

# **MT. LEBANON FIRE DEPARTMENT FIRE LIEUTENANT SELECTION PROCESS**

## **1. APPLICATION ANNOUNCEMENT**

- Announcement of the intent to conduct lateral entry fire lieutenant testing will be advertised in local media at least 2 weeks prior to the onset of the testing process.

## **2. APPLICATION**

- Only official Mt. Lebanon job applications will be accepted.
- Applications will be accepted until 5:00 p.m. on the closing day of the application acceptance period.
- Applications must be fully completed and signed by the applicant.
- A professional resume must accompany the application.
- A \$35.00 non-refundable fee must be submitted with the application in the form of cash or money order.
- Required authorizations to conduct background check and consumer reports must be signed by the applicant.
- Applicant must provide proof of a valid driver's license, Pro Board or IFSAC Firefighter II Certification, and completion of a minimum of 30 college credits from an accredited college or university.

## **3. WRITTEN EXAMINATION**

- The first stage of the testing process is a written examination.
- All applicants who have submitted properly completed applications returned by the application deadline, meeting the required qualifications and who have paid the application fee, are eligible to take the written examination.
- Information on the date, time, and place of the written examination will be mailed to applicants at least 1 week in advance.
- The written examination may include a suggested reading list. If so, the reading list will be mailed along with the test information.
- A candidate must achieve a score of 85% or higher in order to pass the written examination. Any candidate failing the written examination shall be disqualified from further participation in the selection process.
- Results of the written examination will be provided to all candidates.
- The written examination score will constitute 60% of the candidate's total score.

4. **PHYSICAL AGILITY EXAMINATION**

- All applicants who successfully pass the written examination are eligible to take the physical agility examination. (See separate sheet for description of test).
- The physical agility examination shall be graded as PASS or FAIL.
- A candidate must complete the physical agility test in a time of 7 minutes 30 seconds or less in order to pass. Any candidate failing the physical agility test shall be disqualified from further participation in the selection process.
- Results of the physical agility test will be provided to all candidates still in the selection process.

5. **ORAL EXAMINATION**

- All applicants who successfully pass the written examination and physical agility examination are eligible to participate in the oral examination.
- The oral examination is conducted by a panel of community residents, which questions and evaluates each candidate individually.
- A candidate must achieve a score of 85% or higher in order to pass the oral examination.
- Any candidate failing to pass the oral examination shall be disqualified from further participation in the selection process.
- Following the oral examination, the results will be tabulated and combined with the written score to obtain a total score.
- Results of this tabulation will be provided to all candidates still in the selection process.
- The oral examination will constitute 40% of the candidate's total score.

6. **VETERANS PREFERENCE**

- Per Pennsylvania Statutes, all honorably discharged veterans of the armed services are eligible to receive veterans' preference points.
- In order to receive veterans' preference points, a candidate must submit a copy of form DD214 with the application.
- Eligible veterans who have passed both the written and oral examination will have 10 points added to their combined test scores.

7. **ELIGIBILITY LIST**

- After all scores have been tallied, a final order of candidate ranking will be established based upon total percentage.
- The final ranking will be submitted to the Civil Service Board for certification.
- Once certified, the list will remain in effect for a minimum of 12 months from the date of certification.
- Any sworn fire personnel hired during that time must come from the list.

## 8. POSITION OFFERING

- If an opening occurs in the Fire Department it will be filled in the following manner:
  - The Fire Chief will interview the top three (3) persons on the current certified eligibility list.
  - Based upon the results of those interviews, the Fire Chief will make a hiring recommendation to the Mt. Lebanon Manager.
  - If the Manager approves, a conditional offer of employment will be made to the successful candidate.
  - The successful candidate must accept the employment offer in writing within 7 days of receipt.
  - The employment offer is contingent upon the candidate successfully passing a medical examination, a psychological examination and a background check.

## 9. PROBATIONARY APPOINTMENT

- A candidate who successfully passes all pre-employment screening will receive a probationary appointment to the Mt. Lebanon Fire Department.
- The probationary period is a minimum of 12 months from the date of hire.

## 10. REGULAR APPOINTMENT

- During the probationary period, the candidate will participate in an extensive training program.
- Within three (3) months of probationary appointment, candidates must obtain a Class B Commercial Driver's License (CDL).
- Within twelve (12) months of appointment, candidates must obtain PA DOH or National Registry EMT.
- The candidate's progress will be evaluated during and at the completion of the probationary period.
- A probationary fire lieutenant who successfully completes the evaluation will be awarded regular employee status.
- During the probationary period the candidate shall become a member in good standing of the Mt. Lebanon Volunteer Fire Department.
- Within one (1) year of regular appointment, the candidate must establish permanent residency in Mt. Lebanon. Failure to establish such residency shall result in termination.
- Within one (1) year of regular appointment, candidates that do not already possess Fire Officer I certification must obtain Pro-Board or IFSAC Fire Officer I certification.
- Within three (3) years of regular appointment, candidates must obtain an Associate's Degree in Fire Science or Fire Administration.