



CITY OF KENT, OHIO

CIVIL SERVICE COMMISSION ■ 319 S. WATER STREET ■ KENT, OHIO 44240 ■ 330-678-8101

THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE PROMOTIONAL EXAMINATION FOR THE CLASSIFICATION OF **FIRE CAPTAIN** WITH THE KENT FIRE DEPARTMENT

Assessment Center:

Sunday, March 22, 2026

Time: 8am – 1:20pm

Kent Police Department

Annual Salary Range:

\$94,595 – \$118,677

Examination will be used to establish an eligibility list for promotions to the rank of Fire Captain with the Kent Fire Department

Application Deadline: Applications must be submitted to the Commission by **Friday, February 13, 2026 at 11:59 PM**. Applications may be emailed to civilservice@kentohio.gov or mailed to Civil Service, 319 S. Water St. Kent, Ohio 44240. *Please note: Pursuant to ORC 124.46, in the event of tie scores on the examination, placement on the eligibility list shall be determined by seniority.*

Examination Process: The Fire Captain promotional examination shall consist of an Assessment Center only. The Assessment Center will be conducted by a panel from the Ohio Fire Chiefs' Association. The Assessment Center will be held on **Sunday, March 22, 2026**, at the Kent Police Department.

Responsibility: Under the supervision of the fire chief, coordinates and oversees lieutenants and firefighters in the performance of fire suppression and medical response services. In the absence of the fire chief, the fire captain may assume responsibilities of the fire chief.

Typical Tasks(Illustrative Only): Implements all operational orders, regulations and rules; issues routine response orders for fire alarms; takes responsibility for all personnel, equipment, apparatus and emergency communication relating to alarms for that shift; directly supervises and participates in performance of rescue work, exposure protection, ventilation, extinguishment and overhaul of fires and related alarms; determines response for medical alarms; supervises and participates in medical evaluations and treatments; supervises the inspection, testing, and maintenance of hydrants, private fire connections, and related facilities; prepares inventories and summaries of inventory information; directs fire ground communications; administers established personnel standards; supervises and participates in various inspection programs; assists in major fire investigations and conducts routine investigations; trains members of the company; maintains routine records and reports; performs other job related duties as required.

Working Conditions: The working environment of a fire captain includes exposure to conditions not found in a typical office setting. These conditions include but are not limited to exposure to hazardous situations and environments with potential to cause serious injury, illness, disability or death, such as working around fire, from heights, with persons who are ill, injured, and/or require emergency medical

assistance, in confined spaces, in water, in smoke-filled areas, and during inclement weather conditions. A fire captain may work in strained positions over extended periods of time and may work up to 24 hour shifts to include days, afternoons, nights, weekends, and holidays.

Necessary Knowledge, Skills, & Abilities: The fire captain must possess excellent communication skills, which includes the ability to project clear and distinct speech; to visually and audibly monitor and respond to emergency calls; to receive and relay information verbally and in writing; to command and administer the affairs of a shift and supervises the work of others; to assign, check, and maintain work flow; to establish and maintain positive working relationships with coworkers, city officials, and the public. The fire captain must possess knowledge of firefighting methods in administration; of firefighting and rescue equipment, apparatus, and methods; of geography of the city and surrounding areas; of controlling city laws, ordinances, and regulations of the fire department. The fire captain must possess the ability to drive and operate large vehicles and apparatus; to carry out complex oral and written instructions; and must possess abilities in the areas of mechanical aptitude, mathematics, and reading comprehension. The fire captain must be in good physical condition, which includes the ability to use force to manipulate objects and equipment in excess of 50 pounds.

Necessary Education, Training, & Experience: High school diploma or GED; minimum of one year of employment as a fire lieutenant, a minimum of three years of employment with the Kent Fire Department, and a minimum of five years as a professional full-time firefighter, with waiver for above requirements as defined by negotiated agreement and/or Civil Service regulations. Must possess and maintain State Emergency Medical Technician Paramedic (EMT-P) certification, and state mandated fire training upon completion of that course.

Special Requirements: Must possess a valid driver's license and have and maintain a good driving record as outlined in the City's Motor Vehicle Safety and Usage Policy; must be free from felonious driving convictions or six (6) point BMV administrative actions within the past three years. **Residency Requirement:** Employees of the Fire Department shall be required to reside within Portage, Summit, Cuyahoga, Geauga, Trumbull, Mahoning, Lake, Ashtabula, Columbiana, Carroll, Tuscarawas, Holmes, Wayne, Medina or Lorain County, in the State of Ohio. (Ord. 2025-102, passed November 19, 2025.)

Essential Functions:

1. Takes responsible charge of fire department operations by assuming duties of the fire chief in the absence of the fire chief.
2. Oversees and coordinates firefighters and Lieutenants in the performance of fire suppression and medical response services by implementing operational orders, regulations, and rules; by issuing routine response orders for fire alarms; by supervising and participating in the performance of rescue work, exposure protection, ventilation, extinguishment and overhaul of fires and related alarms; by implementing emergency communication in response to alarms.
3. Communicates with others by projecting clear and distinct speech; by visually and audibly monitoring and responding to emergency calls; by issuing orders and maintaining records and documents verbally and in writing.
4. Takes responsibility for loss and damage control by accounting for all fire department personnel, equipment and apparatus; by coordinating response activities so that the loss and/or destruction of property and human life is minimized.

5. Performs administrative tasks by maintaining routine records and reports; by enforcing established personnel standards; by training members of the company; by assisting in or conducting fire investigations.
6. Performs fire inspection and prevention duties as required.

Special Note: Credit for seniority will be applied pursuant to Kent Civil Service Commission Rule 5.04(b).

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of race, color, religion, sex, nation origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state, and local laws.

Fire Captain Study Materials

1. **Crew Resources Management Principles & Practice**
Jones & Bartlett Publishers, Lasage, Dyar, & Evans (authors) 2011
2. **Kent Fire Department Leadership Philosophy Manual** April 13, 2017
3. **KFD Union Contract** - latest version as of test posting
4. **Policy and Procedures Manual**

Section 2 Organization and Administration

200, 201, 203, 204, 205, 206, 207, 208, 209, 211

Section 3 General Operations

300, 301, 302, 304, 305, 306, 308, 311, 313, 316, 317, 319, 322, 326, 327, 329, 330

Section 9 Safety

902, 903, 904, 905, 906, 907, 908, 910

Section 10 Personnel

1006, 1009, 1010, 1011, 1020, 1022, 1025, 1028, 1033, 1034, 1035, 1037, 1038, 1039, 1040

Section 11 Facility

1100, 1102, 1103