

Limited to Fire Department employees

CAPTAIN

FIRE DEPARTMENT

This is a promotional examination for the position of Captain in the Fire Department. Examination will be limited to members of the Amarillo Fire Department who at any time have continuously held for at least two (2) years the classification immediately below the classification for which this examination is being held. Applications will be received in the City Human Resources Department daily until 5:00 pm, Thursday, March 31, 2011. Examination will be 100% written and all candidates will be required to pass the examination before their names will be entered on the eligibility register. The eligibility register created by the examination will be in effect for a period of one (1) year.

DESCRIPTION

Pro-actively plans to support the development of departmental goals and objectives to implement, supervise, and administer programs and activities to achieve maximum results. Evaluates, develops, and maximizes the effectiveness of personnel and utilizes appropriate leadership skills to successfully achieve departmental goals. Establishes and maintains good relations with citizens, other City of Amarillo departments, civic groups, governmental agencies, private entities, and media representatives. Provides for the protection of life and property, as well as the citizens through supervision and administration of the departments personnel and resources. Assures compliance and administers the laws and regulations affecting the department. Assumes command or participates within the incident command system as required by departmental procedure. Develops and maintains departmental procedures and guidelines within assigned areas. Responsible for all other duties and work schedules as assigned by the Chiefs of the department

PHYSICAL DETAILS OF JOB

Works in or near fire scenes and other emergency operations. High stress actions during emergency operations. Must communicate well with public, supervisors and employees. Sits while working at desk or computer station. Walking, kneeling, climbing, lifting, crouching, standing, driving and operating an emergency vehicle. Will operate a personal computer, printers, two-way scanning radios, toxic and combustible gas detectors, appliances, ladders, fire extinguishers and detection equipment.

SKILLS, KNOWLEDGE, ABILITIES

Must have a comprehensive knowledge of the use of modern firefighting equipment and methods and the ability to apply the techniques with available equipment to the maximum degree of efficiency. Must be skilled in the ability to work tactfully and harmoniously with others and direct the activity of teams of subordinates during an emergency. Must maintain body in a physical condition to sufficiently perform duties.

This job description is not intended to be all inclusive, and employees will also perform other reasonable duties as assigned by the immediate supervisor and other management as required. A detailed job description is available in the Human Resources Department, City of Amarillo.

Test Date	Thursday, April 7, 2011
Test Time	5:00 p.m.
Test Location	Civic Center Grand Plaza 400 S. Buchanan (West Entrance)
Salary minimum	\$5683/month
Posted	Wednesday, July 28, 2010
Deadline to Register	Thursday, March 31, 2011 5:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER

Lori James  
Civil Service Director  
Civil Service Commission  
City of Amarillo, Texas

# CAPTAIN'S PROMOTIONAL EXAM SOURCE LIST

**April 7, 2011 test date**

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Structural Firefighting Strategy and Tactics, 2<sup>nd</sup> edition, 2008, Jones and Bartlett Publishers ISBN 0-7637-5168-5

Fire and Emergency Services Company Officer, 4th edition, 2007, IFSTA  
ISBN 0-87939-281-9

Management in the Fire Service, 4th edition, 2008, NFPA  
ISBN 0763751693

Brannigan's Building Construction for the Fire Service, 4<sup>th</sup> edition, 2008, Jones and Bartlett Publishers ISBN 0-7637-4494-8

Fire Department Incident Safety Officer, 2nd edition, 2007, David W. Dodson, Delmar Learning  
ISBN 1-4180-0942-3

\*Sources for books

IFSTA	<a href="http://www.ifsta.org">www.ifsta.org</a>
Amazon	<a href="http://www.amazon.com">www.amazon.com</a>
Jones and Bartlett	<a href="http://www.jbpub.com">www.jbpub.com</a>
NFPA	<a href="http://www.nfpacatalog.org">www.nfpacatalog.org</a>
Delmar Learning	<a href="http://www.delmarlearning.com">www.delmarlearning.com</a>

Posted/Revised: June 17, 2010