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## INFORMATIONAL BULLETIN IB-11014

TO: All Career Fire & Rescue Department Personnel

FROM: Scott Cullers, Fire & Rescue Chief

RE: Promotional Opportunity

DATE: February 22, 2011

This is to announce the department's and City's intent to conduct an internal promotional process to develop an eligibility list for the position of **Sergeant**. Currently, the department has two (2) sergeant position openings with the potential for others. The promotional process will give the department the ability to fill the current vacancies.

The department/City of Winchester is not obligated to hire or promote from any established eligibility list. If a qualifying candidate is promoted, they will receive an increase in pay consistent with the provisions of the City of Winchester's Comprehensive Employee Management System (CEMS) and the applicable pay grade for their position. The job description for the sergeant position is attached; for review.

Competing in the promotional process is voluntary and therefore no part shall be compensable to any participant.

### MINIMUM REQUIREMENTS FOR PROMOTION ELIGIBILITY

The following information is **required** and must be dated on or before the closing date of the application. This is Step 1 as listed in the timeline chart.

- Maintain all requirements set forth for the EMT/Firefighter Technician position.
- Have two (2) consecutive years of service as an EMT/Firefighter Technician.
- Not be on disciplinary probation at time of closing for application.
- Have successfully passed the department's most recent annual work performance evaluation.
- Have the following certificates issued or recognized by the Commonwealth of Virginia:
  - Fire Officer Level I

*"To develop and deploy a coordinated service delivery system through which the community is provided public safety services in a professional and cost effective manner."*

- Fire Instructor I or EMS Educator
- Driver/Operator Pumper **and** Driver/Operator Aerial

## TIMELINE OF PROMOTIONAL PROCESS

The following timeline will be used for the promotional process. Location and times of each step will be announced to each eligible candidate in advance. This schedule may be flexible to accommodate the number of candidates eligible.

Step	Description	Date	Weight
1	Application, Certifications, Cover Letter, Resume, Confidentiality Agreement	<b>(DUE) March 16, 2011</b>	-
2	Written Test	May 20, 2011	40%
3	Supervisory Role Playing	May 24-25, 2011	20%
3	Incident Management	May 24-25, 2011	20%
3	Oral Interviews	May 26, 2011	20%

## STUDY MATERIALS

Information for the promotional process, written and practical, will be derived from information contained in the following references:

- **Winchester Fire and Rescue Policies, Procedures and Manuals** - All policies that are contained on the Department internal website (<http://fire.winchesterva.gov>), Firefighter Safety and Survival Manual
- **City of Winchester Comprehensive Employee Management System (CEMS) – Revised February 2010** - Sections 5.4-FMLA, 7.1-Performance Evaluations, 7.2- Discipline, 7.3-Sexual Harassment, 7.4-Grievance Policy, 7.14-Acceptable Computer System and Network Use, 8.1-Workplace Violence, 8.2-Substance Abuse Policy (Link on departmental internal website)
- **IFSTA Fire & Emergency Services Company Officer, 4<sup>th</sup> edition** - Chapters 1,2,3,4,6,7,8,11,12,19,20, 13 (pages 298-308),15 (pages 333-338, 342-349). ISBN # 0-87939-281-9. Oklahoma State University, Okla.
- **Ladder Company Fireground Operations, Harold Richman, 3<sup>rd</sup> edition** - All chapters included. ISBN# 978-0-7637-4496-0. Jones & Bartlett, Sudbury, MA.
- **Engine Company Fireground Operations, Harold Richman, 3<sup>rd</sup> edition** - All chapters included. ISBN # 978-0-7637-4495-3. Jones & Bartlett, Sudbury, MA.
- **Fire Officer's Handbook of Tactics, John Norman, 3<sup>rd</sup> edition** - Chapters 1,2,3,4,6,8,10,12,13,14,18,19 ISBN # 978-1593-159370-061-4. Penn Well Corporation, Fire Engineering, Okla.
- **Local EMS Protocols** -Administrative and BLS guidelines (Link on departmental internal website)

## EXCUSED ABSENCES

There will be no excused absences for any component of the promotional process.

## **TESTING PROCESS**

### **STEP 1 – Application, Cover Letter, Resume, Certifications and Confidentiality Agreement**

The following information shall be submitted as a package to Administration to the attention of the Administration Director by the close of business (5:00 PM) as listed in the timeline chart. This package must be hand-delivered to the Administration Department at Rouss City Hall and a Confidentiality Agreement must be signed and placed with the package. If a candidate is not willing to agree to the terms of the confidentiality agreement, they will be excluded from the process.

