



HUMAN RESOURCES/CIVIL SERVICE  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

(203) 797-4598  
FAX (203) 796-1611

**CITY OF DANBURY ANNOUNCES A PROMOTIONAL EXAMINATION  
FOR THE POSITION OF  
FIRE CAPTAIN  
SALARY: \$79,959/annually**

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**LAST DATE FOR FILING APPLICATIONS**

Applications must be on file at the Human Resources/Civil Service Office, City Hall, 155 Deer Hill Avenue, Danbury, CT 06810:

**MONDAY, APRIL 30, 2012, NO EARLIER THAN 7:30 a.m., through  
MONDAY, MAY 21, 2012- NO LATER THAN 6:00 p.m.**

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**RATING PROCEDURES:**

Applicants who meet the minimum requirements and other criteria established by the Civil Service Commission will be rated according to their merit and relative fitness to perform the duties of the position.

**EXAMINATION PROCESS:**

The Civil Service Commission will review all applications received. At the discretion of the Civil Service Commission, the number of applicants admitted to the examination process may be limited to those applicants whose background and experience as stated on the application would indicate skills and qualifications of most immediate benefit to the department and the City of Danbury. The examination for this position will consist of the following parts:

<u>PARTS</u>	<u>WEIGHT</u>
WRITTEN EXAM	50%
ORAL EXAM	50%

Passing scores for each phase is 70%. A candidate who is denied entrance to an examination, or who is notified of a failing grade on any portion of an examination, has the right to a review and/or appeal of that portion of the examination process. All appeals must be made in writing to the Civil Service Commission office within 10 days of the mailing of the notice of results of the examination. Employees applying for a promotional position are not required to undergo a physical exam.

**EXAMINATION DATES ARE AS FOLLOWS:**

WRITTEN EXAM: MONDAY, JULY 9, 2012  
Hatter's Park Community Banquet Hall 7 East Hayestown Road Danbury, CT 06810

\*ORAL EXAM: WEEK OF JULY 10, 2012  
Human Resources/Civil Service Department 155 Deer Hill Avenue Danbury CT, 06810  
Times to be scheduled

\*Please note: only those candidates with a passing score on the written exam will be eligible for the oral exam. All candidates will be notified of their score on the written exam in writing

NOTE: AS PER CIVIL SERVICE RULES AND REGULATIONS, IN ORDER TO QUALIFY FOR A PROMOTIONAL EXAM, CANDIDATES MUST HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY PERIOD IN THEIR CLASS.

NOTE: In lieu of audio recording, all oral examinations will be videotaped.

APPLICATIONS: Applications may be obtained from the Human Resources-Civil Service Department, City Hall, 155 Deer Hill Avenue, Danbury, CT 06810. EEO/M-F

FIRE CAPTAIN  
CITY OF DANBURY

GENERAL STATEMENT OF DUTIES:

The position is a supervisory position. Employees in this classification assist the Assistant Chief in carrying out his assigned duties, or in the absence of the Assistant Fire Chief, perform his/her duties. This individual has immediate supervision of Lieutenants, Dispatchers, and Firefighters.

DUTIES AND RESPONSIBILITIES:

- Supervises all personnel within his/her scope of responsibility.
- Assigns housekeeping duties, reviews the care/maintenance and reports of department equipment and follows-up on all required reports.
- Assumes command and directs fire-fighting activities at the scene of an incident until relieved by a superior officer.
- Performs duties as needed or directed by his/her superior officer.
- Inspects the fire station and equipment to insure proper care of department equipment is maintained.
- Responsible for ensuring apparatus is properly equipped, all equipment is in proper working order and is accountable for all assigned equipment.
- Instructs and supervises department drills and in-service training programs.
- May perform or direct emergency medical services.

MINIMUM QUALIFICATIONS:

Knowledge/Abilities/Skills:

Applicant must possess knowledge of State and Local fire safety laws and codes; considerable knowledge of modern firefighting equipment, fire control, fire prevention, and safety practices. Must be knowledgeable of training methods and techniques for fire department personnel, ability to prepare clear, concise and accurate reports on firefighting work and the ability for written and oral expression. The ability to plan, assign and evaluate and motivate the work of subordinates and to direct a number of personnel and a variety of equipment under emergency conditions involving danger to life and property in a efficient and safe manner.

EXPERIENCE AND TRAINING:

At least six (6) years of service in the paid Fire Department and must have held the rank of Fire Lieutenant for a period of one (1) year.

