



FIRE CAPTAIN

Test Date:

September 24th, 2026

Test Information Guide for Candidates

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Test Check-In Location:

2nd Floor Testing Facility

Personnel Board of Jefferson County

2121 Rev. Abraham Woods Jr. Blvd

Birmingham AL 35203

Study Materials at exams.pbjcal.org/ExamGuides:

Jefferson City Fire & Rescue Service Policies and
Procedures Manual

***Additional study materials emailed on
September 14th, 2026: Preparation materials for
City Council Presentation (Phase II, Exercise 2)**

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Fire Captain Test Information Guide Overview

Congratulations on your eligibility for the Fire Captain examination! The Personnel Board of Jefferson County (PBJC) is pleased that you are interested in a job as a Fire Captain within the Jefferson County Merit System. The PBJC has created this information guide to familiarize you with the position of Fire Captain and the testing procedures for the job class. This guide is designed to provide you with an overview of the Fire Captain position; the competencies being measured by the Fire Captain examination; a description of the test components and the test administration; test scoring and report notification information; PBJC rules related to testing; what to bring and what not to bring to the exam; and how to prepare and what to expect during the Fire Captain examination.

The Test Information Guide provides valuable information that will allow you to be more familiar with the Fire Captain position and the examination process. It is strongly recommended that you thoroughly review this manual and utilize the examples and information provided. Reading the entire guide will ensure that you understand what will occur during the examination. Reviewing and understanding the descriptions provided will ensure that you are prepared for the types of questions and scenarios that you will encounter. A thorough familiarity with the examination process can help to eliminate uncertainty and reduce anxiety that can sometimes be experienced in testing situations.

Please remember that the material in this guide is designed to help you prepare for the Fire Captain examination. You will not be allowed to use this guide while you take the exam.

Therefore, you will not be allowed to carry this booklet into the test site.

Overview of the Fire Captain Position

The following information is provided in order to assist you in determining whether you are able and willing to perform the job of a Fire Captain. An individual's expectations of the job before they are selected for the position often differ from what he or she experiences once they are on the job, which can result in low levels of job satisfaction. This information is designed to help applicants make more accurate judgments about their interest in working as a Fire Captain.

The following information was gathered through a process (known as job analysis) of interviews, meetings, and surveys with Fire Captain incumbents from various jurisdictions throughout Jefferson County. Through this effort, the PBJC explored what is typically done on the job, as well as the knowledge, skills, and abilities (KSAs) that a person needs to possess in order to successfully perform the work. Although not for everyone, a career as a Fire Captain is both challenging and rewarding. If you decide to pursue a career in this field, you will be expected to perform the work behaviors described in this section.

The Fire Captain job class is a Grade 26 position and is located in 12 jurisdictions within the Merit System. Please note that salary ranges for each jurisdiction are subject to change due to cost-of-living adjustments. You can check current salary ranges at <http://www.pbjcal.org/employment/schedules.aspx>.

The major duties performed by Fire Captain employees include:

- **Administrative:** Performs administrative duties (e.g., completing forms, attending meetings, updating records, writing reports) to maintain efficient operation and documentation within the department.
- **Budgeting:** Prepares, monitors, and administers departmental or organizational budget by reviewing spending trends, expenditure reports, analyzing financial data and ensuring expenditures are within annual budgetary limits.
- **Supervision:** Supervises staff by assigning and distributing work, directing staff in their job duties, monitoring progress of work, providing feedback and/or training.
- **Equipment and Apparatus Maintenance:** Ensures proper operation and readiness of apparatuses, equipment, and personal gear used for incident response by overseeing the scheduled cleaning, inspections, and maintenance to enable safe and effective incident response and mitigation.
- **Public Relations:** Supervises, coordinates, and participates in activities that project a positive image of the department to the public by attending off-site facilities or hosting visitors at the station to conduct trainings, tours, and other community-related activities.
- **Fire Prevention:** Conducts fire safety activities for the public that are designed to reduce the risk of fire-related incidents and enhance awareness of fire safety precautions.
- **Pre-Fire Planning:** Develops pre-fire plans for businesses, public buildings, and residences to include surveying buildings, collecting information regarding hazardous materials, occupancy, hydrant location, etc. to prevent and/or minimize damage and losses caused by fire-related incidents.
- **En Route Considerations:** Evaluates variables affecting travel to emergency sites and on-site characteristics to determine how they will affect emergency activities.
- **Scene Size-Up:** Evaluates the incident scene to determine initial and subsequent actions to mitigate emergency situation and resolve the incident.
- **Incident Command:** Assumes responsibility at emergency scenes to ensure implementation of the incident command system and safe handling of the incident to preserve life and property.
- **Training:** Ensures self and all subordinate personnel are properly trained to carry out assigned duties by planning, developing, conducting, and evaluating formal and informal trainings, sessions, and drills in accordance with department policies and procedures and national guidelines.

Competencies Being Measured

As stated previously, job analysis is a systematic process that the PBJC uses to collect, analyze, and interpret data about a job in order to identify the work requirements (i.e., work behaviors and tasks) and people requirements (i.e., knowledge, skills, abilities, and other characteristics) for the job. The process results in a determination of the duties and tasks which are critical for job success and the knowledge, skills, and abilities (KSAs) that are required to perform those duties.

During the test development process, the PBJC analyst clustered, or grouped, the KSAs determined to be critical for the Fire Captain position into related categories, or competencies.

