

GENESEE COUNTY HUMAN RESOURCES  
COUNTY BUILDING I, BATAVIA, NEW YORK

ANNOUNCES

A PROMOTIONAL EXAMINATION FOR:

**FIRE CAPTAIN, PROM #70024-460**  
**(City of Batavia)**

**SALARY:** \$84,369 - \$105,877 per year (2026) City of Batavia.

**VACANCY:** This examination is being held to establish an eligible list to fill future vacancies which may occur during the life of the eligible list. An eligible may receive only one permanent appointment from this list. Once appointed, there will be a Probationary Period of 8-26 weeks based on performance of duties.

**LAST FILING DATE-----MAY 20, 2026**

**EXAMINATION DATE-----JUNE 27, 2026**

**MINIMUM QUALIFICATIONS:** Candidates must meet one of the following requirements on or before the date of the written exam:

Applicants must have one (1) year of full-time, permanent, competitive status as a Fire Lieutenant with the City of Batavia Fire Department having served continuously in such capacity prior to the date of the written examination and must continue such employment through the period leading to the date of appointment from this Eligible List. **[PLEASE INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION].**

**CANDIDATES, PLEASE NOTE:** It is vital that you submit, with your application, all information necessary to show your qualification for examination. APPLICATIONS WHICH DO NOT SHOW TRAINING AND/OR EXPERIENCE TO MEET MINIMUM QUALIFICATIONS WILL BE DISAPPROVED, AND WE WILL NOT REFER TO OTHER APPLICATIONS ON FILE FOR ADDITIONAL INFORMATION.

**NOTE:** Candidates permanently appointed to a qualifying title and had provisional service in the same title immediately preceding the permanent appointment, such provisional service may be counted towards meeting the time in title required to apply for this examination per Civil Service Law Section 52.10, effective September 4, 2024.

**NOTE:** PHOTO ID WILL BE REQUIRED ON THE DAY OF THE EXAMINATION.

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**NOTE – FILING FEES:** Genesee County Human Resources has temporarily waived the collection of examination fees for all candidates beginning with Civil Service examinations scheduled after June 1, 2022 through December 31, 2027.

**TYPICAL WORK ACTIVITIES:**

Responds to emergencies and assumes command at the scene as required;  
Determines and directs the proper deployment of fire personnel and equipment when a fire or other emergency occurs, and arranges for additional equipment if necessary;  
Investigates probable causes of fires and submits detailed reports on alarms and other occurrences during a shift;  
Immediately notifies a superior regarding all major fires and unusual occurrences involving loss of life, injuries to persons and major damage to property;  
Plans, supervises and participates in the training of firefighters, as directed;  
Conducts programs for the education and benefit of fire personnel and the general public;  
Supervises the maintenance of equipment, buildings and property;  
Reports and assists in the correction of all defects in equipment and deficiencies in the training of firefighters;  
Inspects multiple dwellings and buildings for fire hazards in accordance with established procedures, and prepares written records and reports as required;  
Enforces department rules, regulations and general orders;  
Administer terms and conditions of departmental labor agreements;  
Reports violations of regulations by subordinates;  
Prepares a variety of schedules, reports and logs;  
Assists in emergency first-aid procedures;  
Prepares reports regarding activities during a shift;  
Participates in departmental discipline procedures as outlined by the Fire Chief, in accordance with Civil Service Law and other pertinent agreements.

**SUBJECT OF EXAMINATION:** A test designed to evaluate knowledge, skills, and/or abilities in the following areas:

1. Preparing Written Material
2. Administrative Supervision
3. Fire Prevention
4. Firefighting Practices and Equipment
5. Rescue Techniques and Basic Emergency Medical Response
6. Principles and Practices of Staff Development and Training

**USE OF A CALCULATOR IS PROHIBITED ON THIS EXAMINATION.**

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**EXPANDED SUB-TEST DESCRIPTION:**

**Preparing Written Material**-These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**Administrative Supervision**-These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

**Fire Prevention**-These questions test for a knowledge of fire prevention methods, principles, practices, and equipment. The questions cover such areas as the following: alarm systems; automatic smoke/fire detectors; automatic sprinklers; standpipes; dealing with building owners and managers; fire hazards; fire prevention education; and inspection of buildings.

