

**Borough of Naugatuck, CT
229 Church Street
Naugatuck, CT 06770**

REQUEST FOR PROPOSAL

Fire Department Testing Services
Entry Level and Promotional Exams

May 2015

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Section 1. Request for Proposals

A. Notice for Proposal

Borough of Naugatuck
Request for Proposals
Fire Department Testing Services
May 2015

The Borough of Naugatuck invites offers from independent companies to provide fire department entry-level Firefighter and promotional testing services. The successful bidder (hereinafter the "Provider") shall be an independent professional testing company.

Proposals should be addressed to:

Wendy Hozer
Purchasing Agent
Town Hall
229 Church Street
Naugatuck, CT 06770

The closing date and time for receipt of proposals is Wednesday, June 17, 2015 at 11:00 AM. Proposals received after the submittal time will be rejected and returned unopened to the sender.

Proposals will be opened at a public session on Wednesday, June 17, 2015 at 11:00 AM.

A complete proposal package, of which this legal notice is a part, is on file for inspection and may be downloaded from the Borough of Naugatuck (hereinafter the "Borough") website, www.naugatuck-ct.gov or picked up at the Naugatuck Town Hall, Purchasing Office, 229 Church Street, Naugatuck, CT 06770 between the hours of 8:30 AM and 4:00 PM, Monday through Friday. There is no charge for the package.

The Borough reserves the right to reject any or all proposals, waive or not to waive any irregularities therein and to accept the proposal considered being in the best interest of the Borough.

B. Project Description

I. Introduction

The Provider shall provide testing services for the creation of entry-level Firefighter and promotional lists for any or all of the following positions in the Naugatuck Fire Department:

| <u>POSITION</u> | <u>BEGIN PROCESS</u> | <u>FINAL LIST</u> |
|---------------------|----------------------|-------------------|
| Firefighter | October 2015 | February 2016 |
| Lieutenant* | September 2015 | November 2015 |
| Assistant Mechanic* | October 2015 | December 2015 |
| Captain* | Spring 2016 | Summer 2016 |

*Posting for position cannot occur until vacancy exists. Captain, Lieutenant and Assistant Mechanic dates are estimates.

All testing shall fully comply with the laws and regulations of the State of Connecticut, the Borough, and the collective bargaining agreement (hereinafter the "CBA") with the International Association of Firefighters, Local 1219 (hereinafter the "Union").

II. Scope of Service:

The Provider shall be responsible for and/or assist the Borough, Board of Fire Commissioners and the individual department to the extent necessary, in the preparation in part or in total of the following portions of the entry-level testing for each position:

1. Entry-level Firefighter
 - a) Process planning and implementation
 - b) Written exam administration and scoring
 - c) Oral interviews facilitation with Board of Fire Commissioners
 - d) Score tabulation
2. Promotional Exam
 - a) Process planning and implementation
 - b) Written exam administration and scoring
 - c) Oral facilitation with a board of fire officers from outside the Borough
 - d) Score tabulation

C. General Terms and Conditions

1. PREPARATION AND SUBMISSION OF PROPOSALS:
 - a. The proposal shall be submitted in an opaque sealed envelope on or before the time stated and shall bear the name of the individual, firm, or corporation submitting the Proposal and the Project Name: "Fire Department Testing Services."
 - b. Providers may attach separate sheets to the proposal for the purpose of explanation, exception, alternate proposal and to cover unit prices, if needed.

