



**DEPARTMENT OF HUMAN RESOURCES
CITY OF NEW HAVEN
CIVIL SERVICE DIVISION**

200 Orange Street, New Haven, CT 06510
(203) 946-8252
(203) 946-7166 fax
www.newhavenct.gov



March 20, 2023

Dear Applicant:

Testing for the position of Director of Training will tentatively take place the weekend of April 29-April 30, 2023. This tentative test date is dependent on the number of eligible applications we receive. While you should be prepared to test on either of these two dates, it is highly likely that this test would occur on April 29. For personal planning purposes, it is important for all potential applicants to know that testing is planned to occur on or around these two tentative date(s). This will be a 1-day test process. Consider this information as the official test notice of the exam date. If you plan to apply, please arrange your schedule accordingly so that you will not have a conflict.

My office will send an examination process notice to all eligible applicants in advance that will confirm the test dates/time and will also contain information such as test location and instructions to RSVP participation in the examination process. Please be immediately aware that eligible applicants will be required to contact my office by a prescribed deadline date to confirm participation in the examination process. This is a necessary step in planning the logistics behind this endeavor. That deadline date and further instructions on whom to contact will be contained in the examination process notice.

To expedite communication with all applicants, my office will only be using email to contact applicants. Please be sure to supply an email address on your application. Make sure that you provide an email address that you access daily so that you do not miss important messages.

Because of the nature of this exam process, no reading or study material is being provided. The exercises will be designed so that any information you need will be provided to you in the exercises.

There will be a candidate orientation video link that will be sent to all eligible applicants in near future. The goal of this orientation is to inform you of what to expect in the examination process.

If you will need an ADA accommodation for this exam, please complete the form available at <https://www.newhavenct.gov/government/departments-divisions/human-resources/forms-applications> and follow all instructions provided on the form. Deadline to submit the ADA accommodation form to request arrangements is by the closing date of the application period.

If you have any questions or concerns in the interim, please feel free to email me directly at Nmarcano@newhavenct.gov

Sincerely,

Noelia Marcano,
Personnel Director

Enclosures: Job Posting & Job Description

CITY OF NEW HAVEN
DEPARTMENT OF HUMAN RESOURCES
200 ORANGE STREET, NEW HAVEN. CT 06510
www.newhavenct.gov

POSTED: March 20, 2023
REMOVAL DATE: March 31, 2023

PROMOTIONAL ONLY

(Only open to members of Local 825 who satisfy minimum requirements)

POSITION: DIRECTOR OF TRAINING (TESTED)
DEPARTMENT: FIRE SERVICES
SALARY: \$118,923 ANNUAL
HOURS: 42 HOURS PER WEEK
FUNDING: GENERAL FUNDS

INTERESTED APPLICANTS: Please see instructions below on how to apply. APPLICATIONS FOR THIS POSITION ONLY ACCEPTED ON-LINE.

NATURE OF WORK:

This is highly specialized professional work in the instruction and training of Fire Department personnel in effective fire suppression control and prevention measures. Work involves the organization and management of the Training School and the supervision and conducting of lectures, demonstrations, and drills in the teaching modern firefighting methods and practices to fire personnel. Work involves response to fires and other emergency situations in order to observe firefighting methods for future training or to serve as a command officer as needed. Work is performed under the direction of the Fire Chief who reviews work through observation and conferences and on the basis of results.

MINIMUM REQUIREMENTS:

Graduation from high school; must be in the civil service rank of Lieutenant or above; or currently in position of Assistant Drillmaster or Drillmaster. Must also possess the following: Thorough knowledge of the principles and practices involved in fire training. Thorough knowledge of modern firefighting and rescue principles, practices and procedures. Thorough knowledge of the operation of various types of fire apparatus and equipment. Considerable knowledge of emergency medical services; principles and practices and skill in their application. Ability to instruct firefighters effectively, maintain discipline, stimulate interest, and command the respect of personnel. Ability to determine training needs, prepare curriculum, and evaluate results. Ability to identify training resources and utilize them effectively. Ability to speak and write effectively. Skill in the operation of the equipment and apparatus used by the Department.

