



CITY OF KETTERING

DEPARTMENT OF HUMAN RESOURCES

ANNOUNCEMENT CIVIL SERVICE PROMOTIONAL EXAMINATION BATTALION CHIEF

DUTIES AND WORK REQUIREMENTS:

The Battalion Chief manages the daily operations of the Fire Department, functions as Incident Manager at emergency scenes, supervises Fire Station Captains, and performs administrative assignments and other duties as required. In the absence of the Chief and the Assistant Chiefs, the Battalion Chief becomes the highest ranking on-duty officer and assumes responsibility for the entire department. The Battalion Chief is a mid-level management position, reporting to the Assistant Chief of Operations.

The Battalion Chief is responsible for managing the daily operations of the emergency response crews. This includes: personnel scheduling and assignments to assure adequate crews; scheduling, directing or coordinating daily activities; resolving daily operational issues; and responding to emergency alarms as a scene manager. The Battalion Chief supervises Station Captains, as well as both full-time and part-time firefighters, and as such is responsible for issuing orders and directives, monitoring activities, evaluating performance and initiating awards or disciplinary action. The position's duties require the Battalion Chief to effectively interact with other Fire Department personnel, City staff and officials and persons from outside agencies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

This position requires a comprehensive knowledge of emergency scene tactics and strategy including: management skills in fire ground factors, building construction, tactical priorities, rescue operations, fire control considerations, property conservation, emergency scene safety, hazardous materials, major medical and rescue operations; comprehensive knowledge of Department rules, regulations, standards, laws and ordinances pertaining to the fire service and good knowledge of the geography of the City, fire hydrants and major fire hazards.

This position requires the ability to plan, assign and coordinate Fire Department activities; the ability to lead and command subordinates; the ability to establish and maintain effective working relationships with subordinates, City officials and the general public, and the ability to speak and write effectively.

The position requires good health and physical condition. Battalion Chiefs are expected to maintain the physical capabilities to perform interior-structural fire officer duties.

REQUIRED EXPERIENCE AND TRAINING:

In order to compete for the position of Battalion Chief, Fire Captains must have a minimum of four (4) full years' experience in firefighting and other emergency operations with at least one (1) year of experience as a regular full-time Kettering Fire Captain at the time Civil Service testing is implemented. The Assessment Center is currently scheduled for **November 2, 2020**, but is subject to change. Participants will be notified of any changes in date.

Equal Opportunity Employer

Required training for the position includes the completion of approved local, state or national programs in basic tactics and strategy and incident management. It is expected that the Battalion Chiefs maintain their knowledge of current practices, emergency procedures, and equipment through continuing education at seminars, conferences, fire schools, the State Fire Academy and the National Fire Academy.

SELECTION PROCESS:

The total score used to rank candidates on the Civil Service Eligibility List shall include points for a written examination, an Assessment Center examination, administrative review, seniority and performance. The total possible score of 140 points shall be computed as follows:

- **Written Examination - Maximum Possible: 40 points**
The written examination itself shall be scored on the basis of 100 points, and 40% of the score obtained will be added to the candidate's total score.
- **Assessment Center - Maximum Possible: 60 points**
The Assessment Center examination itself shall be scored on the basis of 100 points, and 60% of the score obtained will be added to the candidate's total score.
- **Administrative Review – Maximum Possible: 20 points**
The administrative review itself shall be scored on the basis of 20 points. Points obtained will be added to the candidate's total score.
- **Seniority - Maximum Possible: 10 points**
All calculations for seniority points for promotions shall be computed from the employee's anniversary date of appointment to the entry-level position in that series. For this promotion, the entry-level position is full-time Kettering Firefighter. Therefore, all time in the position of Kettering Firefighter and Fire Captain will be counted towards your seniority credit. One (1) point for each of the first four (4) years of eligible service; plus six-tenths (0.6) of a point for each of the next ten (10) years of eligible service will be added to the candidate's total score. Where there is at least one-half year of service remaining after full years have been credited, half credit (either 0.5 or 0.3 pts.) will be awarded for a full-half year of service. No smaller portion than one-half years shall be used to award seniority credits. Where an employee has been reinstated to a position with the City, the total uninterrupted period of service from the date of reinstatement to that series shall determine the computation of seniority points. The date the Civil Service examination is administered to the first candidate competing in the process shall be the cut-off date for seniority point calculations, and all seniority points must be earned through actual service with the City of Kettering preceding that date.
- **Performance Ratings - Maximum Possible: 10 points**
The overall rating for all Performance Evaluations, within the last two years preceding the date the first part of the promotional exam is administered to the first candidate competing in the process, shall be averaged to calculate an employee's performance credit. Credit for each overall rating shall be as follows: Outstanding - 10 points; Above Standard - 8 points; Standard - 6 points; Below Standard - 2 points; Unsatisfactory - 0 points. The Performance Evaluation points will be added together according to the above amounts and divided by the number of evaluations. The resulting average will be the number of credit points to be added to the candidate's passing test score.

