

CITY OF MINNETONKA
invites applications for the position of:
**FIRE TRAINING
OFFICER/CAPTAIN**



Salary: \$66,560.00 - \$73,956.00 Annually

Opening Date: 02/08/16

Closing Date: 03/04/16 04:30 PM

Job Description:

Position Objective

This is a management position responsible for coordinating, scheduling and conducting training in the elements of firefighting, hazardous material mitigation, rescue, emergency medical services, incident command and supervision. The work involves researching and developing fire training programs, conducting in house training programs, coordinating training programs and activities, assisting in the development of fire suppression and emergency medical services standard operating guidelines and managing the department recruitment efforts. The incumbent works under the general supervision of the Deputy Chief of Operations and the Fire Chief.

Duties/Responsibilities:

Essential Job Functions

- Responds to emergency operations to function as a supervisor or crew member.
- Evaluates the departments training needs through discussions with the chief officers, interviews of company officers, surveys of operations personnel, and observation of performance on the fire ground and in training.
- Manages the department's recruitment efforts to attract and retain quality paid on-call Firefighters.
- Prepares and administers the department training budget based on a needs assessment.
- Coordinates daily and weekly training program activities with station and company officers.
- Plans training sessions including providing necessary instructional aids including apparatus, facilities, tools and equipment, curriculum and the required instructors.
- Instructs classes to department personnel on topics including recruit orientation, safety and fire chemistry, apparatus operations, emergency medical services, supervisory skills and incident command.
- Evaluates feedback, reviews products and methods and takes appropriate action on fire science and research.
- Manages the use of the jointly operated training tower and facility.
- Works with officers in planning and directing the activities and training of fire personnel.
- Participates in professional development including attending national training and conferences, local seminars, state certification programs, etc.
- Attends staff and department meetings.
- Serves as liaison to department related activities such as outside training groups and committees.
- Conducts live burn training at local jointly operated burn facility.
- Assists chief officers in the evaluation of station and company officer candidates.

- Provides recommendations and input on personnel issues including disciplinary actions such as suspension and discharge.
- Maintains regular punctual attendance working at various times as required.
- Conducts performance reviews of subordinates as required.
- Trains other city employees in fire safety procedures and products.
- Writes reports concerning probationary personnel as required by the Fire Chief and the Deputy Chief.
- Recommends changes to policies and Standard Operating Guidelines as may be necessary to ensure safe and smooth operation of the department.
- Performs various clerical functions including typing, computer entry and communicating to the public.

Qualifications:

Minimum Qualifications

- State of Minnesota Emergency Medical Technician Basic (or equivalent)
- State of Minnesota Firefighter I/II (or equivalent)
- Minimum 3 years of fire service experience in good standing
- High school diploma or equivalent
- Demonstrated ability to assist others to improve their performance including successful experience as a coach, instructor, trainer or leader
- Must maintain a valid MN Driver's License (with an excellent driving record)
- **Ability to respond to Minnetonka city limits within 15 minutes for emergency call back within the first 12 months of hire**

Desired Qualifications

- An Associates or Bachelor's degree in fire or emergency service related field of study
- Blue Card Certified
- State of Minnesota Instructor 1 (or equivalent)
- State of Minnesota Fire Officer 1 (or equivalent)

Additional Information:

Supervisory Responsibilities

- Supervision of Firefighters
- Freely shares information needed so that employees can make decisions and do their job
- Actively involves employees in the decision-making process
- Helps employees acquire the materials and equipment they need to do their job

Knowledge, Skills and Abilities

Demonstrated ability to:

- Performs various clerical functions including typing, computer entry and communicating to the public.
- Provide operational delivery of fire services at the strategic, tactical and task levels.
- Development of training programs that resulted in the improved performance of the learners.
- Knowledge of local, state and federal laws, regulations and codes relating to fire department activities;
- Knowledge of principles, theories and concepts of fire safety and emergency medical services;
- Knowledge of governmental administrative practices including purchasing and policy

formulation;

- The ability to perform work requiring a high degree of concentration and judgment in interpreting practices and procedures to solve problems;
- The ability to provide leadership to and motivate employees;
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records;
- Verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences and draft reports, communications and marketing materials, and reading comprehension skills sufficient to read, understand and interpret varied work-related materials;
- Demonstrates the desired standard of conduct and work performance including confidentiality and privacy requirements of the department;
- Interpersonal skills sufficient to exchange and/or convey information, negotiate agreements, influence others, and maintain effective working relationships.

Values in alignment with the values of the City of Minnetonka

- Authentic Communication
- Contagious Enthusiasm
- Shared Success
- Outcome focused Teamwork
- Adaptable Learning and Innovation
- Healthy Human Relationships

MINNETONKA FIRE DEPARTMENT 2016 TRAINING OFFICER SELECTION PROCESS

POSITION POSTED

February 8 – March 4, 2016

All interested candidates should complete an application by the deadline. Go to

www.eminnetonka.com and select "Employment Opportunities." Applications will be due at 4:30 PM on March 4, 2016.

WRITTEN EXAM

Week of March 14

All applicants that meet the minimum qualifications as outlined in the job description will be invited to take the written exam. This exam will begin promptly at the appointed time and candidates will have a 3 hour time limit to complete the exam. Those that receive a passing score will move forward to the next step in the process.