- c. No proposal may be withdrawn or modified after the receipt of proposals except where the award of contract has been delayed for a period of more than ninety (90) days.
- d. In submitting this proposal, the Provider further declares that the only person or party interested in the proposal as principals are those named herein, and that the proposal is made without collusion with any other person, firm or corporation.
- e. The Provider further understands and agrees that if their proposal is accepted, the individual/company is to furnish and provide all necessary materials and/or equipment and other means to do all of the work and to furnish all of the materials specified in the contract, except such materials as are to be furnished by the Borough, in the manner and at the time therein prescribed, and in accordance with the requirements therein set forth.
- f. The Provider further agrees to execute all documents within this proposal package, obtain a Certificate of Insurance for this work and present all of these documents to the Borough within fifteen (15) days after the receipt of the notice of award by the Borough.
- g. The Provider further agrees to begin work not later than thirty (30) days after receipt of the signed contract, unless otherwise agreed, and to execute the work in such a manner and with sufficient materials, equipment and labor.
- h. By submitting a proposal, the Provider understands and agrees that, if the proposal is accepted, and the Provider fails to enter into a contract forthwith, the Provider shall be liable to the Borough for any damages the Borough may thereby suffer.

2. CONDITIONS:

- a) The Borough is exempt from Federal excise tax and Connecticut sales and use tax. This proposal cannot include any amounts of money for these taxes.
- b) Any contract or agreement resulting from the acceptance of this proposal by the Borough shall be on forms either supplied by or approved by the Borough Attorney. The Borough reserves the right to reject any agreement that does not conform to the Request for Proposal and any Borough requirements for agreements and contracts.
- c) The Borough reserves the right to request clarification of information submitted and request additional information as needed.
- d) The requirements of this RFP will be included in the contract with the selected firm.

3. PAYMENT:

The Provider should submit a detailed invoice within thirty (30) days of presentation of a scored eligibility list to the Borough Human Resource Department.

4. INDEMNIFICATION:

The Provider shall indemnify the Borough, its partners, officers, and employees from all claims, damages, losses and expenses including reasonable attorney's fees, arising out of or in any manner connected with, the performance of the services related to this proposal to the extent caused by the Provider's negligence.

5. INSURANCE:

Certificates of Insurance listing the Borough as secondary additional insured shall be presented to the Borough within fifteen (15) days after the receipt by the Provider of the notice of award. The Borough will not approve or execute the contract until acceptable insurance certificates are received and approved by the Borough.

A Provider shall maintain insurance with limits no less than:

- A. General Liability - \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- B. Worker's Compensation and Employer's Liability - Worker's Compensation limits as required by the Connecticut Department of Labor.

6. EQUAL OPPORTUNITY:

The Provider will not discriminate against any employee or applicant for employment because of race, color, religion, sex, ancestry, national origin, place of birth, age or handicap unrelated to bona fide occupational qualifications.

7. EXECUTION OF DOCUMENTS

The Provider, in signing his proposal on the whole or on any portion of the work, shall conform to the following requirements:

- 1) Proposals signed by an individual other than the individual represented in the Proposal documents shall have attached thereto a power of attorney evidencing authority to sign the Proposal in the name of the person for whom it is signed.
- 2) Proposals which are signed for a partnership shall be signed by all of the partners or by an attorney-in-fact. If signed by an attorney-in-fact, there shall be attached to the Proposal a power of attorney evidencing authority to sign the proposal, executed by the partners.
- 3) Proposals which are signed for a corporation, shall have the correct corporate name thereof and the signature of the President or other authorized officer of the corporation manually written below the corporate name.
- 4) If such Proposal is manually signed by an official other than the President of the Corporation, a certified copy of a resolution of the board of directors evidencing the authority of such

official to sign the proposal should be attached to it. Such proposal shall also bear the attesting signature of the Secretary of the corporation and the impression of the corporate seal.

The contract shall be deemed as have been awarded when a formal notice of award is sent to the Provider approved by the Board of Mayor and Burgesses.

8. NON-DISCRIMINATING:

The Provider, its employees and sub-contractors, agrees not to commit unlawful discrimination and agrees to comply with applicable provisions of the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

9. NEGOTIATIONS:

The Borough reserves the right to negotiate specifications, terms, and conditions which may be necessary or appropriate to the accomplishment of the purpose of the RFP. The Borough may require the entire proposal be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the proposer during discussions or negotiations will be held by the Borough as contractually binding on the successful proposer.