Package Contents:

The following documents shall be included in the package in the order as listed below. Exclusion or incomplete/inaccurate package items of any part will constitute elimination from the promotional process.

- Completed application found in this document for the position of sergeant
- Cover letter of intent outlining your interest to apply for the promotional process
- Resume of professional qualifications and education
- Copies of all certifications (certificates) required for the position
- Signed Confidentiality Agreement attached to this document

### **STEP 2 – Written Test**

Eligible candidates will be required to complete a written exam (multiple choice test). Written test question(s) will cite the study material that a specific question has been derived from to ensure there is no discrepancy in an answer.

Example: According to Ladder Company Fireground Operations (Hal Richman): The Ladder company apparatus needs to be positioned to use the aerial at:

A. \_\_\_ B. \_\_\_ C. \_\_\_ D. \_\_\_.

The written test score will be valued as 40% of the overall total score.

### **STEP 3 – Practical Stations / Oral Interview**

All candidates will participate in the 3-part practical test process (listed below). Each part of the testing process will be valued as 20%; for a cumulative total of 60% of the overall score. Candidates will be assigned a testing schedule for the practical test process.

A group of internal and external assessors/evaluators/role players will be utilized to ensure fairness and no bias to any individual. The following are the three part skills/practicals:

- Supervisory interactive/role playing session
  - Candidates will interact with a role player to work through a supervisory scenario. The evaluators will be evaluating poise, communication skills, accuracy of answers and the ability to perform under pressure.
- Incident management simulation
  - The incident management simulation will assess the candidate's ability to mitigate an emergency incident. The candidates will be required to manage the scenario utilizing unit command boards and portable radio(s). The evaluators will be evaluating poise, communication skills, accuracy of supervision/direction and the ability to perform under pressure.
- Oral interview with an interview board
  - All candidates will be scheduled to participate in an oral interview. The oral interview board will ask a series of standardized questions, which can range from personal philosophies of the job classification seeking promotion to, administrative or operationally in nature. The interview board will be evaluating poise, communication skills, accuracy of answers and the ability to perform under pressure. Questions asked will be standardized to all candidates in the process. Interviewers may ask follow-up questions for clarification.

## **SCORING**

When the candidate has completed Steps 2 and 3 of the testing process; (written and practicals), the assessors will score and tabulate the testing results and will rank candidates from highest to lowest score. The entire testing process will equal 100%. To be ranked on the eligibility list for Sergeant, the candidate must qualify with a minimum of 70%. In the event of a tie score at the completion of the testing process, the following sequential tie breakers shall be utilized until the tie is broken:

1. Highest written test score
2. Total length of employment service with Winchester Fire and Rescue
3. Total length of service in the current position

## **STEP 4 – Eligibility List Announcement**

An eligibility list will be compiled and published via an Informational Bulletin and will remain in effect for a period of at least one year from the date the Informational Bulletin.

## **OTHER INFORMATION**

- All questions should be directed to Administration Department Interim Director Josh Didawick at 540-667-1815 or email at [joshdidawick@ci.winchester.va.us](mailto:joshdidawick@ci.winchester.va.us)

Application Package Received by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_



## Professional Development Program Application Sergeant

Name \_\_\_\_\_

WFRD Employee ID Number \_\_\_\_\_

Station Assignment \_\_\_\_\_ Shift \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Date of Submission \_\_\_\_\_

Anniversary Date \_\_\_\_\_

Requirements	Date	Employee Signature	Supervisors Signature
Minimum of 2 Years as EMT/Firefighter Technician			
Fire Officer Level I			
Fire Instructor I or EMS Educator			
Driver/Operator – Pumper AND Aerial			
Annual Work Performance Evaluation		Time: _____	

\*Applicant is responsible for attaching proof of certification\*

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Do not write below



## STATEMENT OF CONFIDENTIALITY

By reading, understanding and signing the following you agree to maintain the integrity, credibility and fairness of the promotional process, and ensure participation and cooperation of all involved. In order to protect the parties involved, it is understood that all individuals involved will keep this process confidential, except to those individuals who have a need and right to know.

