



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

February 20, 2023

Dear Fire Lieutenant Applicant:

Testing for the position of Fire Lieutenant will tentatively take place during weekend of April 29, 2023. For personal planning purposes, it is important for all potential applicants to know that testing is tentatively planned to occur during this time frame. If you plan to apply, please arrange your schedule accordingly so that you will not have conflicts with the test dates. *(Please note, another NHFD promotional exam may be taking place around this same weekend).*

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.

In the meantime, it is advisable for you to prepare for the examination process. The established Reading List is enclosed. Please take note of relevant instructions on the Reading List concerning where and how to obtain study material.

There will be a candidate orientation video released on a future date before the examination occurs. The goal of this orientation is to inform you of what to expect in the examination process. As soon as the orientation is ready, I will be communicating that information to all eligible applicants.

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, SPHR
Personnel Director

Enclosures: Study List
Job Posting & Job Description

2023 FIRE LIEUTENANT EXAMINATION READING LIST

This list is divided into two parts: 1) internal sources relevant to the promotional position; and 2) external sources, such as the books relevant to the promotional position.

Disclaimer: The internal & external sources listing was provided to the Civil Service Division by the NHFD Chief's Office. While both Civil Service and the Chief's Office strive to provide accurate information, any discrepancies should be brought to our attention immediately by contacting jalston@newhavenct.gov jmccarthy@newhavenct.gov and Nmarcano@newhavenct.gov

I. SELECT STANDARD OPERATING GUIDELINES AND AVAILABILITY

AVAILABILITY: The following internal sources are available at the following OneDrive link [Lieutenant23](#)

PLEASE NOTE: The Standard Operating Guidelines link provided will expire on April 15, 2023. It is highly advised that you download the files accessible at the link provided so that you will have access to the SOGs during the entire study period.

1) Section #1-General and Safety Operating Guidelines:

READ & STUDY: all of the following guidelines listed

● GENERAL -001	● GENERAL -010
● GENERAL -002	● GENERAL -011
● GENERAL -003	● GENERAL -012
● GENERAL -004	● GENERAL -013
● GENERAL -005	● GENERAL -014
● GENERAL -006	● GENERAL -015
● GENERAL -008	
● GENERAL -009	

2) Section #2-Firefighting Operations:

READ & STUDY: all of the following guidelines listed

● FIRE-001	● FIRE-009	● FIRE-016	● FIRE-023
● FIRE-002	● FIRE-010	● FIRE-017	● FIRE-024
● FIRE-003	● FIRE-011	● FIRE-018	● FIRE-025
● FIRE-004	● FIRE-012	● FIRE-019	● FIRE-026
● FIRE-005	● FIRE-013	● FIRE-020	● FIRE-027
● FIRE-007	● FIRE-014	● FIRE-021	● FIRE-028
● FIRE-008	● FIRE-015	● FIRE-022	● FIRE-029

3) Section #3-EMS Operations:

READ & STUDY: all of the following guidelines listed

● EMS -001	● EMS -005
● EMS -002	● EMS -006
● EMS -003	● EMS -008
● EMS -004	● EMS -009

4) Section #4-Rescue Operations:

READ & STUDY: all of the following guidelines listed

● RESCUE -001	● RESCUE -004	● RESCUE -007
● RESCUE -002	● RESCUE -005	
● RESCUE -003	● RESCUE -006	

5) **Section #5-Supplemental Information:***READ & STUDY: all of the following guidelines listed*

•	SUPPLEMENTAL-001	•	SUPPLEMENTAL-002	•	SUPPLEMENTAL-003
---	------------------	---	------------------	---	------------------

6) **Section #7-Hazardous Materials Response:***READ & STUDY: all of the following guidelines listed*

•	HAZMAT-001	•	HAZMAT -003
•	HAZMAT -002	•	HAZMAT -004

II. BOOKS: AVAILABILITY, COSTS AND AREAS OF STUDY

AVAILABILITY: You may go to IFSTA's web site at <https://shop.ifsta.org> and key in the ISBN provided below to purchase the IFSTA book. You can go to <http://www.pennwellbooks.com> to acquire the Fire Officer's Handbook of Tactics and The Art of Reading Buildings books. For other options (to purchase used or rent the book) you may want to search Amazon.com or Google the book titles.

PLEASE NOTE: Information in the IFSTA Company Officer book that conflicts with any of NHF's Standard Operating Guidelines is superseded by the NHF Standard Operating Guidelines.

