



## BATTALION CHIEF POSITION Testing Process

### APPLICATION/TESTING PROCESS FOR THE RANK OF BATTALION CHIEF:

**SUBMIT:** City of Leander Application found at <http://www.leandertx.gov/hr/jobs>, Letter  
**Of Intent, Proof (copies) of Qualifications and other below stated documents**

Turn in Application Packet to: Fire Administration  
101 E Sonny Drive  
Leander, TX 78641

The applicant **must** provide a copy of a criminal background, with fingerprint card, and Texas Driving Record, obtained from the Texas Department of Public Safety by the time a job offer is made. The background cannot be older than 60 days when submitted. Applicants meeting minimum qualifications will be notified and will be invited to participate in the Job Task Course. Testing will be conducted in accordance with Leander Fire Department Hiring and Promotion Process.

- a. Your Texas Criminal History Record can be obtained through the Texas Department of Public Safety. You can call the Crime Records Service in Austin at 512-424-5079, option 5 for hours, locations, and fees.
- b. You can obtain your driving record online through the Texas DPS website. Please get the **List of All Accidents and Violations in Record (Type 3)**.  
<https://www.texasonline.state.tx.us/tolapp/txldrcdr/TXDPSLicenseeManager>

*It may take up to four weeks to obtain these documents.*

#### **Letter of Intent and Qualification for the Position**

The letter of intent and qualification will be evaluated against the minimum job qualifications for the posted position. Those meeting the minimum qualification will continue in the hiring process.

#### **Job Task Course**

The applicant must complete a Job Task Course. The applicant will demonstrate the ability to perform job related duties in a safe, timely, and effective manner. Please see Job Task Course form for details of the steps in the process. The course is a pass or fails process. **The applicant must pass the course to continue in the hiring process.**

#### **Written Multiple Choice Exam**

Applicants will take a multiple choice test covering the test material listed in the testing material for the position applying. This test is designed to show an understanding of basic job skills and determine philosophies in daily operations. **Applicants must make a minimum of 70% on this exam to continue in the testing process.**

#### **Ergometrics Testing**

The Ergometrics testing assists in determining an applicant's ability to Motivating Excellent Performance receive Coaching and Counseling, Delegation and Team Building, Managing Change, Working with Other Levels of Management, Effective Communication, Decision Making, Basic Reading and Math skills. This testing will be via video-based scenarios and written multiple choice testing designed for the position.

### **Scenario Exercises**

The candidate will be given a scenario on tactical decisions for a commercial structure fire, a scenario to deal with a personnel investigation, and a basket exercise for daily activities. The candidate will be asked to solve the problems as they would in the position they are applying for, these will include use of computer software, records that will be provided for scenarios, and on-line policy resources. This will be used to address or complete the scenario. This will be scored against a defined set of outcomes established prior to the test. The applicant will be given 15 minutes after reviewing the information on the tactical decision scenario. The applicant will be given 1 hour and 30 minutes to complete the personnel scenario after being given the scenario information. The applicant will work for a 3 hour period to address the basket exercise.

### **Oral Presentation**

The applicant will be given a situation related to a task that must be completed by a Battalion Chief. After reviewing the material the applicant will have 45 minutes to prepare and then can deliver the information to the panel. The panel will ask for clarification questions based on the information provided to the applicant. The presentation will be no longer than 15 minutes

### **Scoring Values**

The value towards the final score for the applicants will be made up as:

Written Multiple Choice Exam	30%
Ergometrics	25%
Scenario Exercises	30%
Oral Presentation	15%

### **Chiefs Interview**

The Fire Chief will interview the top scored applicants to make sure they meet department expectations.

