

CITY OF NEW LONDON  
**COMPETITIVE PROMOTIONAL EXAMINATION**  
For the Position of  
**BATTALION CHIEF**

**APPLICATION MUST BE PICKED UP AT THE PERSONNEL OFFICE.**

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**LAST DATE FOR FILING APPLICATION (Closing Date): June 22, 2018**

Applications are available in the City of New London, Personnel Department, 13 Masonic St., New London, CT 06320 and must be postmarked or on file in the Personnel Dept. on or before June 22, 2018 at 4:00 p.m.

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**ELIGIBILITY:** Lieutenant with one (1) complete year of experience at Step 2 by the time of the posting date shall be eligible to take the Battalion Chief's examination.

**DATE OF WRITTEN EXAMINATION:** June 27, 2018

**TIME & PLACE:** The exam is scheduled to begin at 9:30 a.m., Municipal Building, 181 State St., 3<sup>rd</sup> Floor, Council Chambers.

Check in begins at 9:15 a.m., the exam starts promptly at 9:30 a.m. This is the only time this examination will be given, therefore prompt attendance is crucial. No one will be admitted into the examination after 9:30 a.m.

**THE APPLICATION AND EXAMINATION PROCESS WILL INCLUDE THE FOLLOWING:**

1. Application: Long form application is required. You are encouraged to provide a resume or a list of the schools, seminars and courses taken or other achievements along with your application.
2. Written Examination: A test consisting of 100 questions with a time limit of two (2) hours. A passing score will be 70%. Candidates who do not pass will not proceed to the next step.
3. Oral Examination: TBD. You will be notified of your exam time at the beginning of that week. A passing score will be 70%. Candidates who do not pass will not proceed to the next step.
4. Scoring: The written examination will be weighed at 70% and the oral examination will be weighted at 30%, with a total aggregate score of 100%. Applicants must obtain a passing score of 70% on each portion in order to continue forward.
5. Seniority Points: Seniority points will be added to the total score of each candidate based on the following method:

One-quarter point (1/4) for each full year of service from the applicant's date of hire as a regular member of the New London Fire department to the posting date, a maximum of five (5) points will be added to the total aggregate score to determine the final score. (Maximum achievable score = 105)
6. Eligibility List: Candidates will be placed on the Certified Eligibility List in rank order based on their final score. The Promotion Eligibility List will remain in effect for a period of two (2) years after the list is established.
7. Date of Appointment: It is anticipated that at least one appointment will be made once the promotional

process is complete.

8. Reference Materials: Will be made available to the candidates when they pick up their application at the Personnel Office.

**Important Notes:**

- Written Exam - Candidates may not bring personal electronic devices including but not limited to cell phones, hand-held computers, calculators, palm pilots, organizers, etc. **into the testing facility.** During the examination process, candidates are not allowed to leave the test room for any reason other than a City emergency. Disregarding these rules or any rules promulgated by the examining authorities shall be cause for disqualification from the testing process.
- Certification Required - All candidates will be required to sign a confidentiality agreement prior to participating in the oral portion of this examination.
- Available Information - A copy of the job description will be made available to candidates when they pick up their application at the Personnel Office.
- Testing process - Candidates who fail any portion of the examination are considered to have failed the examination, and will not be eligible to move forward in the process.
- Review of Written Exams - Candidates will be allowed to review their exam answer sheet if dispute arises regarding scoring computation. Testing company does not allow for candidate review of test materials. Any questions or concerns regarding the validity of specific questions must be noted at the time of testing.

**Date Posted: May 22, 2018**

BATTALION CHIEF

GENERAL STATEMENT OF DUTIES: Directs and supervises the activities of all subordinate personnel on a given shift: inspects fire stations and equipment: does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: A Battalion Chief assumes immediate responsible command on his shift. The Fire Lieutenants report to him on station and equipment maintenance. A Battalion Chief is in command at the scene of a fire or emergency until a superior officer arrives; is responsible for training of personnel on his shift and also supervises emergency ambulance service. The Battalion Chief is in overall charge of all Fire Department operations and is available when difficult decisions have to be made. Duties require thorough knowledge of fire prevention and firefighting practices and ability to plan and direct the work of Firefighters under hazardous conditions. Work is carried out according to general procedures outlined by superiors with wide latitude for the exercise of independent judgment.

EXAMPLES OF WORK: (Illustrative only)

Performs fire prevention, code violation and educational activities;  
 Plans and inspects equipment and station maintenance activities;  
 Directs and supervises the activities of fire companies in their quarters;  
 Travels to and from fire or emergency and operation at the scene of a fire or emergency;  
 Supervises training for all shift personnel in modern fire prevention and fighting methods;  
 Makes inspections of hotels, schools, apartments, hospitals, manufacturing establishments and other properties when directed;  
 Maintains records, makes reports;  
 Writes reports on emergency calls;  
 Supervises ambulance calls;  
 Assists ambulance crews ~ necessary;  
 Performs abatement and investigation activities when necessary;  
 Participates in individual and group advanced training courses;  
 Conducts fire prevention activities for interested groups.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES: Thorough knowledge of modern fire-fighting equipment and methods; thorough knowledge of hazardous materials in fire, emergency or non-emergency situations: thorough knowledge of firefighting rules and regulations and of fire prevention laws and ordinance: thorough knowledge of the geography of the City: good knowledge of first aid methods: ability to plan and layout the work of subordinates and to maintain discipline: ability to recognize fire hazard: ability to judge what equipment is required for every type of fire or emergency and if added help is needed; tact: physical strength and agility: good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable firefighting experience at the level of Fire Lieutenant and completion of a state approved .high school program supplemented by completion of one or more courses in fire technology at a recognized fire training school; or any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

ADDITIONAL REQUIREMENT: Must obtain certification as Deputy Fire Marshal from the State of Connecticut Fire Marshal's Office.