10. INCURRED COSTS:

The Borough will not be liable in any way for any costs incurred by respondents in replying to this RFP. Provider agrees to comply with all laws, ordinances, and rules of the Borough of Naugatuck and the State of Connecticut.

11. PROVIDER RESPONSIBILITIES:

The selected Provider will be required to assume responsibility for all services offered in this proposal. The Borough will consider the selected Provider to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

12. DEFAULT:

The contract may be canceled or annulled by the Borough in whole or in part by written notice of default to the Provider upon nonperformance or violation of contract terms. An award may be made to another Provider with services similar to those so terminated. Failure of the Provider to deliver services within the time stipulated on its offer, unless extended in writing, shall constitute contract default.

Section 2. Proposal Instructions

A. General Information

Two (2) copies of the proposal shall be submitted in a sealed envelope to:

Wendy Hozer
Purchasing Agent
Borough of Naugatuck
229 Church Street
Naugatuck, CT 06770

and clearly marked on the outside of the envelope **“Fire Department Testing Services” on or before 11:00 AM on Wednesday, June 17, 2015.** Any proposal received after this date and time will be refused.

Lengthy, detailed proposals are not required. Proposals are intended to be an expression of interest in providing services for the project, as well as background information on the firm and on its professional qualifications.

B. Documents/Information to be Submitted:

Proposal Form (Section C below) and Narrative

References (Section D below)

Statement of qualifications

- Provide background information on your firm including, but not limited to, the age of the business, the number of employees, and pertinent financial data that will permit the Borough to determine the capability of the Provider to meet all contractual requirements.
- List the abilities, qualifications, and experience of the persons who would be assigned to the engagement and their experience on similar contracts.

Project Approach

Project Timeline

Cost and Price Analysis

- Provide an itemized price analysis with the proposal to support the reasonableness of your offer. Provide hourly rates and other expenses that would apply to this RFP.

C. Proposal

In compliance with this Request for Proposals, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined herein for the Borough at the amount indicated, subject to modification through negotiations. The time and material, not to exceed, cost proposed shall include all anticipated expenses.

| Entry-Level Firefighter | Estimated # of Individuals | | Unit Price | | Extended Price |
|---|-----------------------------------|---|-------------------|---|-----------------------|
| Process Planning and Implementation | | X | \$ | = | \$ |
| Written Exam | 600 | X | \$ | = | \$ |
| Oral Exam | 30 | X | \$ | = | \$ |
| Score Tabulation | 30 | X | \$ | = | \$ |
| Additional Proposed Fees (please attach supporting documentation) | | X | \$ | = | \$ |

| Promotional Exam-Lieutenant | Estimated # of Individuals | | Unit Price | | Extended Price |
|---|-----------------------------------|---|-------------------|---|-----------------------|
| Process Planning and Implementation | | X | \$ | = | \$ |
| Written Exam | 6 | X | \$ | = | \$ |
| Oral Exam | 6 | X | \$ | = | \$ |
| Score Tabulation | 6 | X | \$ | = | \$ |
| Additional Proposed Fees (please attach supporting documentation) | | X | \$ | = | \$ |

| Promotional Exam-Assistant Mechanic | Estimated # of Individuals | | Unit Price | | Extended Price |
|---|-----------------------------------|---|-------------------|---|-----------------------|
| Process Planning and Implementation | | X | \$ | = | \$ |
| Written Exam | 4 | X | \$ | = | \$ |
| Oral Exam | 4 | X | \$ | = | \$ |
| Score Tabulation | 4 | X | \$ | = | \$ |
| Additional Proposed Fees (please attach supporting documentation) | | X | \$ | = | \$ |

| Promotional Exam-Captain | Estimated # of Individuals | | Unit Price | | Extended Price |
|---|-----------------------------------|---|-------------------|---|-----------------------|
| Process Planning and Implementation | | X | \$ | = | \$ |
| Written Exam | 4 | X | \$ | = | \$ |
| Oral Exam | 4 | X | \$ | = | \$ |
| Score Tabulation | 4 | X | \$ | = | \$ |
| Additional Proposed Fees (please attach supporting documentation) | | X | \$ | = | \$ |

