

# ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

## - A N N O U N C E S -

### AN OPEN COMPETITIVE EXAMINATION FOR THE POSITION OF FIREFIGHTER - EXAM NO.: 69549

**DATE OF WRITTEN EXAMINATION:** March 18, 2017

**LAST DATE OF FILING APPLICATIONS:** Applications must be postmarked or received no later than **February 10, 2017** in the Civil Service Office by 4:00 p.m.

**ALTERNATE TEST DATE POLICY:** See attached.

**FILING FEE:** A \$25.00 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send personal check, certified bank check, or money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. **NO CASH WILL BE ACCEPTED.**

Applicants who do not submit the required fee or whose personal checks are returned for insufficient funds will be considered disqualified from taking the exam.

If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

**VACANCIES:** The eligible list established as a result of this examination will be used to fill any future vacancies in the City of Oneonta Fire Department.

**SALARY:** \$34,719 minimum

**RESIDENCE REQUIREMENT:** Candidates must have been legal residents of New York State for at least 1 month immediately preceding the date of the written test.

Preference in certification for appointment **will be given** to candidates who are residents as per §45-8 of the City of Oneonta's Local Ordinance (attached) at least 1 month prior to the date of the examination.

Preference in certification for appointment to candidates who are Non-residents will be given after the eligible list of candidates who are residents is exhausted. The non-residents will be required to indicate at time of consideration for appointment that they will become residents in accordance with conditions authorized by local law or ordinance.

**GENERAL STATEMENT OF DUTIES:** Performs firefighting and fire prevention duties; performs ambulance and emergency medical service duties; does related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the last date of filing:

- a) Graduation from a standard senior high school or GED; or
- b) Two years satisfactory work experience or military experience; or
- c) An equivalent combination of a and b above.

**AT THE TIME OF APPOINTMENT:** Candidates must possess a valid operator's license issued by the State of New York.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

**AGE:** Not less than 20 years of age on the date of the written test.

**SPECIAL NOTE:** Upon successful completion of the written examination, candidates will be required to pass a physical agility test and a health physical. Standard for visual acuity at least 20/40 in each eye without corrective lenses, total vision corrected to 20/20.

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

1. **Advising and interacting with others:** These questions test for the ability to interact with other people, to gather and present information, and to provide assistance and advice in a courteous and professional manner.
2. **Using logical reasoning to draw valid conclusions:** These questions test for the ability to examine true statements and logically evaluate conclusions based on the information in the statements.
3. **Mechanical reasoning:** These questions will be accompanied by drawings or descriptions of various mechanical devices, such as gears, pulleys, levers, hand tools, and gauges. You will be required to demonstrate an understanding of how the devices work and the underlying mechanical principles involved. These devices are not limited to use in the fire service.
4. **Understanding and interpreting written material pertaining to fire:** The questions in this subtest test how well the candidate comprehends written material. The candidate is provided with brief reading selections, followed by a set of alternative statements relating to each selection. The candidate is to indicate the most appropriate statement relating to the selection on the basis of whether it:
  - a) accurately paraphrases portions of the selections; or
  - b) adequately summarizes the selection; or
  - c) presents an inference that can reasonably be drawn from the selection.

The reading selections are drawn from a variety of sources related to the fire fighting field. Knowledge of the subject matter of the reading selection is generally not related to successfully answering the questions.

**QUALIFYING PHYSICAL FITNESS TEST:**

The four elements measured in the qualifying physical fitness test are muscular endurance, flexibility, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness test.

**Muscular Endurance** - The requirement is for a number of bent-leg sit-ups to be performed in one minute.

**Push Up** - This test measures muscular endurance of the upper body (anterior deltoid, pectoralis major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.

**Cardiovascular Activity** - 1.5 mile run; the requirement is for the attainment of a score calculated in minutes and seconds.

The Municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research.

The minimum passing scores, depending on age and sex, represent the fortieth (40<sup>th</sup>) percentile of physical fitness as established by the Cooper Institute. Failure on a part of qualifying test will remove your name from further consideration for appointment.

<b><u>MALE/AGE</u></b>	<b><u>SIT-UP</u></b>	<b><u>PUSH-UP</u></b>	<b><u>1.5 MILE RUN</u></b>
20-29	38	29	12:29
30-39	35	24	12:53
40-49	29	18	13:50
50-59	24	13	15:14
60+	19	10	17:19
<b><u>FEMALE/AGE</u></b>			
20-29	32	15	15:05
30-39	25	11	15:56
40-49	20	9	17:11
50-59	14	9	19:10
60+	6	9	20:55

**Effective April 17, 2014 there will not be a retest for the physical fitness test. You must pass it on the first attempt.**

**NOTICE TO CANDIDATES:** It is allowed that candidates use quiet hand-held, solar battery-operated powered calculators. Devices with Typewriter Keyboards, Spell-Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries and any similar devices are prohibited.