The following are the competencies and KSAs that are being measured by the Fire Captain examination process:

Adaptability & Flexibility

- Ability to adjust to changing work demands, procedures, technology, and/or priorities.
- Ability to assess the importance of, and consequences associated with, tasks in order to set priorities in light of competing demands.
- Ability to manage and allocate one's time in order to handle multiple tasks and/or meet pressing deadlines.
- Ability to shift attention back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

Customer Service

- Ability to balance interests of clients and the department/organization and respond to pressing and changing client demands.
- Knowledge of principles and processes for providing customer and personal services (e.g., customer needs assessment, quality standards for services, and evaluation of customer satisfaction).
- Knowledge of appropriate citizen interactions when dealing with the public.

Leadership & Management

- Ability to assess the performance of other individuals to ensure work is performed appropriately and/or take corrective action.
- Ability to assign and monitor the work of subordinates.
- Ability to commit, entrust, or transfer tasks or responsibilities to another.
- Ability to guide and direct the accomplishment of work through subordinate staff.
- Ability to influence, motivate, and inspire employees.
- Ability to motivate and encourage others to a course of action or goal.
- Ability to review work and evaluate it against established standards, procedures, laws, or codes to determine any discrepancies between how the work was performed and how it should be performed.

Learning & Memory

- Ability to learn unfamiliar material/information quickly and accurately.
- Ability to maintain mental stamina and focus over long period of work and/or during times of high stress.
- Ability to mentally store and retrieve work-related information for use at a later time.
- Ability to understand the implications of new information for both current and future problem-solving and decision-making.

Mathematical & Statistical Skills

- Ability to use standard formulas, rules and equipment to compute various measurements of objects (e.g., length, width, volume, circumference).
- Skill in using basic mathematics (e.g., addition, subtraction, multiplication, division) to solve problems.

Oral Communication & Comprehension

- Ability to attend to information presented verbally and actively ask questions to fill identified areas of missing or unclear information.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to orally communicate information and ideas so others will understand.
- Ability to question and elicit information from individuals.
- Ability to speak clearly so others can understand you.
- Skill in verbally delivering information in a clear and concise manner to an audience.

Planning & Organizing

- Ability to obtain and allocate the appropriate equipment, facilities, and materials to complete work.
- Ability to plan activities to achieve short- or long-term goals designed to achieve overall mission.
- Ability to plan work activities in order to meet deadlines and/or goals.
- Ability to project, allocate, and maintain financial resources needed for the accomplishment of work goals.
- Skill in organizing information, materials, and/or documentation in a systematic and logical manner.

Problem Solving & Decision Making

- Ability to evaluate a problem or issue from multiple perspectives in order to identify root cause(s) and generate effective solutions.
- Ability to identify new processes or improvements to existing processes that allow work to be performed more efficiently or effectively.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Skill in selecting the most appropriate course of action in situations where information is unclear or unavailable and making high quality and effective decisions.

Professionalism & Integrity

- Ability to demonstrate honest behavior in all work tasks and responsibilities.
- Ability to follow safety procedures and practices in a variety of novel and everyday work tasks/situations.
- Ability to maintain confidentiality of information (e.g., applicant, client, customer, patient).
- Ability to work in an environment that requires strict adherence to instructions, standards, and/or procedures.
- Skill in conducting oneself in a calm and professional manner in stressful situations.

Researching & Referencing

- Ability to conduct research using various sources of information (e.g., databases, internet, books) in order to identify and compile needed information.
- Ability to identify appropriate materials and sources of needed information, to includes referencing, cross referencing, and evaluating the pertinence of information.
- Skill in maintaining records.

Reviewing, Inspecting & Auditing

- Ability to determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Ability to pay close attention to detail in order to ensure the completeness and accuracy of work.

Self-Management & Initiative

- Ability to accurately assess your own performance in order to identify areas of strength and areas for development.
- Ability to establish and apply effective controls to hold self and others accountable for responsibilities.
- Ability to maintain awareness of safety procedures and practices in a variety of novel and everyday work tasks/situations.
- Ability to perform work in a manner that is careful, attentive and vigilant.
- Ability to persist at a task or problem despite interruptions, obstacles, or setbacks.
- Ability to see a need for and take constructive action at work without being prompted or urged.
- Ability to stay abreast of developments in the field/industry.
- Ability to work productively and effectively under conditions of high stress, such as tight deadlines, heavy workloads, or emergency situations.
- Ability to work without close supervision or significant amounts of direction/guidance.

Teamwork & Interpersonal

- Ability to confidently defend or gain support for one's opinions, needs, and/or ideas.
- Ability to create an environment that welcomes, values, and includes perspectives from different backgrounds and/or cultures.

- Ability to develop networks and builds alliances, engage in cross-functional activities, and collaborate across boundaries.
- Ability to manage and resolve conflicts with coworkers and/or customers.
- Ability to work collaboratively with a group or team in an effort to achieve a common goal.
- Skill in maintaining a positive working relationship through comfortable and appropriate interpersonal interaction.
- Skill in working through differences in goals or interests with an individual/group.

Technical Skills

- Ability to read and understand information presented in diagrams, blueprints, maps, specifications, or other pictorial displays.

Training & Facilitation

- Ability to teach or train individuals with regard to new information, procedures, processes, and/or equipment.

Written Communication & Comprehension

- Ability to communicate information and ideas in writing to a variety of audiences in a clear, concise, and organized manner, free from spelling, grammar, and punctuation errors.
- Ability to read and understand information and ideas presented in writing.
- Ability to review written material and identify errors with regard to spelling, grammar, punctuation, and formatting.
- Ability to understand data and/or information contained in tables, charts and graphs.

Technical Knowledge: Communication

- Knowledge of public safety terminology used by public safety agencies.
- Knowledge of radio communication systems.