NECESSARY SPECIAL REQUIREMENT

At time of application, must have: 1.) CT State Fire Service Instructor Certification 2.) CT State Hazardous Materials Operations 3.) CT State Safety Officer Certification 4.) CT EMS Instructor 5.) CT BLS Instructor

This position is included in a collective bargaining agreement with Local 825, International Association of Firefighters.

TO APPLY:

- 1) Go to <https://www.jobapscloud.com/oec/NewHaven>
- 2) Scroll down and click on **Applicant Profile** and complete your **New User Registration**. Follow all instructions to create and save your applicant profile.
- 3) Return to the Employment Opportunities page at <https://www.jobapscloud.com/oec/NewHaven> Scroll down and click on the Director of Training job listing.
- 4) Scroll down and click on the blue Apply Online link.

Applicant Packet is available by clicking on the **"Click Here" link contained in the job announcement**. This packet contains a cover letter specifying the test dates along with other information. Applications must be entered into the system **NO LATER THAN THE REMOVAL DATE**.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

Immigration Reform and Control Act of 1986 requires the hiring of only American citizens and aliens who are authorized to work in the United States.

DIRECTOR OF TRAINING

NATURE OF WORK:

This is highly specialized professional work in the instruction and training of Fire Department personnel in effective fire suppression control and prevention measures.

Work involves the organization and management of the Training School and the supervision and conducting of lectures, demonstrations, and drills in the teaching modern firefighting methods and practices to fire personnel. Work involves response to fires and other emergency situations in order to observe firefighting methods for future training or to serve as a command officer as needed.

Work is performed under the direction of the Fire Chief who reviews work through observation and conferences and on the basis of results.

ILLUSTRATIVE EXAMPLES OF WORK:

Develops training programs and evaluates results; determines training needs in consultation with command officers and arranges for training sessions; evaluates performance of trainees; writes training directives.

Trains or supervises training in such activities as laying and advancing lines, operating pumps and related equipment, using ladders, completing forcible entry, ventilating, directing streams, using protective breathing apparatus, performing first aid and other emergency procedures, and inspecting and pre-planning.

Assembles and maintains training equipment and facilities; identifies training resources; schedules guest speakers, special demonstrations, and the use of special training grounds.

Serves as Radiological Defense Officer for the Department; makes minor repairs to radiological instruments; maintains records of weekly radiological readings taken in fire stations.

Responds to multiple alarm fires and to other emergencies in the City as assigned; serves in a command function at these alarms; evaluates training progress, and individual and station needs.

Recommends candidates for driver, tiller man and pump operators.

Researches and tests new firefighting training techniques and apparatus; trains personnel in newly adopted procedures and equipment; supervises maintenance of breathing apparatus.

Functions as Department safety officer and advises the Chief on programs and activities that will support the health and safety of Department members and equipment.

Performs related work as required.

REQUIREMENTS OF WORK:

Graduation from high school; must be in the civil service rank of Lieutenant or above; or currently in position of Assistant Drillmaster or Drillmaster. Must also possess the following:

Thorough knowledge of the principles and practices involved in fire training.

Thorough knowledge of modern firefighting and rescue principles, practices and procedures.

Thorough knowledge of the operation of various types of fire apparatus and equipment.

Considerable knowledge of emergency medical services; principles and practices and skill in their application.

Ability to instruct firefighters effectively, maintain discipline, stimulate interest, and command the respect of personnel.

Ability to determine training needs, prepare curriculum, and evaluate results.

Ability to identify training resources and utilize them effectively.

Ability to speak and write effectively.

Skill in the operation of the equipment and apparatus used by the Department.

NECESSARY SPECIAL REQUIREMENT

At time of application, must have:

1. CT State Fire Service Instructor Certification
2. CT State Hazardous Materials Operations Certification
3. CT State Safety Officer Certification
4. CT EMS Instructor Certification
5. CT BLS Instructor Certification

Revised 10/15 Change to Necessary requirements; Apprv'd by LR&CSB

Clarified 3/10 (time in grade eliminated & feeder positions included)

Revised 9/09; Apprv'd LR; Replaces 9/08 (time in grade change by LR 2010 from 5 to 3)

Revised 9/08; Apprv'd LR & CSB; Replaces 9/93

PCS - 9/93