

Limited to Fire Department employees

CAPTAIN DEPARTMENT

FIRE

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, Tuesday, April 10, 2012. 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	Tuesday, April 17, 2012
Test Time	4:00 p.m.
Test Location	Civic Center Regency Room (Entrance #4)
	400 S. Buchanan
Salary minimum Posted	\$5912/month
	Wednesday, October 19, 2011

Deadline to Register
2012

Tuesday, April 10,

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 17, 2012 test date

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

Brannigans Building Construction for the Fire Service, 4th ed. Jones and Bartlett ISBN 0-7637-4494-8

Structural Firefighting Strategy and Tactics, 2nd ed. Jones and Bartlett ISBN -13: 978-0-7637-5168-5

Crew Resource Management Principles and Practice, Jones and Bartlett ISBN-13: 978-0-7637-8370-9

Fire Department Incident Safety Officer, 2nd ed. Delmar ISBN 0-7637-5168-5

Sources For Books:

IFSTA	www.ifsta.org
Amazon	www.amazon.com
Jones and Bartlett	www.jbpub.com
Prentice Hall	www.bradybooks.com
Delmar	www.cengage.com

Posted/Revised: October 19, 2011