DANBURY FIRE DEPARTMENT

Fire Captain Examination

Reading List

The written examination for this position will consist of approximately 100 multiple-choice questions taken from material contained in the following sources:

1. Fire Department Safety Officer, 1<sup>st</sup> edition, IFSTA, 2001. **(\$39.00)**
2. Building Construction for the Fire Service, 4<sup>th</sup> edition, Francis L. Brannigan and Glenn P. Corbett, NFPA. **(\$89.95)**
3. Fire Officer: Principles & Practice, 2<sup>nd</sup> edition, NFPA, 2010. **(\$71.95)**
4. NIMS - Incident Command System Field Guide, 2<sup>nd</sup> edition, Informed Publishing, 2008. **(\$21.95)**
5. Structural Firefighting: Strategy and Tactics, Bernard J. Klaene and Russell E. Sanders, 2<sup>nd</sup> edition, NFPA, 2008. **(\$90.95)**
6. Fire Service Personnel Management, Steven T. Edwards, 3<sup>rd</sup> edition, Brady/Prentice-Hall, 2010. **(\$77.33)**
7. Truck Company Operations, John Mittendorf, 2<sup>nd</sup> edition, PennWell Publishing, 2010. **(\$79.00)**

**PUBLISHER PHONE NUMBER & WEBSITE**

- |                        |                |  |
|------------------------|----------------|--|
| 1. IFSTA               | (800) 654-4055 | <a href="http://www.ifsta.org">www.ifsta.org</a>                   |
| 2. NFPA                | (800) 344-3555 | <a href="http://www.nfpa.org">www.nfpa.org</a>                     |
| 3. Informed Publishing | (888) 624-8014 | <a href="http://www.informedguides.com">www.informedguides.com</a> |
| 4. Brady               | (800) 638-0220 | <a href="http://www.bradybooks.com">www.bradybooks.com</a>         |
| 5. PennWell Publishing | (800) 752-9764 | <a href="http://www.pennwellbooks.com">www.pennwellbooks.com</a>   |

CITY OF DANBURY  
CIVIL SERVICE COMMISSION

APPLICATION FOR PROMOTIONAL EXAMINATION

Position applying for: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_  
*Last First Middle Initial*

Address: \_\_\_\_\_  
*Street City State Zip*

Telephone No.: ( ) \_\_\_\_\_

Phone # where you can be reached between 9:00am & 4:30pm: \_\_\_\_\_

Present Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Your official Date of Hire: \_\_\_\_\_

Duties of present position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any previous experience you believe is directly related to the promotional position you seek: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any previous education and/or training you believe is directly related to the promotional position you seek: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# DANBURY FIRE DEPARTMENT

## Fire Captain Examination Schedule

### Monday, July 9, 2012

9:00AM - 11:00AM Written Examination  
11:00AM - 12:00PM Score Written Examination  
12:00PM - 1:00PM Lunch  
1:00PM - 2:00PM Candidates Review Written Examination Scores  
2:00PM - 3:00PM Candidate Orientation for Oral Examination  
3:00PM - 4:00PM Oral Board Orientation

### Tuesday, July 10, 2012

8:00AM - 11:00AM Fire Captain Oral Examination

8:00AM	Candidate 1	8:45AM	Candidate 2
9:30AM	Candidate 3	10:15AM	Candidate 4
11:00AM	Candidate 5		

11:45AM - 1:00PM Lunch

1:00PM - 4:45PM Fire Captain Oral Examination (Continued)

1:00PM	Candidate 6	1:45PM	Candidate 7
2:30PM	Candidate 8	3:15PM	Candidate 9
4:00PM	Candidate 10		

### Wednesday, July 11, 2012

8:00AM - 11:00AM Fire Captain Oral Examination

8:00AM	Candidate 11	8:45AM	Candidate 12
9:30AM	Candidate 13	10:15AM	Candidate 14
11:00AM	Candidate 15		

11:45AM - 1:00PM Lunch

1:00PM - 4:45PM Fire Captain Oral Examination (Continued)