Estimated Grand Total \$

Firm Name: _____

Address: _____

City, State, ZIP: _____

Signature: _____

Name Printed: _____

Title: _____

Telephone: _____ Date: _____

If a Corporation:

ATTEST:

Secretary

D. References

Your Company Name: _____
(Please Print)

The Provider shall list five (5) current references with needs similar to the Borough for whom the Provider has provided comparable services. Please include company name, address, telephone number, year(s) employed by referenced firms, contact person, and type of work you performed for that entity.

1. Company Name/Municipality: _____

Address: _____

Phone: () _____ Contact Person: _____

Type of Work and Date Performed: _____

2. Company Name/Municipality: _____

Address: _____

Phone: () _____ Contact Person: _____

Type of Work and Date Performed: _____

3. Company Name/Municipality: _____

Address: _____

Phone: () _____ Contact Person: _____

Type of Work and Date Performed: _____

4. Company Name/Municipality: _____

Address: _____

Phone: (_____) _____ Contact Person: _____

Type of Work and Date Performed: _____

5. Company Name/Municipality: _____

Address: _____

Phone: (_____) _____ Contact Person: _____

Type of Work and Date Performed: _____

Section 3. Review Process

A. Evaluation of Proposals and Selection

The proposals received will be evaluated by the Borough on the basis of professional qualifications, previous experience on similar projects, key personnel assigned to the project, satisfaction of previous clients on work performed for them, current billing rates of the firm, and the proposal that best meets the needs of the Borough. This proposal is not intended to be detailed; it is intended to be an expression of interest in providing services for the project, as well as to provide background information on the firm and its professional qualifications. Firms will be contacted during the evaluation if further information is needed. The Borough may choose to interview one or more firms before final selection is made.

This Request for Proposal does not commit the Borough to award a contract, to pay any costs incurred in the preparation of a proposal based on this request, or to procure or contract for services. All proposals submitted in response to this Request for Proposal become the property of the Borough. The Borough reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified Providers, or to cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the Borough to do so. The Borough may require the Provider selected to participate in negotiations concerning contract price or the nature and extent of services to be provided. The results of such negotiations shall be incorporated into the final contract between the Borough and its Provider.

B. Basis of Award

Borough staff will perform an evaluation of the proposals received. Appropriate finalist(s) may be interviewed by the Borough, after which a selection will be made. The Union must also approve the selection of a testing vendor.

The Borough reserves the right to reject any or all proposals and to waive any informality or technical error and to accept any proposal deemed most favorable to the interests of the Borough. The Borough will review proposals based on the following criteria:

1. Compliance with RFP Adherence to all conditions and requirements of the RFP.
2. Understanding of the Project The Provider's understanding of the engagement, the Borough's objectives, and the nature and scope of the work involved.
3. Services to be Provided The exact type and nature of the Provider's proposed services and how they accomplish the objectives of the project.
4. Qualifications of the Provider The Provider's capability in all respects to perform fully all contract requirements, and the integrity and reliability which will assure good faith performance. This criterion includes:
 - The experience of the firm and its record on projects of a similar nature.
 - Personnel to be assigned to the project, their education, qualifications, and experience on similar projects.
 - The availability of necessary personnel and other resources to successfully complete the project specified herein on a timely basis.