Participants (applicants and assessors) shall not divulge any information obtained from observations, conversations, or documentation of any sort regarding any portion of the Sergeant's promotion process to any unauthorized person(s) until the announcement of the eligibility list. Participants shall not publish or make public any information regarding the promotional process. Failure to maintain confidentiality severely impacts the expectations and outcome of the promotional process. Participants are specifically required to maintain confidentiality.

I hereby acknowledge that I have read and understand this Statement of Confidentiality:

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Participant Name

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Participant Signature

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Date

## ***FIRE AND RESCUE SERGEANT***

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NON-EXEMPT  
SALARY LEVEL: Grade 21

JOB CODE:  
DATE: 2/15/2011

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***SUMMARY:*** Performs difficult protective service work in fire suppression, emergency medical services and hazardous materials; does related work as required. Work is often performed under emergency conditions and frequently involves considerable personal hazards. Work is performed under general supervision. Limited supervision is exercised over a medium group of firefighters on an assigned shift and a large group of emergency response personnel during emergency incidents. May serve as Battalion officer in the absence of a career Lieutenant.

***ESSENTIAL DUTIES AND RESPONSIBILITIES:*** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Responds to emergency incidents and directs the work of emergency response personnel pending arrival of superior officer.
- Supervises and assists in the work of extinguishing fires, emergency medical services and hazardous materials mitigation.
- Performs related life and property protection activities.
- Supervises and participates in the upkeep of apparatus and equipment.
- Supervises and performs the maintenance of the station and grounds.
- Instructs training programs and drills and evaluates the work of subordinates.
- May be assigned to functions as a department Temporary Battalion Officer.
- Conducts special tasks as necessary.
- Serves as a shift supervisor and conducts evaluations on assigned subordinates.
- Drives and operates emergency response apparatus.
- Coordinates with station Lieutenant for supervision and guidance on various tasks.
- Communicates and coordinates with volunteer membership and volunteer officers.

### ***QUALIFICATION REQUIREMENTS:***

**Education and/or Experience:** Any combination of education and experience equivalent to an Associate's Degree is required. Must have a minimum of two (2) years as a Fire Technician within the Department. A Bachelor's Degree in related field is preferred.

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license. Possess valid and appropriate certificates in addition to the previous level of the career development program: Fire Instructor Level I, Fire Officer Level I, Driver Operations (Pump and Aerial) and NFA Leadership I (required within one

year in the position). Certificates must be available and recognized by the Commonwealth of Virginia. Requirements specified in the NIMS compliance manual. Participate in and maintain good physical condition as prescribed in the Department's Physical Conditioning and Wellness Program.

**\*Note\*** Personnel certified at the EMT-I or EMT-P level are eligible for ALS incentive pay if all requirements listed in the Professional Development Program are met.

**Language Skills:** Ability to read and comprehend laws and policies. Ability to write documents of all types using proper grammar, punctuation and spelling. Ability to speak and communicate effectively using correct English.

**Other Knowledge, Skills and Abilities:** Thorough knowledge of the principles and practices of emergency medical services, rescue, fire prevention, suppression and hazardous materials mitigation. Thorough knowledge of departmental rules and regulations. Thorough knowledge of local geography, safety hazard, fire fighting and rescue resources. Thorough knowledge of use and maintenance of fire fighting and emergency medical service equipment and apparatus. General knowledge of supervisory principles and practices. Ability to effectively supervise others during emergencies and non-emergency situations. Physical endurance and agility.

***PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:*** 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. Employee is to be a non-tobacco user.

**Required Physical Activities:** Requires considerable physical effort working continuously with average and frequently heavy weight or frequent requirements for long periods of, but not limited to climbing, balancing, flexing, stooping, kneeling, crouching, walking, running, jumping, crawling, lifting, pushing and hoisting.

**Vision Requirements:** Minimum standards as required by the Department of Motor Vehicles and corrected to 20/20.

**Environmental Conditions:** Work is performed inside and outside, in all weather conditions. Additionally, work is performed during emergency conditions and in environments with immediate danger to life and health; requiring the utilization of various personal protective devices.

***EQUIPMENT ESSENTIAL TO DO THE JOB:*** Fire, Rescue and Hazardous Materials Apparatus (Pumpers, Aerial Devices, Specialized Apparatus, and EMS Transport Units) Ladders, Fire Hoses, Nozzles, Defibrillators, SCBA, PPE, Compressors, Power Equipment, Data Processing and other various office equipment.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. The City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**