

# City of Winter Park Fire-Rescue Standard Operating Guideline

# 120.03

**Title: Selection Procedures for the position of Engineer**

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**Purpose:** To establish the procedure for the selection of employees from the Firefighter position to the position of Engineer.

**Scope:** The intent of this guideline is to provide employees the procedures used to create an eligible list of candidates for selection by the Fire Chief to the position of Engineer.

**General:** All vacancies in positions above the lowest grade shall be filled in accordance with Section 74-60 "Promotions", under the City of Winter Park Civil Service Code.

A notice of examination shall be distributed to all departmental personnel via email at least 2 weeks prior to the date fixed for the beginning of the examination.

It is the policy of the City of Winter Park to consider City employees for promotional opportunities before applicants from the general public are considered.  
(City of Winter Park Personnel Policy Manual Section 2.07)

Department members requesting the opportunity to be included in the promotional process shall first meet the minimum requirements as set forth for that position.

Pursuant to Civil Service Code, members requesting to participate shall submit a written memorandum of intent to the Fire Chief, through the Chain of Command and shall have said memorandum in the office of the Fire Chief no later than two days (48) hours prior to the start of the Written Examination phase of the process. The memorandum of intent shall be in written form and must carry the signature of the requesting participant. Other forms such as email, facsimile, etc. are not to be considered as written form and will not be accepted.

## **120.03.01. Critical Skills / Expertise**

To be eligible for this position, an individual must have completed all those requirements for the position of Firefighter with the City of Winter Park Fire Department, Winter Park, Florida.

Basic knowledge of the City of Winter Park, including streets and water systems. Knowledge of public buildings gained through pre-fire planning and self-study. Knowledge of the elements of combustion and methods of proper extinguishment. Some basic knowledge of chemistry as it applies to toxic and flammable properties of various elements . A thorough knowledge of fire service hydraulics and pumping operations. Knowledge of the proper techniques to perform rescue and first aid operations to include the use of all fire department equipment including aerial devices. Ability to perform difficult and dangerous work under emergency hazardous conditions. Ability to work as a member of a team. Basic understanding of various types of building construction and related terminology. Must possess and maintain current Emergency Medical Technician or Paramedic certification with Orange County and the State of Florida. Must comply with the Bureau of Fire Standards and Training for the State of Florida.

**120.03.02. Minimum Qualifications:**

Graduation from an accredited high school, or equivalent, and the successful completion of the State of Florida, Firefighters Minimum Standards course with certification and the State of Florida Emergency Medical Technician or Paramedic Certification.

Applicants must possess a valid Florida Driver's license applicable to the operation of emergency vehicles and be able to pass the State required physical examinations. Applicants must have successfully passed the medical testing as set forth by the City of Winter Park Fire Department within the previous twelve months prior to the test date. The applicant shall have successfully completed all the requirements for Firefighter with the City of Winter Park Fire Department, Winter Park, Florida a minimum of twelve months prior to date of the written test. In addition, the applicant must have completed the previous consecutive (3) three years of employment with the Winter Park Fire Department. A combination of training and experience may qualify an applicant for consideration.

**120.03.03. Promotional Process:**

- Written Test - 100 questions / 2-hour time limit.  
A score of 70% or better must be achieved to be eligible to continue in the process.
- Physical Fitness – Must have successfully completed the City required annual medical physical without any restrictions or limitations, and have a favorable recommendation from their immediate supervisor as to their ability to physically perform their duties as a firefighter.
- Practical Testing / Drivers Exam and Pump Practical.
- Employee Evaluation Review

**120.03.04. Reference Material for Written & Practical Exam:**

- Winter Park Fire Department Master Fire Sprinkler/Standpipe Handbook
- Winter Park Fire Department Standard Operating Guidelines
- Pumping Apparatus Driver/ Operator Handbook – IFSTA 1<sup>st</sup> Edition

**120.03.05. V. Grading Scale:**

- Written Test / 30%
- Practical Pump Operators Test / 30%
- Practical Driving Test / 30 %
- Evaluation Review / 10%

**120.03.06. Other Information & Final Selection:**

- Dress for all parts of the examination process will be the issued Fire Department Class “B” uniform.
- All applicants must be on time for all testing procedures. Anyone arriving late for the written exam will be allowed to sit for the test, but will forfeit the time lost. The test will end at the designated time.
- The Chief Examiner of the Civil Service Board will submit the scores to the board at the next regular session for making the scores official. The qualified list shall be in effect for a period of six (6) months from the date of the Civil Service Meeting where the list is approved.
- Applicants will be advised of their scores on an individual basis.
- Factors that may be considered for the final selection are: past evaluations, staff input, physical fitness, time in grade, officer certification and training received.
- The Fire Chief will select from the top five candidates.