmed at the time of document submission 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 **filing deadline of Monday, November 27, 2023**, included with your letter of interest and résumé. Submissions without transcripts included 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 service for the Milwaukee Fire Department at time of document submission (*no proof is needed to be turned in – will be verified by MFD*);  
or
  - at least one (1) year of service as a regularly appointed Heavy Equipment Operator, not in an acting capacity (*no proof is needed to be turned in – will be verified by MFD*).
- 2. Licensed by the State of Wisconsin and authorized to practice as an EMT-B by the Milwaukee Fire Department at time of document submission, including being current on all refresher requirements.
- 3. Completion of the Fire Lieutenant components of the MFD Professional Development Program no later than within the 2024 calendar year. Failure to fulfill this requirement will result in reversion to the employees' previous rank.
- 4. A valid regular Wisconsin driver's license at the time of document submission and throughout employment.

## ADDITIONAL INFORMATION

### Letter of Interest and Résumé

Candidates are responsible for ensuring that letters of interest and résumés are submitted by the filing deadline of **Monday, November 27, 2023**. Email letters of interest and résumés to Administrative Services Coordinator Cheryl Finger at [cfinger@milwaukee.gov](mailto:cfinger@milwaukee.gov). The Milwaukee Fire Department is not responsible for letters of interest and résumés not received. Please note that all correspondence regarding the selection process will be sent via email. Qualified candidates will be notified of the date, time and place of the examination components. The examination process will consist of three components: a written multiple choice test, an assessment center, and a Chief Panel Interview. The assessment center will include one (1) emergency scene management scenario. The list of study materials is available on the MFD intranet.

<b>Written Test</b>	25%
<b>Assessment Center</b>	30%
<b>Chief Panel Interview</b>	30%
<b>Seniority</b>	<u>15%</u>
	100%

Candidates must attain a passing score in every phase of the testing process listed above to be placed on the eligible list. Promotion is contingent upon passing a drug screen. The eligible list resulting from the Interim Fire Lieutenant examination will remain in effect until a Fire Lieutenant Eligible List is established by the Fire and Police Commission, unless rescinded prior to this.

The written test will be scheduled no sooner than **Monday, December 11, 2023**. Qualified candidates will receive email notification that they are invited to attend and will be notified of the test date, time, and location of each testing component (i.e., written, assessment center, and Chief Panel Interview), **if** the previous portion is passed.

After notification, candidates are responsible for attending all phases of the job selection process at the time and place designated by the Milwaukee Fire Department. Any candidate who will be unavailable for one or more portions of this selection process due to military service/training and wishes to request an accommodation must submit such a request in writing to Administrative Services Coordinator Cheryl Finger at [cfinger@milwaukee.gov](mailto:cfinger@milwaukee.gov) upon release of each assessment date. Unless required by law, the Milwaukee Fire Department will not provide alternative test administrations.