### **Testing Materials**

The identified material used for testing for the rank of Battalion Chief is:

- Fire Officer's Handbook of Tactics, 3rd Edition, Norman, Fire Engineering Books & Videos
- Fire & Emergency Services Instructor, 7th Edition, IFSTA
- Chief Officer (2nd Ed) (2004). IFSTA
- Fire and Emergency Service Company Officer (4th Ed) (2007) Stillwater, OK: IFSTA
- Fire Officer Principles and Practice (2nd Ed.) (2010) Sudbury, MA: Jones and Bartlett
- Building Construction Related to the Fire Service, 2<sup>nd</sup> Edition, IFSTA
- Fire Inspection and Code Enforcement, 6<sup>th</sup> Edition, IFSTA
- Introduction to Fire Origin and Cause, 3<sup>rd</sup> Edition, IFSTA
- Fire Department Safety Officer, 1<sup>st</sup> Edition, IFSTA



## TEST SCHEDULE

The following is the schedule for testing for the Leander Fire Department 2014 Battalion Chief position:

1. Position Posting January 29, 2014  
City of Leander Employment Applications can be obtained from Fire Administration located at 101 E. Sonny Dr. Leander, Texas 78641. Or online at <http://www.leandertx.gov/hr/jobs>
2. Posting Closes February 19, 2014  
Completed applications with all proof of minimum qualifications must be returned to: Fire Administration located at 101 E. Sonny Dr. Leander, Texas 78641 no later than noon, February 19, 2014.
3. Candidates that meet the requirements will be **invited** to the Written and Ergometrics Testing.
  - The Written and Ergometrics Testing is scheduled on February 20, 2014.
  - Applicants testing should plan to be present the entire day
  - Candidates arriving after 8:00 A.M. will be disqualified
4. Candidates passing the Written and Ergometrics Testing will be **invited** to the Job Task Course.
  - The Job Task Course is scheduled February 21, 2014.
  - Candidates will be given a specific reporting time
  - Candidates arriving after reporting time will be disqualified
5. Candidates passing the Job Task Course will be **invited** to attend the Scenario process
  - Day 1 of scenarios will be on February 22, 2014, Day 2 of scenarios will be individually scheduled February 24 – 25, 2014.
  - Candidates arriving after 8:00 A.M. on Day 1 will be disqualified
  - Candidates will be given a specific reporting time for Day 2
  - Candidates arriving after reporting time will be disqualified

Candidates can expect to be contacted by either: their email, cell phone, or address that they provide on the application to be notified of their status during the hiring process. Time and dates are based on expected number of applicants. Application numbers greater than expected could result in schedule adjustments.



**Job Title:** Battalion Chief

**Job Number:** F7.01

**Department:** Fire

**FLSA Category:** Non-Exempt

**Range:** F7

**Approved Date:** 7/1/13

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**Summary:** Directs departmental activities and supervises subordinates during an assigned shift in the operation and maintenance of fire stations, equipment and apparatus to include directing emergency rescues, fire suppression, fire prevention, communications, training and routine procedures.

**Organizational Relationships:**

Reports to: Assistant Fire Chief, Chief of the Department

Other: Has regular contact with volunteer firefighters, other city departments, the general public, civic groups, and outside agencies and departments concerned with fire suppression and prevention.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Command all Fire Department emergency operations to include establishing strategic objectives and directing the operations of fire suppression and emergency medical personnel.
- Study details of a fire or other emergency upon arrival at the incident scene and use technical knowledge and emergency services experience to calculate the most appropriate course of action, taking into consideration the possibility of persons within a structure, the spread of a fire to other structures, hazardous materials and the safety of all Fire personnel at the scene.
- Make verbal and written analysis of activities involved in any fire or other emergency situation, and give Lieutenants and Captains constant technical advice and/or on-site and post-fire evaluations on the effectiveness of certain firefighting activities.
- Observe, plan, administer and evaluate the training activities assigned.
- Formulate, maintain and implement uniform applications of established policy, rules, orders, practices and procedures to include Department Personnel Manual and Operations Manual.
- Research modern firefighting and prevention methods of administration to include attending conferences, conventions, seminars and educational meetings.
- Submit an annual budget for staff functions to include planning and implementing assigned activities within proposed budget.
- Prepare and maintain various departmental reports and records to include payroll and personnel files.
- Supervise, monitor and evaluate staff assigned.
- Perform various personnel functions to include performance evaluations Respond to citizens' questions and comments in a courteous and timely manner.