5. Costs Proposed contract price.
6. Ability, capacity and skill to fulfill the contract as specified.
7. Ability to supply the commodities; provide the services or complete the construction promptly, or within the time specified, without delay or interference.
8. Character, integrity, reputation, judgment, experience and efficiency.
9. Quality of performance on previous contracts.
10. Previous and existing compliance with laws and ordinances relating to the contract.
11. Sufficiency of financial resources.
12. Quality, availability and adaptability of the commodities, services or construction, in relation to the Borough's requirements.
13. Ability to provide future maintenance and service under the contract.
14. Number and scope of conditions attached to the proposal.
15. Record of payments for taxes, licenses or other monies due the Borough.

Section 4. Background and Testing Process

A. Entry-level Firefighter testing

1. All applicants apply for the position through www.firefighterapp.com.
2. The Naugatuck Board of Fire Commissioners sets entry-level requirements for an applicant to sit for the written exam.
3. The Naugatuck Board of Fire Commissioners conducts the oral panel and scores the candidates. Final scores are an aggregate of the written exam and oral board. Additional points may be added to this score for residency and veterans. The Borough will describe the scoring process as part of the testing announcement.
4. Testing Provider will facilitate the oral board and provide any training or orientation necessary for board members.
5. The Board of Fire Commissioners accepts the final list from the contract and advises the Borough Human Resource Department to make conditional job offers on a rank basis.

B. Promotional testing

1. The promotional testing process is outlined in the CBA with the Union. . Written test consists of 75 to 100 multiple choice questions from common fire service text books. Previous exams have included the following references:

Hazardous Materials for First Responders, 4th Edition, IFSTA

Building Construction Related to the Fire Service, 3rd Edition, IFSTA

Pumping Apparatus Driver/Operator Handbook – 2nd Edition, IFSTA

Aerial Apparatus Driver/Operator Handbook – 2nd Edition

Essentials of Firefighting – 5th Edition, IFSTA

Fire Officer Principles and Practice, 2nd Ed., 2010, IAFC/NFPA, Jones & Bartlett

The written exams do not cover department specific procedures or operations.

3. Oral board consisting of three officers from outside the Naugatuck Fire Department. Officers will be equal to or one rank above the tested position. The Naugatuck Fire Department shall obtain the panel members. Any costs for meals or refreshments for panelists will be the responsibility of the Borough.

4. Applicants taking the promotional exam must obtain a passing score of 70 on the written to move on to the oral exam.

5. Final score is an aggregate of the written and oral scores. No points are added for seniority, education, or Chief's interview. The Board of Fire Commissioners promotes based on rank order from the promotional list.

6. The Provider will provide a mechanism for candidates taking a promotional exam to challenge and appeal written test questions.

7. The Provider will provide to candidates a summary of their performance in the oral board including strengths and weaknesses.

8. Please refer to Appendix A herein for collective bargaining agreement language pertaining to promotions.

9. Please refer to Appendix B herein for job descriptions for Firefighter, Lieutenant, Assistant Mechanic, and Captain.

Appendix A. Contract Promotional Requirements

ARTICLE XXIV – PROMOTION

Section 24.01: Whenever a vacancy occurs in any classification said vacancy shall be filled from a promotional list promulgated by an examination conducted by a certified independent testing agency, agreed to by both parties in writing, within ninety (90) days from the date said vacancy occurs, with the applicant attaining the highest aggregate score being appointed by the Board of Fire Commissioners. Applicants shall be required to acquire a passing mark of seventy percent (70%) in both the verbal and written parts of the exam to be considered for eligibility to the promotional list.

If a vacancy is not filled within the ninety (90) day time frame, all benefits shall be retroactive starting on the ninety-first (91st) day.

It is understood that if firefighters with more than five (5) years of service, elect not to sign the promotional list, it shall be offered to firefighters with less than five (5) years of service, excluding firefighters in their probationary year.

Section 24.01a: Whenever a vacancy occurs in any classification, said vacancy shall be posted for no less than thirty (30) days, including all required reading material associated with said exam.