Technical Knowledge: Emergency Medical Services (Patient Care)

- Knowledge of American Red Cross first aid techniques including Adult cardio-pulmonary resuscitation (CPR).
- Knowledge of basic EMS pharmacology as appropriate for EMT basic certification.
- Knowledge of higher-level medical care (e.g., IV therapy, intubation, and /or drug administration) used for patients with life threatening illnesses or injuries until patient can be given full medical care.
- Knowledge of the interactions of various legal and illegal drugs.
- Knowledge of medical care used for patients with life threatening illnesses or injuries until patient can be given full medical care (e.g., cardiac arrest, respiratory arrest, drowning, and foreign body airway obstruction).
- Knowledge of medical terminology and vocabulary for accurately describing the human body and associated components, conditions, and processes in a science-based manner.
- Knowledge of the immediate and temporary treatment of a victim of sudden illness or injury.
- Knowledge of the mechanisms of injury to help in determining proper patient care
- Knowledge of triage procedures.
- Skill in using an Automated External Defibrillator (AED).

- Knowledge of the information and techniques needed to assess and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Technical Knowledge: Emergency Medical Services (Regulations & Policies)

- Knowledge of departmental rules, regulations, and standard operating procedures regarding emergency medical services (EMS).
- Knowledge of Health Insurance Portability and Accountability Act (HIPAA) guidelines.
- Knowledge of implied consent laws as they relate to patient care.
- Knowledge of the legal implications of medical actions (i.e., implied consent, do not resuscitate (DNR), living will, age of consent, and privacy).
- Knowledge of Trauma Control Center (TCC) protocols and procedures.
- Knowledge of necessary safety measures taken when transporting patients (e.g., rail positioning, brake usage, etc.).

Technical Knowledge: Fire Apparatus Operations, Maintenance & Setup

- Knowledge of fire apparatus placement at different types of emergency scenes (e.g., highway, residential, commercial).
- Knowledge of firehose operations (e.g., connecting the hose to a water source, operating the nozzle, maintaining stream direction).
- Knowledge of pre-response safety protocols (e.g., firefighters in seats with seatbelts, personal protection gear on apparatus, doors closed).
- Skill in performing pump operations (e.g., charge the lines, switch to hydrant water) on a fire apparatus during fire situations.
- Knowledge of the mechanics of hydraulics such as water volume and pressure.
- Knowledge of fire hydrant operations to include opening/closing hydrant, connecting hoses to hydrant, color codes designating water pressures of hydrants, etc.
- Knowledge of fire hydrant specifications (e.g., operations, color coding, testing, locations, type of hydrant, maintenance).

Technical Knowledge: Fire Science Applications

- Knowledge of fire behavior and characteristics to include ignition, growth, materials, heat, and smoke.

Technical Knowledge: Firefighting

- Knowledge of different types of fire attack strategies and techniques (e.g., offensive, defensive, transitional).
- Knowledge of fire extension search techniques.
- Knowledge of standard firefighting tactics for combating fires.

Technical Knowledge: Firefighting Equipment Maintenance

- Knowledge of firefighting equipment testing (e.g., hose checks, ladder checks).
- Knowledge of firefighting equipment maintenance procedures.
- Knowledge of personal protective equipment (PPE) to include turnout gear and self-contained breathing apparatus (SCBA) usage and specifications.

Technical Knowledge: Incident Command

- Knowledge of National Incident Management System (NIMS)/ Incident Command System (ICS).

Technical Knowledge: Incident Operations & Procedures

- Knowledge of collapse zones including safe distances and circumstances where collapse is likely.
- Knowledge of emergency scene size-up procedures.
- Knowledge of forcible entry techniques and devices.
- Knowledge of personnel accountability protocols for emergency incidents (e.g., 2 firefighters in and 2 firefighters out).
- Knowledge of emergency response procedures for technical units (e.g., Emergency Medical Service, Haz-Mat, confined space, high angle, or swift water).
- Knowledge of scene stabilization during emergency situations.
- Knowledge of techniques and procedures for proper ventilation of buildings/structures.
- Knowledge of the effects of various weather conditions on public safety personnel and incident management.
- Knowledge of traffic control procedures at emergency scenes.

Technical Knowledge: Personnel & Human Resources

- Knowledge of department minimum staffing policies.
- Knowledge of departmental leave policies (e.g., annual, sick, military, suspended without pay, leave without pay, injury, etc.).
- Knowledge of jurisdictional Employee Assistance Program (EAP) system.

Technical Knowledge: Policies & Procedures

- Knowledge of department policies and procedures on handling complaints (e.g., customer, citizen, etc.).
- Knowledge of departmental standard operating procedures (SOPs), state, and federal traffic laws as they apply to emergency vehicles.
- Knowledge of medical documentation procedures.
- Knowledge of protocol for completing fire department incident reports (e.g., time frame for completion, reporting requirements).
- Knowledge of policies and procedures related to the protection of evidence at fire scenes.

Technical Knowledge: Pre-Fire Planning & Prevention

- Knowledge of types of fire detector systems (e.g., smoke, carbon monoxide) and their functions.
- Knowledge of types of fire suppression systems (e.g., sprinkler systems, hood systems, portables) and their functions.
- Knowledge of local geography, including: location of streets, principle buildings, fire hydrants, water supply locations, and fire alarm boxes.
- Knowledge of National Fire Protection Association Standards (NFPA) 101 Life Safety Code.
- Knowledge of pre-incident/pre-fire planning procedures to include inspecting structures, identifying potential hazards, and establishing paths of egress.

Technical Knowledge: Public & Community Relations

- Knowledge of public relations protocol followed when communicating emergency related information externally.