Written exam will consist of:

- Reading ability
- Mathematical reasoning
- Map reading
- Writing ability
- Human relations (to include interpersonal skills, teamwork, commitment, honesty, integrity, emotional stability)
- Reasoning skills (to include reasoning, vocabulary, mechanical aptitude, and spatial rotation)
- Work styles (critical work styles and behaviors)

REVIEW OF CANDIDATES QUALIFICATIONS AND TEST SCORES

Week of March 7

Applicants who successfully meet or exceed the desired qualification and achieve a passing written exam score will move on to the presentation, panel interview and physical ability test portion.

FINALISTS INVITED TO PRESENTATION TO PANEL, PHYSICAL ABILITY TEST AND PANEL INTERVIEW

Week of March 28

The finalists will be invited to participate in the following appraisals; Presentation to a panel on an assigned topic, panel interview and physical ability test.

The presentation phase will encompass a 20 minute presentation regarding the candidate to a panel of fire service personnel. PowerPoint and other electronic mediums may be used in order to convey the experience and scope of professional knowledge to the panel. The primary objective is to present the candidates practiced qualifications to the panel and to allow the panel to experience the candidate's presentation / classroom skills.

The physical ability test is a series of physical challenges, which must be completed in ten minutes or less. This is the same physical ability test taken and passed by all entry level firefighters.

The panel interview will be comprised of fire service personnel asking questions and evaluating answers concerning professional experience and the candidate's fire service acumen.

FINALISTS INVITED TO OBSERVE TRAINING

April 5

We will invite a select number of candidates who successfully complete the previous phase to attend a Minnetonka Fire Department training as an observer. The candidate will be invited to experience different aspects of a training session that will be discussed at the second interview.

SECOND INTERVIEW

Week of April 11

This interview will be with chief officers and senior city staff. During this interview we will clarify anything needed about the candidates experience and examine the observations made during observations of fire department activities.

FINALIST IDENTIFIED / CONDITIONAL OFFER

April 15

The selected candidate who successfully pass both rounds of interviews, the physical ability, the panel presentation and the written test will receive a contingent offer. This offer will outline instructions and next steps. The offer is contingent on the candidate successfully passing the City's evaluation of the following: physical exam, psychological evaluation, the confirmation of any previous fire-related certifications and education, and the background investigation.

BACKGROUND CHECK, PHYSICAL EXAM WITH DRUG SCREEN, CERTIFICATION VALIDATION AND PSYCHOLOGICAL EXAMINATION

The Minnetonka Police Department will complete a thorough background investigation of the Training Officer candidate. The candidate will need to be fingerprinted and will need to fill out questionnaires before the investigation can be completed.

All candidates must successfully complete a psychological evaluation. This includes a series of written tests, following by an interview with one of the psychologists.

The candidate will be required to partake in a pre-employment physical exam. This includes sight, hearing, lung capacity, and blood tests to ensure candidates perform the essential duties of the firefighter role. A drug screen will also be conducted at this time.

All fire-related certifications and transcripts must be turned in no later than **April 15, 2016**.

The candidate's certifications and education will be validated by fire department staff.

TARGET START DATE

May 20, 2016

Please note - all dates identified are target dates and due to change at any time.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.eminnetonka.com>

14600 Minnetonka Blvd
Minnetonka, MN 55345
952-939-8200

Position #FIRETOC 2-16
FIRE TRAINING OFFICER/CAPTAIN
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FIRE TRAINING OFFICER/CAPTAIN Supplemental Questionnaire

- * 1. Do you have a valid MN driver's license and excellent driving record?
 Yes No

- * 2. Do you have a high school diploma or equivalent?
 Yes No

- * 3. Do you have a State of MN Emergency Medical Technician Basic Training Certification (or equivalent)? If yes, please specify.

- * 4. Do you have a State of MN Firefighter I/II certification (or equivalent)? If yes, please specify.

- * 5. How many years of fire service experience (in good standing) do you have?
 Less than 3 years
 3 - 4 years
 5 years +

- * 6. Do you have an Associate's or Bachelor's Degree in Fire or Emergency Services? If yes, please specify the degree.

- * 7. Do you have a Blue Card certification?
 Yes No

- * 8. Do you have a State of MN Instructor I certification (or equivalent)? If yes, please specify.

- * 9. Do you have a State of MN Fire Officer I certification (or equivalent)? If yes, please specify.

- * 10. Please describe any formal training and education, as well as your experience in developing, coordinating or managing a training program.

- * 11. Please describe the process you would use to determine training needs and establish and maintain on-going training programs to meet those needs.

- * 12. Please describe any experience you have in coordinating co-sponsoring departmental training activities in conjunction with other agencies, such as with mutual aid departments, other agencies, etc.

- * 13. Please describe any leadership role you have had either in or out of the fire service and the scope of your responsibilities in that role. Please include number of subordinates.

- * 14. Describe your use of new technology including e-learning/computer based learning systems and/or records management and the role that you feel technology plays in today's learning environment.

- * 15. What is a major emerging issue in the fire service and how will that issue be addressed by firefighter training?

- * 16. What is it about the Minnetonka Fire Department that fits within your aspirations or career goals?

- * Required Question