Section 24.02: It is further understood that such list shall remain in effect for two (2) years following the date of acceptance of such list by the Board of Fire Commissioners, as recorded in the official monthly minutes in the Mayor's Office by the Borough Clerk. If another vacancy occurs within the two (2) year period, said vacancy shall be filled from the promotional list in effect at the time the vacancy occurs.

Section 24.03: It is further understood that in the event of a tie mark on such list, the appointment will be made by the Board Fire Commissioners to the tied employee who has the greatest seniority in the department if such tied employees are first on such employment list.

Section 24.04: It is further understood that no less than five (5) consecutive years of employment as a paid Firefighter in the Naugatuck Fire Department is also a requirement to take any promotional test subject to the following qualifications;

- a. Lieutenants – the minimum qualifications will be five (5) years of service plus certified as a Firefighter II to take the exam. If awarded the position, must become certified by the Connecticut Fire Academy as a Fire Instructor I and a Fire Officer I by the end of the one (1) year probationary period. The Borough shall provide time off in the event classes are scheduled during working hours.

- b. Captains – three (3) years as a Lieutenant. Plus certification as a Fire Service Instructor I, as certified by the Connecticut Fire Academy during the one (1) year probationary period and certification as a Fire Officer II and Incident Command ICS-300 by the end of the one (1) year probationary period; The Borough shall provide time off in the event classes are scheduled during working hours.
- c. Assistant Chief – two (2) years as a Captain and must become a Health and Safety Officer, Incident Safety Officer and Incident Command ICS-400 by the end of the one (1) year probationary period; The Borough shall provide time off in the event classes are scheduled during working hours.
- d. Driver Mechanic – Shall become EVT (Emergency Vehicle Technician) certified F-2 within his first two (2) years as driver mechanic and F-3 certified by the end of his third (3) year probationary period. The driver mechanic position shall be posted for the assistant mechanics first, if no assistant mechanic signs list it shall be offered to the firefighters as per section 24.04 and 24.01. This section shall not become effective until the expiration of the present posting for driver mechanic (3/20/01).It is understood that there will be one (1) driver mechanic and three(3) assistant mechanics, assigned one (1) per shift. The Borough shall provide time off in the event classes are scheduled during working hours.
- e. Fire Inspector – It is understood that the position of Fire Inspector shall be filled per sections 24.01, 24.04 and 26.02.1.
- f. Deputy Fire Marshal – said position shall be filled in accordance with Connecticut General Statutes and such position shall be filled from members within the bargaining unit.
- g. Assistant Mechanics – shall become field level certified in maintenance of scott SCBA, Hurst tool or fire extinguishers during their two (2) year probationary period.

Section 24:05: The provisions of Section 24.04 shall apply for officers appointed to their respective positions after 07/1/2012.

Section 24.06: A copy of all reading material associated with any promotional exam will be available at each fire station.

Such reading material will be made available to all employees in an assigned location at each fire station twenty-four (24) hours a day seven (7) days a week and signed out by the on-duty officer. Such reading material is to remain on premises and turned in at the end of the employees shift.

Appendix B. Essential Duties and Knowledge, Skills & Abilities

Firefighter

Essential duties and responsibilities:

1. Responds promptly to fire alarms and other emergency calls when on duty.
2. Drives fire apparatus and operates pumps and other equipment associated with fire fighting, rescue, salvage and overhaul.
3. Enters burning buildings to accomplish extinguishment and/or rescue.
4. Advances charged and uncharged hose lines and applies extinguishing agents to fires.
5. Protects property from unnecessary smoke and water damage by following salvage and overhaul operations.
6. Positions and climbs ladders to gain access to upper floors.
7. Climbs, crawls and walks quickly as necessary to accomplish fire extinguishing rescue and personal safety, utilizing required department issued equipment.
8. Carries or moves heavy equipment and/or objects necessary to accomplish fire extinguishment or rescue.
9. Effectively communicates verbally by means of two-way radio as well as person-to-person and in writing through completion of various records, forms and logs.
10. Daily checks of apparatus and equipment.
11. Participates in all phases of training necessary to acquire the knowledge and skills required of the position.
12. Provide emergency care in limited situations which are in direct support of fire and rescue incidents

Knowledge, Skills, and Abilities:

Knowledge of firefighting skills and methods; ability to establish and maintain effective working relationships with associates and the public; ability to react quickly and calmly in an emergency situation. Must be able to read, write and speak the English language.

