

A D D E N D U M

DEPUTY FIRE CHIEF (CITY OF BATAVIA), PROM #70025-870

The link to apply online has changed:

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 December 31, 2025.

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

ANNOUNCES

A PROMOTIONAL EXAMINATION FOR:

DEPUTY FIRE CHIEF (CITY OF BATAVIA), PROM #70025-870

SALARY: \$90,356 - \$109,561 annually (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 where candidates will be evaluated based on performance of duties.

LAST FILING DATE-----DECEMBER 31, 2025

EXAMINATION DATE-----FEBRUARY 7, 2026

MINIMUM QUALIFICATIONS: Candidates must meet the following requirement on or before the date of the examination:

Applicants must be current employees of the City of Batavia with EITHER two (2) years of full time, permanent, competitive status, immediately preceding the date of examination, in the title of Fire Captain OR with four (4) years of full time, permanent, competitive status, immediately preceding the date of examination, in the title of Fire Lieutenant. Candidates must have continued their above employment with the City of Batavia through the period leading to the date of appointment from the eligible list, **[PLEASE INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION]**.

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.

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: 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 all significant fires, significant medical emergencies, and other emergencies and assumes command;
Directs all firefighting and related activities at the scene of the incident until the arrival of the Fire Chief;
Determines the necessity for additional firefighting companies and personnel and orders their recall and dispatch as required;
Administers fire, medical, hazardous materials, technical rescue, code enforcement, and public education activities pursuant to departmental rules, regulations, policies, and standard operating procedures and prepares written records and reports as required;
Supervises the maintenance of all fire department property;
Periodically inspects fire stations, tools and equipment, fleet, personnel, and official records to ensure efficiency and conformity with departmental rules, regulations, policies, and standard operating procedures;
Takes corrective action as needed to ensure safe and efficient platoon operations;
Assumes responsibility for maintaining established levels of effectiveness of tools and equipment, training, fire prevention, code enforcement, public education, and safety programs, and of physical facilities;
Administers and supervises all training of fire-and hospital-based employees;
Conducts programs for the education and benefits of fire personnel and the general public;
Administers the rules, regulations, policies, and procedures of the department;
Supervises the maintenance of information systems, including all records and reports;
Reports to the Fire Chief any significant information concerning issues of personnel, tools and equipment, fleet, facilities, activities, and otherwise;
Assists the Fire Chief and makes recommendations for the overall administration and direction of the Fire Department.

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

1. Educating and Interacting with the Public
2. Preparing Written Material
3. Fire Administration Job Simulation Exercise
4. Fire Emergency Job Simulation Exercise
5. Administrative Supervision

CANDIDATES ARE **ALLOWED** TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. CELL PHONES OR DEVICES WITH TYPEWRITER KEYBOARDS ARE PROHIBITED.

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EXPANDED SUB-TEST DESCRIPTION:

Educating and Interacting with the Public-These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

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.

Fire Administration Job Simulation Exercise-This job simulation exercise tests for the ability to develop and maintain fire department programs and activities. The questions will be based on a simulated set of administrative issues that a Chief Officer may be asked to analyze and respond to in a working day. The questions cover such areas as organizational relationships, planning, staffing, managing resources, budgeting, public relations, rules and regulations, and political and social concerns impacting the fire service.

Fire Emergency Job Simulation Exercise-This job simulation exercise tests for the ability to manage an emergency incident. The emphasis is on command-level actions and decisions in handling the incident from start to finish. The questions will cover such areas as principles and tactics of firefighting, accountability at a fire scene, hazardous materials, cause investigation, emergency medical care, community relations, and the incident command system, including interacting with other agencies and the media.

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 their 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.

Test guide:

A Guide for the Written Test for **Fire Chief/Assistant Fire Chief** 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

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CROSS-FILING, Cont'd:

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.

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. 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.

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 years	1 Point
Over 6 years up to 11 years	2 Points

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SENIORITY CREDITS, Cont'd:

Over 11 years up to 16 years	3 Points
Over 16 years up to 21 years	4 Points
Over 21 years up to 26 years	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. 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-exam-application?orgID=156f4fcb-907d-41d4-a2a4-ea0ced8838b5>.

Online applications must be submitted no later than 5:00 p.m. on December 31, 2025.

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 the 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 this rating of the examination will apply to this 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.

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