Technical Knowledge: Safety

- Knowledge of life preservation techniques when performing search and rescue operations.
- Knowledge of safety procedures and protocols for working around electricity (e.g., exposed live wires, downed power lines).

Technical Knowledge: Search & Rescue Operations

- Knowledge of primary and secondary search and rescue procedures.
- Knowledge of scene safety protocols when performing search and rescue operations.
- Knowledge of victim extrication techniques and devices.

The table below illustrates the competencies measured by each test component.

Competency	Presentations	Supervisory Scenarios	Emergency Scenarios
Adaptability & Flexibility	X	X	X
Customer Service	X		
Leadership & Management	X	X	X
Learning & Memory	X	X	X
Mathematical & Statistical Skills	X		
Oral Communication & Comprehension	X	X	X
Planning & Organizing	X	X	X
Problem Solving & Decision Making	X	X	X
Professionalism & Integrity	X	X	X
Researching & Referencing	X	X	
Reviewing, Inspecting & Auditing	X	X	X
Self-Management & Initiative	X	X	X
Teamwork & Interpersonal	X	X	X
Technical Skills	X		
Training & Facilitation	X		
Written Communication & Comprehension	X	X	X
TK: Communication			X
TK: Emergency Medical Services (Patient Care)			X
TK: Emergency Medical Services (Regulations & Policies)			X
TK: Fire Apparatus Operations, Maintenance & Setup			X
TK: Fire Science Applications			X
TK: Firefighting			X
TK: Firefighting Equipment Maintenance			X
TK: Incident Command			X
TK: Incident Operations & Procedures			X
TK: Personnel & Human Resources	X	X	
TK: Policies & Procedures	X	X	X
TK: Pre-Fire Planning & Prevention	X	X	
TK: Public & Community Relations	X	X	
TK: Safety			X
TK: Search & Rescue Operations			X

Description of the Fire Captain Test Components

This section of the guide provides you with descriptions of the test components that you will complete during the Fire Captain examination, as well as the Minimum Qualifications (MQs) that were used to determine which applicants were eligible to take the examination. The MQs

and each test component were developed based on the job analysis data gathered from job incumbents and supervisors, referred to as subject matter experts, by PBJC analysts. Multiple methods were used for gathering job data, including site observations, individual interviews, critical incidents, technical panels, subject matter expert (SME) meetings, and job analysis questionnaires. Through these methods, analysts were able to determine the critical duties, tasks, and KSAs for the Fire Captain position. The MQs and test components are designed to assess the KSAs that were deemed important and needed on day one of the job by Fire Captain subject matter experts.

PBJC analysts worked closely with Fire Service professionals from around the country to develop all of the scenarios and the scoring benchmarks used in each test component. These professional subject matter experts included Fire Captains and Fire Chiefs from several departments outside of Jefferson County, Alabama.

Minimum Qualifications

Minimum qualifications (MQs) are descriptions of specific types of experience, education, and/or training that have been demonstrated to be job-related and are both critical to job performance and needed on day one of the job for the Fire Captain position. MQs focus on those competencies that are so critical to job performance that without them a person could not perform the job even at a minimally acceptable level, regardless of the possession of other competencies. The MQs developed for the Fire Captain position are listed below:

Promotional Requirements:

- Must be a Merit System employee with Regular status (i.e., having completed a one-year probationary period).
- Must currently be a Fire Lieutenant with one (1) year of uninterrupted professional fire service experience as a Fire Lieutenant in the Merit System by the closing date of the announcement.

Minimum Qualifications:

Option A:

- Fire Officer II certification.
- Driver's license.

Option B:

- Associate's degree with coursework in public administration, business, or a related field.
- Driver's license.

*****Please note that eligibility and seniority points are calculated using the announcement closing date as the end date (which was July 10, 2026).***

Your application has already been reviewed and you have been determined to meet the minimum qualifications for this job. The remaining test components will be administered on **Thursday, September 24th, 2026** at the Personnel Board's Testing Facility. Per Rule 9.16, make-up examinations will NOT be given (except where required by law). Candidates must attend and

complete all phases of testing in order for their tests to be scored. Each phase of the testing process is described in detail below.

Your Role

During the exam, you will assume the role of Captain Pat Candidate, a recently promoted Fire Captain with Jefferson City Fire and Rescue Service. Captain Pat Candidate is the C shift supervisor and commander at Station 1. A detailed description of the tasks you will perform as part of the exam is provided below.

Phase I: Preparation Period

After checking in to the test, you will be escorted to a group testing room to participate in the preparation period. During this phase of the examination, you will review information provided in a participant manual in order to prepare for two simulated meetings/presentations with different local citizen groups. You will have a specified amount of time to review the information in the participant manual and prepare notes for your presentations. You will be permitted to refer to any notes you have taken in the preparation period during the presentation exercises in the next phase.

Phase II: Presentations and Structured Interview

Once you have completed Phase I, you will be escorted to an individual testing room where you will complete Phase II of the exam. Phase II includes three exercises.

Exercise 1: Presentation One

During this exercise, you will meet with a group of local citizens to discuss a topic that was assigned to you by your Chief during the Preparation Period. This will be a video-based exercise. During the presentation, you will see the group of citizens seated in an audience as they “listen” to your presentation. Note that the video of the citizens is not a live feed, thus they will not respond directly to your presentation. At the conclusion of your presentation, you will take questions from the attendees.