Lieutenant

Essential duties and responsibilities:

1. Performs all essential duties and responsibilities of a firefighter (see job description).
2. Responds to all alarms and directs fire or rescue incident in the absence of a superior officer.
3. Supervises firefighters assigned to Eastside Fire Station.
4. Prepares various reports and maintains various logs pertaining to daily shift operations.
5. Responsible for the supervision of the shift. Deals with any personnel and operational issues following department protocol and procedures. Refers serious matters to the Captain or other superior officer.
6. Assigns shift duties to subordinates.
7. Carries out various training activities with shift.
8. Could be assigned by the Chief to work as Acting Captain, in accordance with the collective bargaining agreement.
9. Participates in all phases of training necessary to acquire the knowledge and skills required of the position.

Knowledge, Skills, and Abilities:

Considerable knowledge of firefighting skills and methods; ability to plan, assign and evaluate work of subordinates; ability to direct staff and equipment in emergency situations involving danger to life and property; ability to establish and maintain effective working relationships with associates, subordinates and the public; ability to react quickly and calmly in an emergency situation. Written, verbal and organizational skills and basic computer skills including but not limited to word processing and accessing information from databases. Must be able to read, write and speak the English language.

Assistant Mechanic

Essential duties and responsibilities:

1. Performs all essential duties and responsibilities of a fire fighter (see job description).
2. Maintains, repairs and services Fire Department trucks, cars, pumps, generators.
3. Assists in the qualifying of fire fighters on all apparatus.
4. Prepares requisitions for needed equipment and parts.
5. Maybe called in to make emergency repairs and adjustments according to collectively bargained agreement (CBA 10.08).
6. Maintains written records concerning department vehicles and equipment.

Knowledge, Skills, and Abilities:

Considerable knowledge and skills in the repair and maintenance of Fire Department motor apparatus and related equipment; ability to establish and maintain cooperative relationships with those contacted in the work; ability to follow written and oral instructions. Must be able to read, write, and speak the English language. Ability to react quickly and calmly in an emergency situation. Must have written, verbal and organizational skills.

Captain

Essential duties and responsibilities:

1. Performs all essential duties and responsibilities of a firefighter (see job description).
2. Responds to all alarms and commands fire or rescue incident in the absence of a superior officer.
3. Supervises the dispatch and mechanic maintenance operation of assigned shift.
4. Enters and checks computerized attendance software for shift.
5. Prepares various reports and maintains various logs pertaining to daily shift operations.
6. Responsible for the supervision of the shift. Deals with any personnel or operational issues following department protocol and procedures. Refers serious matters to the Fire Chief or other superior officer.
7. Assigns shift duties to subordinates.
8. Carries out various training activities with shift.
9. Could be assigned by the Chief to work as Acting 2nd Assistant Chief, in accordance with the collective bargaining agreement.
10. Participates in all phases of training necessary to acquire the knowledge and skills required of the position.

Knowledge, Skills, and Abilities:

Considerable knowledge of firefighting skills and methods; ability to plan, assign and evaluate work of subordinates; ability to direct staff and equipment in emergency situations involving danger to life and property; ability to establish and maintain effective working relationships with associates, subordinates and the public; ability to react quickly and calmly in an emergency situation. Written, verbal and organizational skills. Basic computer skills including but not limited to word processing and accessing information from databases. Must be able to read, write and speak the English language.