- Communicate and coordinate regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Provide information and briefings to representatives of the news media regarding emergency situations.
- Serve as Commander of the Fire Department in the absence of the Fire Chief or designee.
- Perform other related work as required.
- Assemble and coordinate information for the annual budget and prepare same for budget submittal.
- Assist in directing departmental operations and maintenance of equipment and fire apparatus to include performing duties of Fire Chief or designee in his absence.
- Serve as department Risk Management Coordinator for assigned shift.
- Formulate and maintain operational manuals for staff functions.
- Perform as the Departments Operations Officer or Incident commander in the absence of the Fire Chief or designee.
- Coordinate pre-fire plan activity with the Fire Prevention Bureau.
- Assure that all personnel are trained and fully informed of their duties and responsibilities.
- Plan and organize special events and maintain favorable public relations.
- Perform personnel function to include evaluating performance, disciplining, counseling, interviewing, etc.
- Identify conditions, elements and situations of liability concerns and make recommendations to correct or reduce liability exposure.
- Perform other related work as required.
- Develop and implement objectives and policies.
- Complete assignments and task on timelines

**Marginal Duties and Responsibilities** include the following. Other duties may be assigned.

- None.

**Supervisory Responsibilities:**

Is responsible for the overall direction, coordination, and evaluation of a department or function. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsible for supervising subordinate supervisors and direct reports including; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Required Education and/or Experience:**

Associate's degree (A.A./A.S.) from recognized college or university and six to eight years of experience; or eight to 10 years related experience and/or training; or equivalent combination of education and experience. Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.

**Preferred Education and/or Experience:**

Bachelor degree (B.A./B.S.) or equivalent and one year of experience; or four to five years related experience and/or training; or equivalent combination of education and experience. Texas Commission on Fire Protection Inspector Certification, Texas Commission on Fire Protection Investigator Certification, Texas Commission on Fire Protection Fire Officer 3 Certification, Texas Commission on Fire Protection Fire Officer 4 Certification, Texas Commission on Fire Protection Instructor II Certification.

**Certificates, Licenses, Registrations:**

Valid State of Texas Class B Driver's License, Texas Certified Emergency Medical Technician or higher, Texas



Commission on Fire Protection Basic Firefighter or Higher Certification, Texas Commission on Fire Texas Commission on Fire Protection Fire Officer 2 Certification or higher, Texas Commission on Fire Protection Instructor I Certification, NIMS ICS 100, 200, 300, 400, 700, 800b.

**Core Competencies:**

**Customer Service:** Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

**Dependability:** Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.

**Job Knowledge:** Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.

**Quality:** Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

**Teamwork:** Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.

**Specialized Competencies:**

**Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

**Leadership:** Exhibits confidence in self and others. Inspires respect and trust. Reacts well under pressure. Shows courage to take action. Motivates others to perform well.

**Managing People:** Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes self available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.

**Safety and Security:** Observes safety and security procedures. Determines appropriate action beyond guidelines. Uses equipment and materials properly. Reports potentially unsafe conditions.

**Knowledge, Skills, and Abilities:**

Basic reading, writing, and math skills, intermediate computer skills, including Microsoft office software, must be able to be certified on the operation of all department apparatus within 30 days of promotion, must meet the requirements and specifications of the ranks they will supervise, extensive knowledge of state and municipal Code laws and ordinances related to fire prevention and code enforcement, knowledge of practices involving emergency rescue procedures, fire suppression procedures and emergency medical procedures, knowledge of firefighting principles, techniques and principles of hydraulics applied to fire suppression, knowledge of modern fire prevention and suppression methods, fire behavior and basic fire chemistry, ability to interpret and apply knowledge of departmental rules and regulations on fire prevention, safety, fire codes, emergency medical and