TOTAL POSSIBLE SCORE: 140 POINTS

Equal Opportunity Employer

Please note:

- A minimum score of 70% on the overall composite score (of the Written Exam and the Assessment Center combined) must be obtained to be placed on the eligibility list. Once eligible, points for administrative review, seniority points and performance evaluation points will be added.
- No promotion is final until the appointee has satisfactorily served the six-month probationary period.

THE ASSESSMENT CENTER:

Each candidate will spend one (1) day in the Assessment Center, which consists of a series of job simulation exercises.

The Assessment Center is scheduled for **November 2, 2020** in the **Community Room at Fire Headquarters, 4745 Hempstead Station Drive, Kettering, OH**. The date and location are subject to change based upon the number of candidates assessed. Candidates will be notified of any changes in date or location.

TIME AND PLACE OF EXAMINATION:

All candidates should report to the **Community Room** at Fire Headquarters, 4745 Hempstead Station Drive, Kettering, OH promptly at **9:00 a.m., on November 20, 2020**, for the Written Examination.

EXAMINATION RESERVATION:

Reservations for the examination may be made in the Human Resource Department and they will be accepted beginning at **8:00 am on October 5, 2020 until 5:00 p.m. on October 16, 2020**. All reservations must be filed with the Human Resource Department by this time. Candidates may confirm their eligibility to compete in this promotional process at the time reservations are filed.

STUDY MATERIAL AND REFERENCE SOURCES:

The written examination will consist of multiple choice questions based on any or all of the sources noted below. **Eligible candidates signing up for the promotional process will receive copies of all items listed below at the time of sign-up in the Human Resource Department.**

1. **Chief Officer**, 4th Edition, IFSTA
2. **Fire Officer's Handbook of Tactics**, 5th Edition, Norman
3. **Step Up and Lead**, Viscuso
4. Binder containing:
 - a. Battalion Chief Promotional Announcement
 - b. Battalion Chief Job Description
 - c. **"Sexual and Other Unlawful Harassment"** by Denlinger, Rosenthal, and Greenberg
 - d. **"Americans with Disabilities Act"** by Denlinger, Rosenthal, and Greenberg
 - e. **City of Kettering Agreement between City of Kettering and International Association of Firefighters Local 2150 Regular Full-Time Firefighters**, August 20, 2018 – December 20, 2020
 - f. **City of Kettering Agreement between City of Kettering and International Association of Firefighters Local 2150 Regular Full-Time Fire Captains**, December 25, 2017 – December 20, 2020

Equal Opportunity Employer

g. **KFD Tactics Manual**

h. **City of Kettering Administrative Policies / Procedures**

- 301 Sick Leave
- 306 Military Leave
- 308 Jury Duty and Court Appearances
- 309 Injury Leave
- 310 Family and Medical Leave Act
- 401 Safety
- 402 Alcohol and Drug Use
- 403 On-the-Job Injury
- 406 Smoking Policy
- 407 Employee Assistance Program
- 601 Hours of Work, Attendance, and Unauthorized Absence
- 602 Communications
- 604 Outside Employment
- 609 Political Activities
- 610 Equal Employment Opportunity, Non-Discrimination, Prohibition Against Harassment and Compliance with the Employment Provisions of Title I of the Americans with Disabilities Act
- 611 Code of Ethics
- 612 Personnel Record Changes
- 613 Workplace Violence, Firearms, Explosives, and Other Weapons
- 701 Performance Evaluations
- 702 Administrative Grievance Procedure
- 703 Discipline

i. **Kettering Fire Department Administrative Policies and Standard Operating Guidelines**

- 103.02 Core Values
- 104.08 Late for Roll Call or Other Assignments
- 104.10 Order In Procedure
- 104.11 Random Drug / Alcohol Testing
- 106.01 Rules and Regulations
- 108.03 Computer Use Policy
- 108.05 IT / Computer Administrative Policy
- 111.01 Uniform Regulations
- 111.02 Professional Appearance Standard
- 111.03 Air Room-SCBA Equipment
- 111.04 Quartermaster/Stockroom Policy
- 112.01 Training Requirements
- 113.02 Records Retention and Destruction Policy
- 114.02 Station Security
- 114.03 Ride Along Observer Program
- 115.03 Forcible Entry
- 115.04 Media Relations

Equal Opportunity Employer

- 200.02 Operating Emergency Vehicles
- 200.11 Infection Control
- 200.12 Vehicle Accident Procedure
- 200.13 Cyanide Antidote Cache
- 300.02 Emergency Evacuation Procedure
- 300.08 Emergency Response to Border Areas
- 300.09 Radio Procedures
- 300.10 "May-Day" Communications
- 300.13 Battalion 31 Recall Guideline
- 302.01 Medical Guidelines and Drug Bag Procedures
- 302.04 Hospital Transport / Reroute Guideline
- 302.09 HIPAA Guidance and Procedures
- 302.13 EMS Patient Refusal Guideline
- 304.01 Trench Rescue
- 304.02 Confined Space Rescue Guidelines
- 304.05 Calm Water / Ice Rescue Guidelines
- 304.06 Rescue Task Force – Active Shooter Incidents
- 304.07 Ohio Region III Rescue Strike Team
- 601.01 Fleet Maintenance
- 605.01 Station Work Assignments

Equal Opportunity Employer