

Operating Guidelines

Section: Human Resources

Subject: Promotion

Policy #: 302

Date Issued: February 9, 2016

Date Revised: October 3, 2017

Procedure

302.1

The Fire Department seeks to have individuals who are qualified, suitable and able to undertake the added responsibilities of a variety of positions such as, Captain, Chief Training Officer and Deputy Chief. As with all positions within the Fire Department, these positions are Part Time. These positions serve a significant leadership role within the department and are critical to the success of the department.

The selection criteria for promotion within the department will not be based upon length of service, but on the applicant's skills, knowledge, education, training, leadership skills, ability to work as a member of a team, and the capability and most importantly, the time to assume the added responsibilities of the position.

From time to time the personal circumstances of an incumbent may change. They may no longer have the time or interest to serve in a more senior position. Under these circumstances, they are encouraged to request a re-assignment to the position of "regular" Firefighter. This flexibility will ensure that the people in these positions are truly able to undertake the additional responsibility and the department does not lose experienced individuals who otherwise may feel obligated to resign. If the Fire Chief suspects that an individual in a more senior position is no longer interested or, due to other commitments, able to carry out the added responsibilities, the Chief may ask that the incumbent consider re-assignment. The Chief may reassign an individual, if required.

302.2

Job Postings:

1. When a vacancy occurs and it is determined that it needs to be filled, or a new position is created, a posting will be prepared. It will include the following:
 - Position title

- Description of duties/responsibilities of the position (brief)
 - Selection process and criteria
 - Closing dates
 - Instruction for applying
2. The Fire Chief will arrange for the posting.
 3. The posting will be posted for a period of not less than fifteen (15) days.

302.3

Applicant Screening and Selection:

1. All applications will be screened using the selection criteria outlined in the posting, by the selection panel. It will consist of at least three senior members of the department. For more senior positions, panels may include the CAO, Directors or Elected Officials, as determined.
2. Interviews will be conducted by the selection panel, as described above.
3. A rating system that is directly related to the position qualifications will be utilized to assess the candidates. It will include questions that are directly related to skills, knowledge, education/training, leadership skills, the applicant's ability to work as a member of a team, their capability to assume the responsibilities of the position and their time availability.
4. The selection committee should utilize training and response attendance records, previous performance appraisals, letters of recommendation and discipline, as well as the result of the interview, as a basis in making their decisions.
5. All candidates, both successful and unsuccessful, will be advised of their status at the conclusion of the competition.
6. Successful candidates will be sent a letter of Welcome, outlining the position, responsibilities and expectations.
7. The Fire Chief will prepare a notification of the successful applicant for the posting, in all Stations.