Exercise 2: Presentation Two

Upon completion of the first presentation, you will meet the city council to discuss another topic that was also assigned to you by your Chief during the Preparation Period. This will also be a video-based exercise with a video of the council listening to your presentation similar to the previous exercise. The video is not a live feed, so the council members will not respond directly to your presentation. At the conclusion of your presentation, you will take questions from the attendees. **SEE NOTE BELOW REGARDING PRESENTATION TWO.**

NOTE: Some of the information you will use to prepare for the city council presentation will be emailed to you on September 14th, 2026. You will want to read the material and use the information to prepare your presentation prior to the September 24th test day, but you will not be allowed to bring any notes to the test. You will be provided with a clean copy of the same materials during the preparation period on test day, at which time you will be able to make notes for your city council presentation. Again, you WILL NOT be permitted to bring the materials or any notes to the testing facility on test day. Also, you should not do any additional research on the presentation topic and should review and prepare your presentation based on the information provided.

Exercise 3: Supervisory and Emergency Scenarios Structured Interview

Once you have completed the presentation exercises, you will remain in the individual test room where you will respond to the structured interview questions. The structured interview will consist of supervisory scenarios and emergency scenarios. Each scenario will be presented to you on the video monitor in your room. The text of each scenario will appear on screen as it is narrated to you, and each scenario may also present short video clips or pictures to provide additional information related to the scenario. Please note that some of these scenarios may include AI generated film or audio. You will be given a specific amount of time to respond verbally to each scenario, and a timer will appear on the screen to indicate your remaining time. You will not be given time to prepare for this exercise during the preparation period.

Description of the Fire Captain Test Administration

The examination for the job of Fire Captain will be administered in a single testing session on **Thursday, September 24th, 2026** at the Personnel Board of Jefferson County. The Personnel Board works with each Fire Chief to schedule candidates' check-in times on test day.

The Fire Captain exam is designed to simulate tasks and scenarios that a Fire Captain would be exposed to on the job. As you are aware, the Personnel Board of Jefferson County serves multiple municipalities and fire departments. Although the core duties performed by Fire Captains across the various departments are basically the same, some internal policies, procedures, and organizational structures vary across the jurisdictions. In order to test candidates appropriately, we must create a standard for all candidates. Therefore, for the purposes of the selection process, you will be placed in the role of Fire Captain for a fictitious municipality called "Jefferson City." Jefferson City is a jurisdiction in Jefferson County, Alabama. All available information regarding Jefferson City, including policies and procedures, is found in the Jefferson City Fire and Rescue Service Policies and Procedures Manual that is available along with this information guide. **Remember that your actions throughout the examination should comply with the Jefferson City Fire and Rescue Service policies and procedures.**

As you read through the policies and procedures, you should NOT assume they are the same as your real department's policies and procedures. Although they may be similar, failure to

follow Jefferson City Fire and Rescue Service policies and procedures will adversely affect your exam performance. If you have any questions about the fictitious Jefferson City Fire and Rescue Service or its Policies and Procedures Manual, you may contact Michael Sutton at 205.279.3627 with your questions or email them to Michael.Sutton@pbical.org.

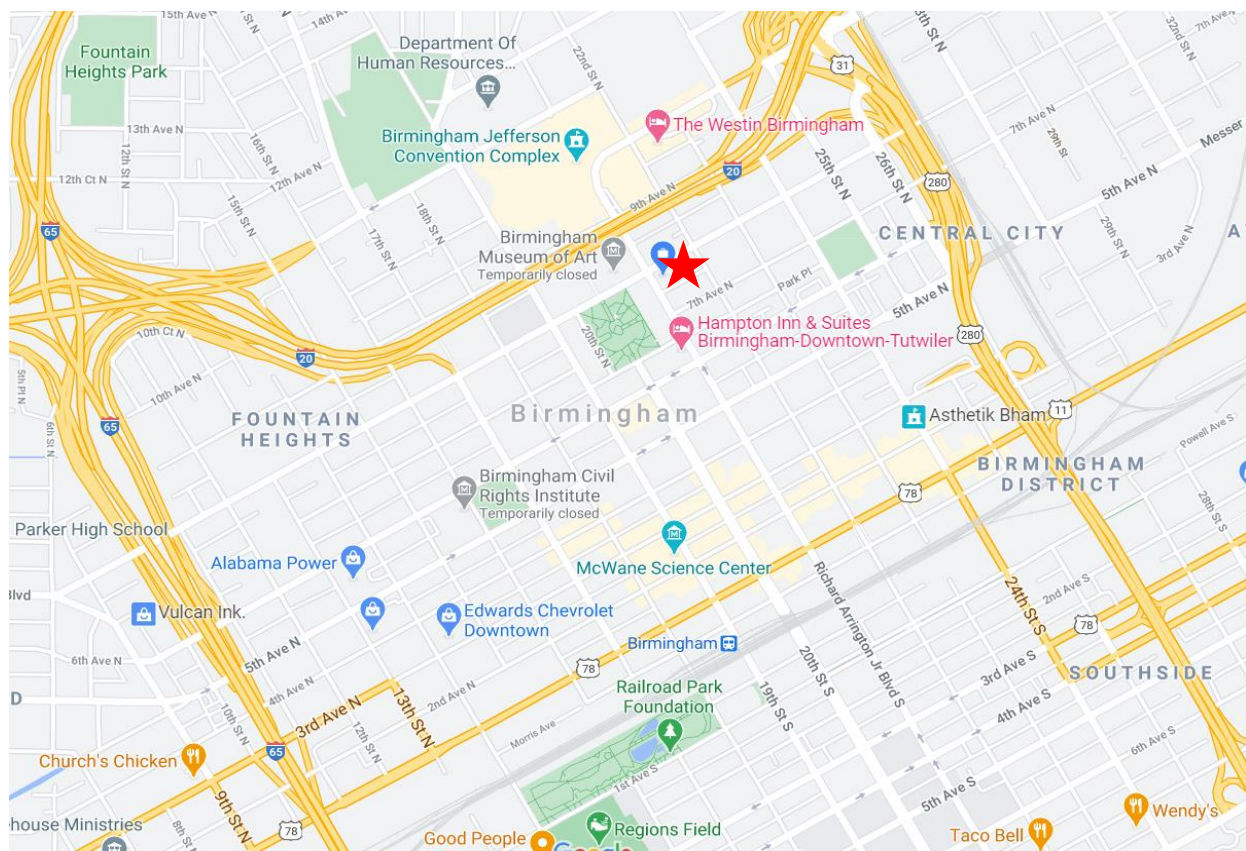
On Thursday, September 24th, 2026, you should report to the 2nd floor of the Personnel Board located at 2121 Reverend Abraham Woods Jr. Boulevard in downtown Birmingham, for check-in. Upon arrival, you will be asked to provide a valid government issued photo identification (e.g., driver's license, passport). Then, you will be checked in to the exam. Additionally, you will be asked to read and sign a confidentiality statement. After checking in, you may have a lengthy wait BEFORE you begin the examination process. It is necessary that you arrive to participate in the examination at your scheduled check-in time. **If you miss your scheduled check-in time, you will not be allowed to make up the exam.**