rescue methods to include state laws and municipal code and ordinances related to fire prevention, skill in performing strenuous work under adverse conditions for a sustained period of time to include ability to react quickly and calmly in emergency situations, skill in supervising and coordinating operation and maintenance of fire equipment, apparatus and tools, ability to learn and adapt to the knowledge of geography and streets in response area, skill in planning, coordinating, developing, scheduling, implementing and evaluating various training programs relevant to operation of the Fire Department, skill in performing or supervising fire investigations to determine cause and origin of fire, skill in preparing and maintaining various departmental reports, records and budgets, ability to meet the public and represent the department, ability to perform various personnel functions to include interviewing, evaluating performance, discipline and monitoring overtime, ability to perform general clerical work to include preparing and filing reports, thorough knowledge of the principles and practices of modern fire administration, ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines, ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology, integrity, ingenuity and inventiveness in the performance of assigned tasks. Proficient in using Microsoft applications (including Word, Excel, Power Point), other software packages as needed for data management and email applications.

**Equipment, Machines, Tools and Work Aids:**

Experience in using computer, typewriter, calculator, telephone, tape recorder, fax machine, copier, phones and postage machine.

Skill in the operation and care of fire apparatus and equipment. Ability to learn how to work with sophisticated electrical, mechanical, and motorized firefighting equipment and operations, and medical equipment and gear for emergency medical response.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 165 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Working Environment:**

While performing the duties of this job, the employee may be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils; risk of electrical shock and explosives. The noise level in the work environment is usually moderate except in emergency situations. Uses protective personal equipment. May be exposed to blood-borne pathogens and other infectious materials in the course of their duties. This position is subject to call out.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



# Leander Fire Department

## Job Task Course

Throughout all of the events (unless noted otherwise), the applicant will wear a structural firefighting helmet with chin strap and work gloves. The structural helmet will be provided by the Leander Fire Department (LFD). Applicants may bring their own gloves or use those provided by LFD. Participants can wear long or short pants. Footwear cannot be open heel or toe.

To ensure scoring accuracy, two stopwatches are used to time the Job Task Course. One stopwatch is designated as the official test time stopwatch, the second is the backup stopwatch. If mechanical failure occurs, the time on the backup stopwatch is used.

If the applicant fails to successfully complete an individual task, the evaluator will stop the test. The applicant will not continue in the process.

The time to complete the test not counting the first two skills is:

Firefighter: **5 Minutes and 10 Seconds.**

DPO: **5 Minutes and 50 Seconds.**

Lieutenant: **6 Minutes and 03 Seconds.**

Battalion Chief: **Must Complete Course**

Applicants who do not complete the course in under the time listed above for the position they are applying for will not continue in the process.

## Aerial Climb

**Description:** The fire department's aerial apparatus will be extended 50 feet from the turntable at an angle of 70 degrees. A belay line will be strung through the top rung of the ladder to serve as a safety line. Applicants will be tethered to the belay line and will, upon instruction, ascend and descend the ladder **without stopping**. Applicants shall be considered to have reached the top of the ladder when they can place both hands on the top rung. Applicants will be given 5 minutes to complete the aerial climb event. Time begins when the applicant steps on the first rung. The applicant will wear a safety helmet. Applicant may wear gloves if they desire.

### Equipment

- Structural Helmet w/ chin strap
- Gloves (optional)



- Ladder Belt

**Failure:**

- If an applicant stops at any time or unable to reach the top of the ladder and return successfully.
- Applicant takes longer than 5 minutes to complete the skill.
- The candidate must complete this station to continue in the process.

## CPR Station

**Description:**

Upon finishing the Aerial Climb the applicant will come down from the truck and pick up a 35lb medical bag and walk 20 feet to and then ascend a flight of stairs (every step must be contacted and the handrail can be used) and into the room to the CPR station. The applicant will lay the medical bag down and begin 2 minutes of high quality CPR (100 compressions per minute).

**Failure:**

- This station is pass/fail.
- Drops/throws the medical bag
- Does not complete a minimum of 100 compressions per minute for 2 minutes.

The candidate must complete this station to continue in the process. Failure to complete task concludes test.