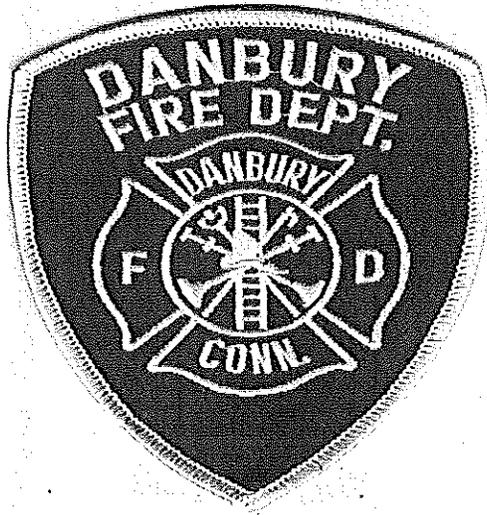
1:00PM	Candidate 16	1:45PM	Candidate 17
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2:30PM Candidate 18 3:15PM Candidate 19  
4:00PM Candidate 20

**Thursday, July 12, 2012**  
**Candidate Debriefing (Optional)**

8:00AM		8:30AM	
9:00AM		9:30AM	
10:00AM		10:30AM	
11:00AM		11:30AM	
12:00PM		12:30PM	
1:00PM		1:30PM	
2:00PM		2:30PM	
3:00PM		3:30PM	
4:00PM		4:30PM	
5:00PM		5:30PM	

# CITY OF DANBURY



## APPLICANT INFORMATION FOR FIRE CAPTAIN ORAL EXAMINATION

Prepared by

Resource Management Associates  
Tinley Park, Illinois

July, 2012

## **CITY OF DANBURY**

### **Fire Captain Oral Examination Information**

#### **The Nature of the Oral Examination**

The Oral examination is a process in which a panel of independent evaluators are asked to evaluate candidates on the basis of their response to a series of oral examination questions as well as on the basis of their ability to correctly interpret complex scenarios from written descriptions and to provide an oral explanation of their interpretation of the scenario described. Candidates will also be asked to role play certain situations in which the evaluators may play the roles of participants in the situations. In each case, evaluators will evaluate the candidates' response on the basis of a series of performance dimensions such as oral communication, problem analysis and career preparation.

The oral examination is designed to be job-related, which means that there is a clear linkage between the questions you will be asked and the duties and responsibilities associated with the position for which you are being evaluated. All candidates will be evaluated in the same way on the same performance dimensions and by using the same evaluation criteria, thus ensuring fairness and consistency in the process.

This booklet is intended to provide you with some basic information about the oral examination so that you may better prepare yourself for it.

#### **Purpose of the Oral Examination**

The purpose of the oral examination is to determine a candidate's ability to articulate his or her knowledge of pertinent aspects of the position for which he or she is being evaluated and to demonstrate their ability to apply that knowledge through a series of simulations. In addition, the process allows a candidate to demonstrate how well he or she can think on their feet and make good decisions under pressure and under extreme time limits.

#### **Organization of the Oral Examination**

The oral examination consists of two parts. In Part I, you will be asked to play the role of the Incident Commander at the scene of a fire which will be presented to you by way of a computer-based simulation. You will be expected to role play the actions of the Incident Commander at the fire scene, to verbally interact with and give direction to other companies and personnel on the fire ground and to take the necessary action to bring the fire under control. Evaluators will be provided with a set of benchmarks to use in scoring candidates' performance in the fire simulation.

In Part II, you will be asked two preliminary questions about yourself and your qualifications for this position followed by a series of six situational questions designed to test your knowledge of fire suppression, Incident Command procedures and effective supervisory practices, as well as your judgment and reasoning skills in formulating answers to the questions. All of the questions to be asked in the oral examination come from one of the source documents that was used in developing the written examination for this same position. Candidates will be asked to read the questions aloud and will have two and one-half minutes to read and answer each question. Evaluators are not permitted follow-up questions or to ask any additional questions of the candidate.

### **About the Examination**

<b>Date of the Examination:</b>	July 10-11, 2012
<b>Candidate Orientation: (optional)</b>	July 9, 2012
<b>Candidate Debriefings: (optional)</b>	July 12, 2012
<b>Total Examination Time:</b>	Part I: Approximately 15 minutes Part II: Approximately 25 minutes
<b>Nature of the Oral Examination:</b>	The oral examination will consists of two parts. The first part will be a fire simulation in which you will be assigned as the Incident Commander at a structure fire. The second part will be an oral examination in which you will be asked to answer two preliminary questions about your qualifications for this position followed by a series of six situational questions intended to allow you to demonstrate your knowledge of topics related to the position of Captain in the Danbury Fire Department.
<b>Examination Site:</b>	To be determined
<b>The Examination Panel:</b>	The examination panel will consist of three or more highly-qualified individuals with experience and expertise in fire department operations, supervision and management from other fire departments who can be counted upon to render a fair and impartial assessment of each candidate and who have no vested interest in the outcome of the examination.