As explained above, the examination process will be divided into two (2) phases. You MUST complete all phases to remain eligible for employment in the Fire Captain job class. The examination will take approximately **three (3) hours** to complete; however, you should plan to be on site at the testing facility for **up to five (5) hours**. Each phase of the testing process is listed below.

Check-In Period:	Sign in to test and wait for your turn to begin the test.
Phase I:	Preparation Period, prepare for phase II of the test.
Phase II:	Complete Presentations One and Two, Supervisory Structured Interview, and Emergency Scenarios.
Check-Out Period:	Sign out and wait for all other test candidates to be checked in before being released.

After completing the exercises in Phase II, you will be escorted to the check-out room. You will be asked to sign out so that we can confirm you have completed the entire examination process. After you check-out, if the final check-in time for all candidates has passed you will be allowed to exit the building. If the final check-in time has not passed, you will be escorted to a waiting room for the remainder of this time. It is important that you do not discuss the examination components or processes with anyone. Providing information about the examination with anyone would be unfair to yourself and to others taking the Fire Captain exam. In addition, revealing information about the examination could result in your disqualification from the process and further disciplinary action within the Merit System.

EXAM LOCATION: The examination for Fire Captain is scheduled to be held at the 2121 Building located at 2121 Reverend Abraham Woods Jr. Blvd., Birmingham, AL 35203 (downtown Birmingham). The map on the next page shows the location of the 2121 building with a red star.



PARKING: Given the amount of time you may be held at the Personnel Board, **DO NOT** park in a metered space unless it is an 8-hour meter. Your best option is to park at the Birmingham Parking Authority (BPA) Deck 2 located next to the Boutwell Auditorium. The current parking rates for BPA Deck 2 are \$2.00 for the first hour and \$1.00 for each additional hour, up to \$9.00 per day or \$10.00 per day for the special event parking rate. For more information about the parking deck and rates, please go to the BPA website at https://www.bhamparking.com/parking_lots/deck-2/.

The Personnel Board **DOES NOT** validate parking, nor are we responsible for costs incurred by candidates related to parking, including parking fees, fines and tickets. Allow plenty of time to travel, find appropriate parking, pass through new security checkpoint, and arrive at the Check-In area on time. **If you arrive late to the candidate check-in location, you will NOT be permitted to enter the facility and take the test!**

SECURITY PROCEDURE: The 2121 Building security procedures requires the public, including all Merit System employees, to only enter the 2121 Building through the main entrance on the Reverend Abraham Woods, Jr., Blvd /8th Avenue North side of the building. For the test administration, you may be asked to present a photo ID to a security guard or testing staff member in the building lobby and will be directed to check-in. On test days, these procedures may create some delays; therefore, please allow yourself extra time to go through this process. Your arrival time to the building does not matter; you must arrive at the designated check-in location by your check-in time.

Test Scoring & Results Notification

During the exam, all of your responses to test questions and exercises will be recorded on video and audio. The video recordings are only used for documentation purposes and will not be reviewed by any assessors. Only the audio recordings of your responses will be reviewed by the assessors in order to rate your response to each scenario. All of these materials will be scored over the course of a week (typically two or three weeks after the test) by a group of well-trained volunteer assessors who possess backgrounds and training in fire operations and procedures. We use such individuals to assess your performance for several reasons:

- a. They are not from the local area and therefore will not know local job candidates (or be able to influence and assist local candidates unfairly);
- b. Their training/education and experience prior to our assessment ensures they fully understand the critical aspects of a job in fire service; and
- c. As out-of-state volunteers, we can ensure that they are available for a full week of assessment without interruption.

All assessors are trained by the PBJC staff to ensure consistent, reliable and accurate ratings for all test components.

Once the assessment is complete, you will be notified of your score by email. The score notice will contain several pieces of information such as your test score along with your seniority points and two ranks (promotional rank and overall rank). Ranked lists for promotional jobs are established, first, by ranking all passing candidates (by final score with seniority points added) who work for the jurisdiction requesting the list; then by ranking all other candidates below those candidates employed by the jurisdiction. Therefore, your *promotional rank* is your placement on the ranked list considering only candidates who work for the same city as you. Your *overall rank* is your placement on the overall ranked list compared to all other candidates regardless of jurisdiction. Please note that seniority points are calculated using the closing date of the announcement as the end date; therefore, seniority points are awarded using the date of July 10, 2026.

