

NOTICE OF PROMOTIONAL OPPORTUNITY FOR APPOINTMENT OF FIRE CAPTAIN (Fire Life Safety)

This document provides important information about the upcoming promotional exam and application process for the position of Fire Captain (Fire Life Safety). Please read this information carefully.

IMPORTANT DATES

POSTING DATE:	Monday December 11, 2017
APPLICATION OPENING DATE:	Monday December 26, 2017 @ 0000hrs Human Resources Department, City Hall, 10770 West Oakland Park Blvd.
ORIENTATION MEETING (voluntary)	Wednesday, January 31, 2018 @ 0900hrs Sunrise Public Safety Building, 10440 West Oakland Park Blvd.
APPLICATION CLOSING DATE:	Friday March 30, 2018 @ 1600hrs
WRITTEN EXAMINATION DATE:	Tuesday, April, 17, 2018 @ 0930 hours Sunrise Public Safety Building, 10440 West Oakland Park Blvd.
PRACTICAL ASSESSMENT: (If Necessary)	Wednesday, April 18, 2018 @ 0900 hours Thursday, April 19, 2018 @ 0900 hours
Coral Springs Fire Academy, 4180 NW 120 th Avenue, Coral Springs FL. 33065 (954) 346-1774	

TESTING ELIGIBILITY CRITERIA *

1. A Fire Inspector with Sunrise Fire Rescue (Personnel meeting eligibility criteria under this method are eligible only for assignment as a Fire Captain in the Fire Life Safety Division)
2. Must possess and maintain State of Florida Paramedic certification as described in Florida Department of State; Florida Administrative Code and Florida Administrative Register
3. Possess a valid and appropriate State of Florida Class E (or greater) driver's license and successful completion of a certified EVOC program (Chapter 322, Florida Statute, and Rules 64E-2 of the Florida Administrative Code.
4. Must possess Municipal Fire Officer II Certificate issued by the Florida Bureau of Fire Standards.
5. Certification by the Board of Rules and Appeals and State of Florida as a Fire Safety Inspector (Fire Inspector eligible candidates only)

* Must be met by the application closing date.

PROMOTIONAL ELIGIBILITY CRITERIA**

1. Six (6) years of continuous service with Sunrise Fire Rescue Department. Service time will be reduced by one (1) year with an applicable Associates or Bachelor's Degree from an accredited college or university having met the approval of the City's tuition reimbursement program or according to Florida Statute 633.
2. Fire Inspector with Sunrise Fire Rescue for 2 years

** Must be met by promotion date, unless otherwise specified.

PROMOTIONAL CRITERIA

1. All applicants meeting all criteria for promotion at the time the test results are signed by the Fire Chief shall be in a ranked order of highest score down.
2. All applicants not meeting all criteria at the time the test results are signed by the Fire Chief shall be ranked and remain in order of when they will become eligible for promotion.
3. Ties in scoring shall be broken by the time stamp on the promotional application.

APPLICATION PROCESS

Applications must be submitted online during the date and times shown at the top of this announcement. The City's online recruitment portal for submitting applications can be accessed via the following link:

<http://agency.governmentjobs.com/sunrise/fl/default.cfm>

Personnel wishing to take the promotional examination must complete an online application. Applicants must provide electronic copies of the following documents at the time of application:

- ✓ Municipal Fire Officer II Certificate (or greater)
- ✓ Current and Valid State of Florida Paramedic License
- ✓ Current and Valid State of Florida Driver's License (Class E or greater)
- ✓ Certificate of Completion for Emergency Vehicle Operation Course (EVOC)

SCHEDULE OF TESTING

The written examination will begin on Tuesday, Tuesday, April, 17, 2018 @ 0930 hours and is expected to take all morning. The uniform of the day will be Class B as described in OPM 300.04. No other pins or ornaments may be worn.

The practical assessment will begin on Wednesday, April 18, 2018 @ 0900 hours, continuing (if necessary) on Thursday, April 19, 2018 @ 0900 hours.

The uniform of the day will be Class C as described in OPM 300.04. A uniform tee shirt long or short without rank will be issued the day of the written exam to be worn for the practical components.

Personnel reporting late for any section of the exam will not be allowed to participate in the exam process.