- 1) **IFSTA Company Officer** 5th Edition, ISBN: 978-0-87939-564-3, Published: ICMA Press 2014
READ & STUDY: Chapters 3, 4, 5, 7, 8, 9, 10, 11, 13 and 16
- 2) **Fire Officer's Handbook of Tactics** by John Norman 4th Edition, ISBN: 978-1593702793 Published: Pennwell 2012
READ & STUDY: Chapters 12-22
- 3) **The Art of Reading Buildings** by John Mittendorf and David W. Dodson ISBN: 10 1-59370-342-2, Published: Pennwell 2014*, 2015*
READ & STUDY: Chapters 5, 8, Section 3 Rapid Street-Read Guides pages 289-397
- 4) **Effective Supervisory Practices** 5th Edition, ICMA Press, 2013 ISBN: 978-0-87326-77-8
READ & STUDY: Chapters 1, 2, 3, 5, 7, 8, 10, 11, 12, 13, 14, 15, 16

**Please note there is only one version of this book. Pennwellbooks.com lists the publication date as 2014. However, if you key in the ISBN on Amazon.com and click on the book cover to see the inside, you will see that the actual book cites its publication date as 2015. Again, there is only ONE version of this book regardless of the 2014 or 2015 dates shown.*

END OF STUDY LIST

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

POSTED: February 20, 2023
REMOVAL DATE: March 6, 2023

PROMOTIONAL ONLY

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

POSITION: FIRE LIEUTENANT (TESTED)
DEPARTMENT: FIRE SERVICES
SALARY: \$93,684 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 supervisory work in the direction of the activities of a fire company during an assigned shift. Work involves direct command over a number of firefighters in a fire company on an assigned shift, and responsibility for the discipline of the personnel on the shift and for the proper maintenance of apparatus and equipment. Work is performed under the general supervision of a Captain or a Battalion Chief and is reviewed through conferences, reports, and observation of results.

MINIMUM REQUIREMENTS:

Graduation from high school; supplemented by training courses in Firefighting, fire prevention, and related subjects; open to Privates 1st Grade with at least 30 months of experience as a firefighter with the New Haven Fire Department. Must possess the following knowledge, abilities, and skills: knowledge of modern fire fighting, and fire prevention practices. knowledge of the operation and maintenance of the various types of apparatus and equipment used by the fire department, together with ability to supervise the effective use of such equipment and apparatus, knowledge of first-aid principles and skills in their application, knowledge of the rules and regulations of the New Haven Fire Department, knowledge of the location of streets and fire hydrants, building construction types, sprinklers and detection devices, building usage, and special hazards in the city.

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

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 of the Fire Captain 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 and the study list. 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. Please post this announcement in a conspicuous area on the Department Bulletin Board.

FIRE LIEUTENANT

NATURE OF WORK

This is supervisory work in the direction of the activities of a fire company during an assigned shift.

Work involves direct command over a number of firefighters in a fire company on an assigned shift, and responsibility for the discipline of the personnel on the shift and for the proper maintenance of apparatus and equipment. Work is performed under the general supervision of a Captain or a Battalion Chief and is reviewed through conferences, reports, and observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Responds to alarms received in the district and directs the routes to be taken to the fire; directs work of firefighters pending arrival of superior officer; supervises laying of hose lines, placing of ladders, directing of water streams, ventilating of buildings, recruiting persons, and placing salvage covers.

At a fire, assumes responsibility for the effective combating of the fire until relieved of command by a superior officer, and exercises general supervision over the personnel of the company, including entering a burning building, which may involve considerable physical exertion and potential hazard to health and safety.

Supervises cleaning, checking and returning to proper place of company equipment after a fire.

At a fire station, supervises the cleaning of quarters, equipment and apparatus; inspects personnel and maintains discipline; instructs and drills personnel in firefighting and fire prevention techniques; reads communications received and transmits orders and information.

Inspects buildings for fire hazards, fire escapes and exits, for compliance with city fire prevention ordinances.

Make periodical inspections of the district to become familiar with physical layout of buildings, location and condition of fire hydrants, docks and street ends.

Keeps records and prepares reports.

Performs related work as required.

REQUIREMENTS OF WORK

Graduation from high school; supplemented by training courses in Firefighting, fire prevention, and related subjects; open to Privates 1st Grade with at least 30 months of experience as a firefighter with the New Haven Fire Department. Must possess the following knowledge, abilities, and skills:

Knowledge of modern fire fighting and fire prevention practices.

Knowledge of the operation and maintenance of the various types of apparatus and equipment used by the fire department, together with ability to supervise the effective use of such equipment and apparatus.

Knowledge of first-aid principles and skills in their application.

Knowledge of the rules and regulations of the New Haven Fire Department.

Knowledge of the location of streets and fire hydrants, building construction types, sprinklers and detection devices, building usage, and special hazards in the city.