There is an appeal period that lasts four (4) business days from the date the score notices are emailed out. If you have any questions about your test score or rank, please contact **Michael Sutton** at **205.279.3627** or **Michael.Sutton@pbjcal.org**. If after speaking with this staff member you still have concerns about your test score, you may submit a written appeal to Jeff Crenshaw, the Personnel Board Director, outlining your concerns. All appeals are treated seriously and reviewed thoroughly before making a final determination. Appeals related to the content of the test, however, are not considered. Procedural matters related to test administration, assessment, or score calculation are legitimate areas for appeal. For example, if you feel that you received different treatment than all other candidates, you may appeal this. However, if you didn't like a particular question or did not feel that a certain scenario was related to the job, you may not appeal this matter.

If you successfully pass the exam, your name will be added to an eligible register of candidates. Your name will be placed on the list, in rank order, according to your score on the exam. Names

are sent to departments with vacancies throughout Jefferson County according to rank on the test. (Keep in mind that your rank will improve as other individuals are selected and hired off of the eligible register.) The Fire Captain register stays active for approximately two years. If, during that period, you would like to see if your rank has changed, you may call our Applicant Services department at 205.279.3500, select 1.

Each department with Fire Captain vacancies may wish to conduct additional background checks, criminal record checks, or further selection procedures to review candidates. After the list of eligible candidates has been released to the jurisdictions, you must contact them for further information about your status in the selection process. Please note that in some cases, a specific jurisdiction may require you to participate in additional interviews or other selection processes before hiring you.

Description of Rules Related to Testing

Electronic Devices are Prohibited: Electronic devices include cell phones, radios (including work radios), smart devices (e.g., watches, glasses), tablets, Bluetooth devices, MP3 players, e-readers, calculators, laptop computers, etc. ***Candidates bringing such devices will not be allowed to check-in and will be required to return such items to their vehicles.*** If a candidate misses his/her check-in time while returning an electronic device to their vehicle, he or she will not be permitted into the test. ***There are no exceptions to these rules.***

Grace Period: You should report to the Fire Captain exam your scheduled check-in time. There is a 15-minute grace period following each check-in time during which candidates will still be permitted to check-in to the examination. If you are not in the check-in area before the grace period for your check-in time closes, you will not be permitted to take the exam. The grace period closes at precisely 15 minutes after the scheduled check-in time.

Make up Exams: No make-up examinations will be given. The sole exception to this rule will be for eligible candidates who are on active military duty on the day of the exam, in compliance with USERRA guidelines established by the federal government. Traffic emergencies, family emergencies, illness or other incidents, regardless of whether or not they are outside your control, do not constitute grounds for a make-up exam.

If you have any questions or concerns pertaining to participation in the promotional examination process, please contact Sarah Freed at sarah.freed@pbjcal.org or 205.279.3599.

Cheating: The Personnel Board has a strict “no cheating” rule. If you are caught cheating during any component of the examination, you will receive a zero and be immediately disqualified and escorted from the premises. In addition, you may be barred from taking any future merit system examinations (Rule 9.14). There are no exceptions to this rule.

Smoking/Vaping: Smoking/Vaping breaks will not be accommodated under any circumstances. Candidates found attempting to smoke/vape in restrooms will be disqualified from the examination.

Emergency Calls: If anyone needs to contact you while you are taking the examination, please have them contact the front desk of the Personnel Board at 205.279.3500, select 1. A message

will be taken, and the information will be relayed to the test administrators who will then notify you. **Note: THIS IS FOR EMERGENCY CALLS ONLY.**

What to Bring / What Not to Bring

BRING a government issued PHOTO ID to the exam location. You will not be allowed to enter the exam location nor take the Fire Captain exam without your PHOTO ID.

BRING a cooler with any food and/or beverages that you might need during the test period. Remember, you may be at the Personnel Board for up to **FIVE (5) HOURS**. Access to food and beverages will be quite limited. If you anticipate wanting food or beverages (including coffee and water), please bring these items yourself.

DO NOT BRING any communication devices or electronic devices such as **cell phones, smart watches, smart glasses, tablets, radios (including work radios)**, Bluetooth devices, e-readers, mp3 players, calculators, laptop computers, etc. If you have these items with you at check-in, you will be required to return them to your vehicle as these items are NOT permitted on the testing floor. **The Personnel Board will not hold them for you, nor will we take responsibility for items lost or damaged.** If you miss your check-in time due to this, you will **not be allowed** to take the exam.

DO NOT BRING any outside reading materials to the examination, including magazines, newspapers, books, or study materials. Any personal reading materials brought to the test will be confiscated and discarded prior to entry to the check-in area. There are no exceptions to this rule.

How to Prepare for the Fire Captain Examination

✓ *Come prepared.*

Bring all the materials you will need, such as your picture ID. **You must bring a government issued PHOTO ID** to the exam location. You will not be allowed to enter the exam location nor take the exam without your **PHOTO ID**. Being prepared will also help you focus on the task at hand. **Leave all electronic devices at home or in your vehicle. You will not be allowed to enter the testing facility if you have any electronic devices with you.** Please **DO NOT BRING** any cell phones, smart watches, tablets, radios, or other electronic communication devices. If you bring any such device with you, you will be asked to return the item to your vehicle before you can check in.

✓ *Remember the following when responding to the test exercises:*

1. Your responses will be evaluated by trained assessors against a defined set of performance standards.
2. More detail is better than less detail when making your responses.
3. The assessors will not “read into” what you are saying, so be explicit.
4. You should respond to all items that are presented.

5. Be sure to talk and/or write about what needs to be done and why.
6. You do not have to have actual experience as a Fire Captain to successfully respond to the test exercises.