TESTING PROCEDURE

A. The written test and assessment center will be conducted by an external testing consultant.

→ **IMPORTANT NOTE:** A special meeting will be held on Wednesday, January 31, 2018 @ 0900hrs at Sunrise Public Safety Building, 10440 West Oakland Park Blvd. to discuss the written examination and assessment center format. The consultant will be present to review the testing process and to answer general questions from participants. This meeting is voluntary – failure to attend will have no adverse impact on participation in the testing process. However, attendance is recommended, in order that any questions participants may have can be answered.

B. A passing score of 70% is required on the written as well as the practical component of the test.

C. The scoring for the test will be weighted as follows: 60% for the practical component and 40% for the written component.

D. A suggested reading list is attached to this announcement. The reading list, while not all-inclusive, may assist candidates in preparation for the examination process.

ELIGIBILITY LIST

The eligibility list becomes effective on the day it is signed by the Fire Chief. It is on this date the previous eligibility list is no longer valid.

SELECTION PROCESS

Pursuant to the collective bargaining agreement, the City may select any one of the top five (5) eligible candidates for appointment.

Approved:

John McNamara, Fire Chief

SUGGESTED READING LIST
FIRE CAPTAIN (Fire Life Safety)

- 1) International Association of Fire Chiefs and the National Fire Protection Association, **Fire Officer: Principles and Practices**, 3rd Edition, (2015) Jones and Bartlett Publishers ISBN 978-1-284-02667-2 Chapters 6,8,9,11,12,13,19

- 2) Selected sections from the City of Sunrise Fire-Rescue Department **Operations and Policies Manual** *

Section	Description	Date
100.00	Mission Statement	August 04, 2003
100.02	Operations & Policies Manual (OPM)	February 03, 2014
200.06 Section 2	Fire Captain Fire Life Safety Captain	December 23, 2014
202.01	Employee Performance Evaluation Program - Overview	August 04, 2003
202.02	Rating	August 04, 2003
202.03	Definition of Rating Terms	August 04, 2003
202.04	Establish Performance Standards & Completing the Rating Form	August 04, 2003
202.05	Performance Evaluation Interview	August 04, 2003
202.06	Checklist for Processing Performance Interview	August 04, 2003
300.01	Chain of Command	August 04, 2003
300.03	Personal Appearance	August 04, 2003
300.04	Uniforms	June 01, 2016
300.05	Rules of Conduct	June 01, 2016
302.00	Corrective Action	November 06, 2017
302.02	Citizen Complaints	June 16, 2015
303.01	Apparatus Maintenance Procedures	June 16, 2015
400.05	EAP-CISM	June 01, 2016
401.01	Exposure Reporting Procedure	June 16, 2015
401.02	Injury Reporting Procedure	June 01, 2016
401.03	Vehicle Accident Reporting	June 01, 2016
500.02	Public Records	June 16, 2015
706.02	Fire Watch	August 04, 2003
800.04 Section 1	Fire Inspector Call Out	June 25, 2014

- 3) **Collective Bargaining Agreement** (CBA) between the City of Sunrise and Metro Broward Professional Firefighters, Local 3080, IAFF October 1, 2016 – September 30, 2019 *

- 4) **Florida Statutes (2017 EDITION)** **
 Sections: 633.202 - 633.228, 633.304 #1, 633.306, 633.308, 633.308, 633.312, 633.334, 633.348

5) **Florida Administrative Code** **

69A-3.012 Common NFPA Pamphlets (1,13,14,20,24,25,30,72,96,101&110)
69A-3.012 #6 (LIGHT FRAME TRUSS TYPE)
69A-21.240, 69A-21.241 & 69A-21.303
69A-39.009
69A-40
69A-48
69A-60,69A-60.0081

6) **Broward County Amendments to The Florida Fire Prevention Code 5th Edition** **

7) **City of Sunrise Ordinance** **

Chapter 2 – (2.5-21, 2.5-22, 2.5-23)

Chapter 6 – (6-2, 6-3, 6-27, 6-28, 6-29, 6-51, 6-52, 6-53, 6-54, 6-55, 6-56, 6-58, 6-59, 6-96, 6-98, 6-99)

8) **Florida Fire Prevention Code (5th Edition)** **

NFPA1 (2012 Florida Edition) Chapters 1,4,10,11,12,13,16,18,40,43,50,66

NFPA101 (2012 Florida Edition) Chapters 4,6,7,8,9,12,38,42

* Items will be available for download from Human Resources upon submitting application

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