**Candidate Ratings:**

Each candidate will receive a final score based upon a maximum of 100 percent with each of the two parts of the oral examination weighed equally.

**Oral Examination Part I: The Tactical Simulation**

You should report 15 minutes before your scheduled examination time to receive written and oral instructions regarding the tactical situation. In the tactical simulation, you will be given the description of a fire situation and will be expected to role play the role of the Incident Commander and to interact with one or more of the assessors who will play the role of other companies at the scene, as well as your local fire department dispatcher. You will be evaluated by the assessors on a series of benchmarks designed to measure your tactical ability and decision-making skills. A computerized simulation may be used to depict the fire building and conditions upon arrival and these conditions will evolve during the exercise.

**Tips for Success:** Here are some things you should keep in mind while engaged in the tactical simulation:

- Call for additional resources promptly, if needed.
- Use resources in a logical and well-organized manner.
- Make good tactical decisions.
- Follow your established Incident Command Procedures.
- Keep track of your resources and what they are doing.
- Request frequent status reports.

**Oral Examination Part II**

Following the tactical simulation you will be asked to answer a series of two preliminary and six situational questions. The first two preliminary questions are as follows:

1. Why are you interested in this position and what special skills, abilities, job experiences and other qualifications do you have that make you an exceptional candidate for this position?
2. What have you personally done to prepare yourself for advancement to the rank of Captain in the Danbury Fire Department?

The next six questions will be typewritten on sheets of paper and will be on the table in front of you. When told to do so, begin by reading out loud situational question number 1. You will have two and one-half minutes to answer that question. You will then be directed to read out loud situational question number 2 and you will have two and one-half minutes to answer that question. This same procedure will be followed until you have read and answered all six questions.

You will not be asked questions by the oral examination panel and will they not be allowed to ask you follow-up questions or to help you in understanding or answering the questions.

At the conclusion of the oral examination the evaluators will be asked to stand, shake your hand and wish you good luck. You will then be excused and this will terminate the oral examination.

### **Oral Examination Tips**

Here are some things you should keep in mind during your oral examination:

1. Know where to report and be on time. Remember that the first impression you make on people is a lasting one and it is *never* in your best interest to report late for an examination.
2. Dress appropriately. Remember that this is a job interview and the manner in which you present yourself to others often goes hand in hand with how you are perceived by others.
3. Good eye contact, a positive attitude and an erect bearing are important characteristics in any oral examination situation. You should be poised and self-confident but not cocky or over-bearing. The oral board members will be more impressed with an attitude of openness than one suggesting a closed mind or inflexibility.
4. Do not be afraid to stress your positive attributes and achievements, but do not stray over the line into the area of boastfulness.
5. Do not introduce yourself to the oral examination panel or refer to yourself by your actual name. You have been assigned an ID number and this is the only identification that will be used during the oral examination and in your evaluation by the panel.
6. Keep in mind that the oral examination will be recorded, either by audio or video recorder.
7. It is always a good idea to greet the oral examination panel members with a smile and a handshake at the beginning of the oral examination and before leaving. The first and last impressions are always important.
8. Keep in mind that each member of the oral examination panel has, at one time or another, sat in the same chair you are sitting in. They understand your emotions and what you are going through. They have not forgotten their roots and they are not your enemy. They are not there to make you uncomfortable or to try to make you fail. Their sole interest is in making a fair and objective evaluation of your ability and potential for being a successful supervisor.

9. Remember that you are trying to sell yourself by convincing the oral examination panel that you have prepared yourself for this position and that you are ready to accept the responsibilities of the position for which you are being evaluated.

10. Project an attitude of confidence and assurance but not over-confidence. No one has all the answers and sometimes a bit of humility goes a long way toward convincing people of your honesty and integrity.

11. Think before answering a question. Take a few seconds to think about the full import and meaning of the question, then give your response in a logical and straightforward manner.

12. Answer questions fully and completely, but do not ramble. Remember that you will be working under a time limit and you will be stopped if you exceed that time limit.

You will not be allowed to present resumes or written summaries of your education, experience or training to the oral examination panel members.