✓ *Have a positive attitude.*

Approach the test as you would approach a difficult task. It might be tough, but you can do it! A positive attitude goes a long way toward success. Remind yourself that you are well prepared and are going to do well.

✓ *Read the study materials thoroughly.*

This test has two guides that you should reference when preparing for this exam: The Fire Captain Test Information Guide and the Jefferson City Fire and Rescue Service Policies and Procedures Manual. This Test Information Guide has been provided to you to help you prepare as much as possible for the various components of the Fire Captain exam. This guide will provide some insight into the testing process, what to expect on the test day, as well as the job duties, knowledge, skills and abilities that are important for the Fire Captain position.

The Jefferson City Fire and Rescue Service Policies and Procedures Manual will provide you with details about the fictitious Jefferson City along with several policies that candidates may need to reference while responding to scenarios during the testing process. The Jefferson City Fire and Rescue Service Policies and Procedures Manual does not need to be memorized (it will be available to you on test day), but familiarity with the policies contained in the manual is essential for successful performance on the exam. Remember, **failure to follow Jefferson City policies and procedures outlined in the Jefferson City Fire and Rescue Service Policies and Procedures Manual can adversely affect your exam performance.**

****REMEMBER**:** Some of the information you will use to prepare for the city council presentation will be emailed to you on September 14th, 2026. You will want to read the material and use the information to prepare your presentation prior to the September 24th test day, but you will not be allowed to bring any notes to the test. You will be provided with a clean copy of the same materials during the preparation period on test day, at which time you will be able to make notes for your city council presentation. Again, you WILL NOT be permitted to bring the materials or any notes to the testing facility on test day. Also, you should not do any additional research on the presentation topic and should review and prepare your presentation based on the information provided.

✓ *Dress comfortably.*

Be sure to dress comfortably when you come to the exam. You may be there **for up to five (5) hours**. You will not be evaluated based on your appearance, although professional attire may help put you in the appropriate mindset for the exam.

✓ *Arrive early for your scheduled check-in time.*

Allow adequate time for parking at the test facility. Candidates who arrive late for their check-in time will not be permitted to take the test.

✓ *Make sure you have all necessary materials.*

Before the test begins, make sure you have everything you will need to successfully complete the examination process. Also, make sure you have all pages of the test instructions, so that you understand what to do.

✓ *Listen to and read all instructions.*

Listen to all instructions from the test administrators and **read all instructions** contained in the test. You want to make sure you are performing the tasks correctly. If you cannot hear or understand the instructions, ask one of the administrators to repeat the information.

✓ *Stay relaxed and confident.*

Do not let yourself become *anxious*. If you feel anxious before or during a test, take several slow, deep breaths to relax. Do not get worried or frustrated.

✓ *Focus your studying.*

You should spend time reviewing the Competencies Being Measured section of this guide and think about the parts of the test in which each dimension is measured. This will help you focus your studying and preparation, particularly during the week of the exam.

What to Expect During the Fire Captain Examination Process

You will be given periodic opportunities to use the restroom throughout the exam. You should use these opportunities as necessary. Once the exam begins, you will not be permitted to use the restroom. During the examination and any waiting periods, candidates must seek permission from a Personnel Board staff member to leave their assigned room for any reason.

You will not be permitted to open your exam or preparation booklets until you are instructed to do so.

Candidates making any disturbances or caught cheating will be disqualified from the test.

You must not leave the rooms where you are taking the different components of the exam unless you are told that you may do so. Once the exam begins, you must remain in your room. There will be Test Administrators nearby at all times and they will be available to assist you if you have any problems or questions.

Test Administrators will **not** interpret or explain test questions for you; however, they can assist you with any problems, such as mechanical difficulties or equipment breakdowns or problems with your writing utensils.

There will be video cameras in the various testing rooms. These video cameras are for documentation and security purposes only. Video recordings can be examined by staff if a candidate is suspected of cheating, or if a candidate complains that they experienced technical issues during the test. Assessors will only have access to audio recordings of your verbal responses.

You should speak in a normal speaking voice when you are required to give spoken responses to questions. Please refrain from shouting or whispering. A normal conversational tone should be more than sufficient.

The actual test exercises will take approximately 3 hours to complete. However, due to facility and staffing limitations, only a certain number of candidates will be able to go through the testing process at any one time. Therefore, you may have a lengthy wait BEFORE you begin the test. Also, because of the procedures regarding public safety exams, you may be required to wait AFTER you complete the test until the final check-in time has ended. Please be patient and understand that there will be NO EXCEPTIONS to the procedures set by the Personnel Board for the administration of this examination. You will NOT be allowed to leave the test site once you check-in for the test. This includes leaving to feed a parking meter, purchase food, or make phone calls.

REMEMBER: The Jefferson City Fire and Rescue Service Policies and Procedures Manual is also available at exams.pbjcal.org/ExamGuides for you to download and review prior to the examination.

Contact Information

Should you have any questions or concerns regarding this material or the examination process, please contact any of the individuals listed below.

Michael Sutton
Assessment & Development Specialist
Email: michael.sutton@pbjcal.org
Phone: 205.279.3627

Lauren Peters
Senior Assessment Development Specialist
Email: Lauren.Peters@pbjcal.org
Phone: 205.279.3619

Sarah Freed
Test Administration & Assessment Coordinator
Email: sarah.freed@pbjcal.org
Phone: 205.279.3599

ADA Accommodations

If you would like to request special testing accommodations or have any questions concerning the test site or testing conditions, please contact Allysa Singer at 205.279.3603 or at Allysa.Singer@pbjcal.org.