## Hose Carry

Upon entering the room the applicant will don a self contained breathing apparatus (not on air) provided by LFD, a structural helmet provided by LFD, and gloves Upon having placed the SCBA on, the applicant will then begin the hose roll load/unload.

Time begins when the candidate touches the hose section.

**Description:** Upon completion of donning an SCBA the applicant will move over to the door. The applicant will lift a rolled and locked section of 2 ½ inch hose from the floor. The hose must be carried down the exterior stairs (every step must be contacted and the handrail can be used) and place the hose on the ground in the designated area without dropping at the base of the stairs. The applicant will then continue to the next station without stopping.

**Equipment**

- Structural Helmet w/ chin strap
- Gloves
- SCBA

**Failure:**

- Improper or unsafe lifting techniques, such as inability to maintain a neutral spine while performing event, or compensating as follows: Severe postural deviations, posterior trunk lean (arching back), leaning anteriorly (rounding back & shoulders forward).
- Dropping the hose roll. Applicant can safely stop at any time to reposition his/her technique or grip and use their leg to help control the hose but cannot drop equipment.

## Hose Couple and Pull

**Description:** The applicant will walk to the end of the first section of hose and couple (hand-tight) it to the second section of the hoses. The applicant will then couple (hand-tight) the second section to the third section prior to walking to the end of the third section and in a straight line pull all three sections 25 feet. Applicant will then place that end on the ground, walk back the entire length of the hose line, pick up that end and pull the hose 25 feet back to the starting point. Then continue to the next station.

### Equipment

- Structural Helmet w/ chin strap
- Gloves
- SCBA

### Failures:

- Improper or unsafe lifting techniques.
- Applicant must couple the hose correctly without cross threading.
- Couplings are not hand-tight.
- Applicant may not drop the hose coupling ends.

## Charged Line Advance

**Description:** Applicant will pick up a charged 1¾" hose and drag the hose 75 feet to a point marked by two cones. The candidate will then discharge the nozzle until water passes the marked point. Applicant will then turn off the nozzle and place the nozzle on the ground. The applicant will not drop the nozzle during performance of the task. The applicant may reposition their grip on the hose but may not lay the hose down.

Upon laying the nozzle on the ground, the applicant will doff the SCBA and place it on the ground. The applicant will then proceed to the next station.

### Equipment

- Structural Helmet w/ chin strap
- Gloves
- SCBA

### Failures:

- Inability to stretch the hose to designated point.

- Dropping the hose or nozzle while dragging the hose or operating the nozzle.

## Rescue Drag

**Description:** For this event, the applicant must grasp a 165-pound mannequin with a shoulder harness and drag it 100 feet. You are permitted to drop and release the mannequin and adjust your grip. The entire mannequin must be dragged until it crosses the marked finish line. The applicant will proceed to the next station.

**Note:** *Due to the high risk of back injuries during this evolution, instructors should closely monitor lifting techniques (continuously stress proper lifting techniques) and participant fatigue to avoid overexertion.*

### Equipment

- Structural Helmet w/ chin strap
- Gloves

### Failures:

- Inability to drag the mannequin over the line
- Improper lifting techniques that cause a safety concern.

## Ladder Raise and Extension

**Description:** The applicant will approach the top rung of a 24-foot extension ladder (while it is still on the ground), then lift the end and walk it up until it is standing vertically. This must be done in a hand-over-hand method, and it is not permissible to use the rails to raise the ladder. The applicant will have an assistant provided that is only able to assist in stabilizing the ladder for safety. The applicant will extend the fly section hand-over-hand until it is two rungs above the second floor window ledge and then lean the ladder against the building. The applicant will pull the ladder back vertical then lowers the fly section (again hand-over-hand) to the starting position, which concludes this event.

### Equipment

- Structural Helmet w/ chin strap
- Gloves

### Failure:

- Inability to raise ladder to standing position.
- Inability to raise second fly of the ladder.
- Unable to raise the ladder using a hand over hand technique.
- Ladder is unable to be lowered and ladder not maintained and falls.

Note: The applicant will not be penalized if the assistant causes a delay in completing the ladder raise event.