Here is an example of the type of question you may be asked during the oral examination and the benchmarks that could be used by the evaluators in judging your response:

**Sample Question:** As the company officer of Engine Four, you are responsible for the morale and motivation of your immediate subordinates. You have recently noticed that Firefighter John Jackson seems to be having some kind of personal problem. He seems very moody and irritable, is slow getting his work done and seems to have developed a very poor attitude. Other members of your crew have noticed the same thing and have asked you about John's poor attitude. You have decided to speak with John to see what can be done to solve the problem. What steps would you take in this situation?

Reference: Effective Supervisory Practices, 3<sup>rd</sup> edition, pg. 133.

These are typical of the benchmarks that would be used by the evaluator in judging your response to this question:

Recommended Actions	Comments
1. Attempt to gain Jackson's confidence by listening carefully to what he has to say and by assuring him of your interest in helping him.	
2. Try to gain a complete understanding of Jackson's problems so that you will have a better idea how you can help him.	

3. Get input from Jackson about possible solutions to the problem and suggest sources of assistance that may be appropriate in this situation.	
4. Let Jackson know that he is a valued member of the team and that you are there to help him if you can.	

### Performance Dimensions

Let's take a look at the performance dimensions the evaluators will be using when they evaluate you during the oral examination. The performance dimensions listed below were not selected arbitrarily but rather on the basis of information derived from the job analysis conducted for the position of Fire Captain. Therefore, we can be assured that there is a string linkage between the performance dimensions upon which candidates will be evaluated and the duties and responsibilities of the position of Fire Captain.

#### Part I: The Tactical Simulation

During Part I, the Tactical Simulation, you will be evaluated by the evaluators on a series of benchmarks designed to measure your decision-making ability and tactical skills. Among other things, the benchmarks will reflect your own department tactical and incident command procedures as outlined in your department's written directive.

#### Part II: The Oral Examination

During Part II, the Oral Examination you will be evaluated by the evaluators on the following performance dimensions:

<b>Career Preparation: Previous job experience, training, education, special skills and motivation to successfully perform the duties of the position.</b>				
<b>In evaluating candidates on this criteria, you should look for things such as:</b>				
<b>In the first two questions, did the candidate</b>	<b>2.0 Yes</b>	<b>1.0 ??</b>	<b>0.0 No</b>	<b>Comments</b>
1. Describe relevant previous job experience relating to this position?				
2. Describe specialized training classes relating to the duties of this position?				
3. Demonstrate that he or she has prepared himself or herself to assume the duties of this position?				

4. Describe particular job skills or abilities that are needed for this position?				
5. Demonstrate a strong desire and motivation to assume the duties of this position?				

This Performance Dimension will be based upon the candidates' response to the first question and the closing question. The next two Performance Dimensions will be based upon the candidates' response to the six situational questions:

<b>Oral Communication: The ability to express ideas and to communicate orally in a clear and understandable manner and in correct grammatical style.</b>
<b>In evaluating you in this performance dimension, here is what the evaluators will be looking for: Did the candidate</b>
1. Speak clearly and distinctly?
2. Use proper grammar, vocabulary and syntax?
3. Express ideas clearly, completely and intelligently?
4. Convey thoughts in a logical and well-organized manner?
5. Maintain good eye contact with the interview panel?
6. Use good body language and an open posture during the oral examination?

<b>Performance Indicator: Problem Analysis: The ability to correctly recognize and identify a problem and to develop reasonable and effective ways of dealing with the problem.</b>
<b>In evaluating you in this performance dimension, here is what the evaluators will be looking for: Did the candidate</b>

1. Demonstrate a thorough and complete understanding of the issues or problems presented?
2. Cover most or all of the recommended actions?
3. Demonstrate good reasoning and judgment in formulating answers to questions?
4. Maintain an attitude of poise and self-confidence during the examination?
5. Offer unique or creative thoughts and ideas for dealing with the issues or problems presented in the question?

## **Candidate Debriefings**

Candidate debriefings are offered to allow candidates to know very soon after the process how they were scored and evaluated by the evaluators. All parts of the process, including the evaluators scoring of the candidate, will be recorded on mini-DVD's and these will be available for candidates to review on Thursday, July 12, 2012. At this time, candidates will also be provided with their tentative score on the oral examination. Candidates are not required to attend these sessions but they are strongly recommended inasmuch as they are intended to provide an in-depth evaluation of each candidate's performance in the oral examination.