



NATIONAL ASSOCIATION OF HISPANIC FIREFIGHTERS

NAHF



The [City of Dallas](#) plans to administer the following three assessment centers:

Fire-Rescue Battalion/Section Chief
Fire-Rescue Captain
Fire-Rescue Lieutenant

We would like very much to have prospective assessors from your department for each assessment center.

Battalion Chief Assessment Center (February 9 - February 13, 2009):

Battalion Chiefs are in charge of a battalion district (up to five fire stations) and are responsible for the efficient performance of these stations through observation, inspections and reports; they respond to fires and special calls when dispatched, assume command and set up command posts. The battalion chiefs closely monitor the training of personnel, are familiar with the districts, and participate on committees in the community.

- Assessors should be at the rank of Battalion Chief (or equivalent) or above and have at least two years of experience at that rank;
- Assessors will need to arrive on Sunday evening, February 8, 2009 and depart on Saturday morning, February 14, 2009;
- Training will take place on February 9-10, 2009; and
- 15 Assessors are needed.

Captain Assessment Center (April 20 - April 24, 2009):

Fire Captains are responsible for the daily supervision of a station including the response to alarms and other emergency calls, they assume command until properly relieved, handle equipment purchases, and are responsible for the proper care and maintenance of the station facility, apparatus, and equipment.

- Assessors should be at the rank of Captain or above and have at least two years of experience at that rank;
- Assessors will need to arrive on Sunday evening, April 19, 2009 and depart on Saturday morning, April 25, 2009;
- Training will take place on April 20-21, 2009; and
- 30 assessors are needed.

Lieutenant (June 15 - June 19, 2009):

Fire Lieutenants are responsible for their companies' responses to alarms and other emergency calls. They act as assistants to the Captains at multiple-company stations and accept such authority and responsibility as designated by the Captains.

- Assessors should be at the rank of Lieutenant or above and have at least two years of experience at that rank;
- Assessors will need to arrive on Sunday evening, June 14, 2009 and depart on Saturday morning, June 20, 2009;
- Training will take place on June 15-16, 2009; and
- 50 assessors are needed.

Especially desired are individuals who have worked as assessors in assessment centers. We encourage the involvement of women and minority assessors. Your assistance in furnishing one or more assessors would be greatly appreciated.

Assessors will have their travel, lodging, and meals paid by the City of Dallas. I will serve as the primary contact person for potential and confirmed assessors. The alternate contact person is Sheneice Hughes (214.670.7972 / sheneice.hughes@dallascityhall.com). Those individuals interested in participating as assessors need to complete and submit an

assessor agreement form. The form should be returned as soon as possible but no later than:

**Battalion Chief - October 31, 2008;
Captain - November 30, 2008; and
Lieutenant - January 30, 2009.**

Please contact me at (214) 670-3752 or michelle.hanchard@dallascityhall.com for the assessors agreement form or if you need additional information or have any questions at all. Many thanks in advance for your kind consideration.

Sincerely,

Michelle Hanchard

Michelle Hanchard
Assistant Director
Civil Service Department