

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

PROMOTIONAL EXAM #1277.

PROMOTIONAL EXAM FOR: FIRE CHIEF SALARY: \$135,000 ~ \$175,000/year

This examination is open to permanent sworn classified employees of the City of Waterbury's Fire Department

This examination is open to permanent sworn classified employees of the City of Waterbury's Fire Department. Individuals appointed as a result of being placed on the Eligibility List, shall be required to serve a working test period which will be, in effect, the final phase of this examination. A passing score must be obtained on each part of the examination.

IMPORTANT:

1. Residents – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.
2. Seniority Points - Seniority points for this position will be in accordance with the Civil Service Rules and Regulations.

LAST DAY FOR FILING APPLICATIONS

APPLICATIONS: May be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:30 p.m. on:

Thursday, May 1, 2025

EXAMPLES OF DUTIES: (Illustrative only)

The Fire Chief is a senior level management position that is responsible for administrative, supervisory, and technical work in planning, directing, and managing the operations and personnel of the fire department in accordance with best practice and industry standards. This position operates under the general direction of the Mayor of the City and in concert with the Board of Fire Commissioners. Administers, plans, organizes, and supervises the operations of the Fire Department; Develops, implements, and enforces department policies, rules & regulations, and standard operating procedures; Follows accepted industry standards and practices where applicable (NFPA and NIMS); Assigns and supervises the work of personnel; Coordinate activities of various bureaus of the department; Takes personal command at fires and other emergencies as required; Keeps abreast of modern fire industry trends, conducts periodic review of department operations, presents reports and makes recommendations to the Mayor and the Board of Fire Commissioners regarding any proposed changes and upgrades to fire prevention methods, fire suppression tactics, or department operations; Periodically conducts community risk assessments to ascertain proper level of coverage and makes recommendations to the Mayor, Fire Commission, and Board of Alderman as needed; Attends meeting of the Board of Alderman, prepares and presents reports as needed; Coordinates mutual fire protection plans with surrounding communities based upon existing mutual aid agreement. Periodically reviews mutual aid agreement for best practice; Coordinates with other city departments and outside agencies as required; Prepares, presents, and administers department operating budget; Assesses department infrastructure, forecasts future needs, prepares and submits capital budget requests as needed; Makes periodic and special reports for Fire Commission, Mayor, and others as required; Coordinates department interaction with community groups, city officials, and the public at large regarding fire safety and other related issues; Collaborates with firefighting association as needed, monitors adherence to collective bargaining agreement; Represents Administration during labor negotiations; Assumes duties and responsibilities of the Fire Marshall when necessary; Does other related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of modern firefighting techniques; and fire prevention methods; administrative ability to plan, organize, supervise, coordinate, oversee and review the work of the fire department personnel; ability to maintain cooperative relationships with fellow employees, city officials and the general public, ability to exercise sound judgment and remain calm in emergencies; physical ability to perform the essential function of the position.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Eight (8) years of service as a career Fire Officer with at least four (4) years at a Chief Officer level or equivalent and an associate's degree (preferably in Fire Science, Public Safety Administration, or a related field); **OR** Six (6) years of service as a career Fire Officer with at least three (3) years at a Chief Officer level or equivalent, and a bachelor's degree (preferably in Fire Science, Public Safety Administration, or a related field). Suitable experience **may be substituted for educational attainment** and time in grade if deemed appropriate by the Director of Human Resources and acceptable to the Mayor. All experience shall be comparable to Waterbury Fire Service in a qualitative and quantitative sense.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/D/V _ EEOP Utilization Report available upon request

PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Physical Requirements: **FIRE CHIEF**

Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class. Incumbents in this class may be required to lift moderate weights; may be exposed to some risk of injury from kitchen equipment and from students. A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception			X	
Standing			X		Color Distinction			X	
Walking			X		Peripheral Vision			X	
Sitting			X		Driving			X	
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)			X	
Pulling		X			Medium Work (20-50 lbs.)			X	
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes		X		
Reaching		X			Wetness		X		
Handling		X			Humidity		X		
Grasping		X			Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals		X		
Feeling		X			Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing			X		Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness		X		
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area		X		
Visual Acuity/Near			X		Mechanical Hazards		X		
Visual Acuity/Far			X		Physical danger or abuse		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury and Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.

Prepared on: April 1, 2025