**Firefighting Practices and Equipment**-These questions test for a knowledge of firefighting methods, principles, practices, and equipment. The questions cover such areas as the following: aspects of the Incident Management System; building materials and construction types; direction of subordinate firefighters; communications at emergency incidents; accountability; fire cause and origin; building inspections; extinguishing agents and application procedures; fire behavior characteristics; fire suppression; hand and power tools; hazardous materials; weapons of mass destruction; hoses, nozzles, and water streams; ladders and elevating platforms; self-contained breathing apparatus (SCBA); fire scene size-up; and ventilation.

**Rescue Techniques and Basic Emergency Medical Response**-These questions test for a knowledge of rescue techniques and basic emergency medical treatment. You will be presented with brief descriptions of various fire, rescue, and personal injury and illness situations. Each situation will be followed by one or more questions that cover such areas as the following: triage; bleeding; broken bones; burns; respiratory failure; cardiac failure; rescue-related tools; knot tying; rescue and associated EMS equipment.

**Principles and Practices of Staff Development and Training**-These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs; instructional design; training methods and techniques; the use of training aids, materials, and technology; motivation; learning theory; classroom management; the evaluation of learning outcomes; and the usage of training-related data.

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**EXPANDED SUB-TEST DESCRIPTION, Cont'd:****Test guide:**

A Guide for the Written Test for **Lower Level Fire Promotion** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**CROSS-FILING:** If you have applied for other local government or state examinations, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examinations. The "Cross-filer Form" for Genesee County can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website, [www.geneseeny.gov](http://www.geneseeny.gov).

**NOTE:** Religious Accommodations, Persons with Disabilities or Active Military: If special arrangements for testing are required, please indicate this on your application. An explanation of your need for special testing accommodations must be attached to your application. If due to disability – medical documentation must be provided.

**ACTIVE MILITARY MEMBERS:** Any member of the armed forces of the United States who has duly filed an application to compete in a scheduled competitive examination but was deprived of the opportunity to compete in the examination due to active military duty could be provided with a special military make-up examination. Current members of the Armed Forces may apply for Veteran's credits by filing an "Application for Veteran's Credits" (Form VC-1). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, [www.geneseeny.gov](http://www.geneseeny.gov). Proof of military status must also be presented and verified in order for consideration of granting of "conditional" Veteran's credit. Acceptable proof may include a military I.D. card, military orders, or other official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The "conditional" status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

**VETERANS:** Additional credits are available to veterans who meet certain established requirements. Veterans who have not exhausted their credits should make application for their use, if desired. A COMPLETED APPLICATION FOR VETERANS CREDITS (FORM VC-1) AND a COPY OF SEPARATION PAPERS (FORM DD-214) MUST BE RECEIVED BEFORE THE ELIGIBLE LIST FOR THIS EXAMINATION IS ESTABLISHED IN ORDER TO UTILIZE ADDITIONAL CREDITS. DISABLED VETERANS MUST SUBMIT, IN ADDITION, A COPY OF FORM VC-3 (AUTHORIZATION FOR DISABILITY RECORD). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, [www.geneseeny.gov](http://www.geneseeny.gov).

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**PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Genesee County. Additional information is available at:  
<https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

**SENIORITY CREDITS:** Candidates who pass the written and qualifying tests will have seniority credits added to their scores as follows:

Less than 1 year	0 points
1 year up to 6 yrs.	1 point
Over 6 yrs. up to 11 yrs.	2 points
Over 11 yrs. up to 16 yrs.	3 points
Over 16 yrs. up to 21 yrs.	4 points
Over 21 yrs. up to 26 yrs.	5 points

**PLACE TO FILE:** To get an application, come in or send a stamped, self-addressed envelope to: Genesee County Human Resources, County Building I, 15 Main Street, Batavia, NY 14020 or download from our website: [www.geneseeny.gov](http://www.geneseeny.gov). Phone 344-2550 x 2221

Applications mailed to us must be postmarked with a date no later than the last filing date indicated on this announcement.

**To apply online, please use the following link:** <https://genesee-county.docuware.cloud/DocuWare/Forms/promotion-exams-application>

Online applications must be submitted no later than 5:00 p.m. on **May 20, 2026**.

All correspondence will be sent only to the address provided on the application for examination. It is your responsibility to inform the Genesee County Human Resources office of any change of address. Correspondence returned for incorrect address will not be forwarded. All address changes must be submitted to the Genesee County Human Resources office in writing

**APPLICANTS:** Please contact this office three days prior to examination if you have not been notified by us, as to your eligibility to participate in this examination.

This examination is being prepared and rated by New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of the examination will apply to this written test.

**All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.**