A Guide to Taking the Written Test for **Firefighter** Series will be sent to all approved candidates no later than one (1) week before the test date or may be obtained at **[www.cs.state.ny.us/testing/localtestguides.cfm](http://www.cs.state.ny.us/testing/localtestguides.cfm)**. If you have not received a copy, please call the Personnel /Civil Service Office at 607-432-0670 to request a copy.

**Chapter 45**  
**RESIDENCY REQUIREMENTS**

**Effective November 7, 2006**

**§45-8 Fire Department Members**

- A. The Common Council of the City of Oneonta hereby establishes a residency requirement for all Members of the Fire Department of the City of Oneonta. Every person employed as a Full-time, Part-time or Call member of the Fire Department of the City of Oneonta on or after the effective date of this article shall be a resident of the City of Oneonta, NY, or shall reside in the designated fire district, or shall reside within a five (5) mile radius from the fire station (such determination shall be made using a Global Positioning System starting from the fire station flag pole and going to the nearest boundary pin of the property line). Fire department members shall become such a resident within six (6) months of the date of initial service for the City of Oneonta. During the time of service with the Oneonta Fire Department, no member shall cease to be a resident of City of Oneonta, the Fire District or within a five (5) mile radius from the fire station.
  
- B. A copy of this article shall be provided to all members of the Fire Department upon being hired. However, the failure of the City of Oneonta to do shall not affect the applicability of this article to any member of the Fire Department hired on or before its effective date.

### ALTERNATE TEST DATE POLICY

The Oneonta Municipal Civil Service Commission is dedicated to providing the largest base of qualified applicants for employment within its jurisdiction. The Oneonta Civil Service Commission has found that some applicants have been unable to take Civil Service examinations because of commitments that fall on or over the dates designated for the taking of these examinations.

The Oneonta Civil Service Commission has decided to establish an alternate test date policy. This policy will allow applicants, who meet a certain criteria, to take the Civil Service examination on a date other than the scheduled date.

The criteria for being eligible to take an exam on an alternate date shall be as follows:

1. A death in the immediate family or the household in which the candidate resides within the week immediately preceding the announced written test date. Immediate family shall include the spouse, domestic partner, children, siblings, parents and grandparents of the candidate or of his or her spouse.
2. Religious beliefs that preclude a candidate from taking an examination on the announced date.
3. Military duty.
4. A conflict with a previously scheduled commitment to participate as a member of a ceremonial party, such as a wedding, baptism, bar mitzvah or graduation, or as a member of the immediate family or household of the individual for whom the ceremony is being held.
5. A conflict with a professional or educational examination. Examples of professional examinations include the Certified Public Accountant or Professional Engineer examination. Examples of educational examination include the Scholastic Aptitude Test and Graduate Record Examination.
6. A conflict with a previously scheduled vacation, professional conference or retreat for which a significant non-refundable deposit was made prior to the date the examination announcement was issued.
7. A conflict with a court ordered appearance.
8. Hospital confinement, medical emergency or health problem of the candidate or member of the immediate family or household in which candidate resides, if documented by attending physician.
9. Emergency weather conditions, verified by the local public safety agency, that result in the closing of specified roads, highways or independent transportation services, which prevent a candidate from reaching the test center.

Adopted MSD: 3/89

Revised MSD: 1/20/99

### **RELIGIOUS AND MILITARY MEMBERS ACCOMMODATION:**

Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates who are called to military service after filing an application should send requests for an alternate test date to the City of Oneonta Civil Service/ Personnel Office as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. Please contact the Personnel Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

**DISABLED PERSONS-** Disabled candidates who require special accommodations to take the test should indicate the need for special arrangements with their application. Please contact the Personnel Department for more information.

**SECTION 23.2 STATEMENT:** This examination will be prepared and rated in accordance with section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**Effective January 1, 2014** the State Constitution was amended to grant additional veteran credits on a competitive civil service examination to individuals who previously received non-disabled, war-time veteran credits for original appointment or promotion to a competitive class position and were then subsequently certified as disabled war-time veterans. If you believe you are eligible for additional disabled veterans' credits, authorization for verification of Non-Disabled Veteran Credits Use form must be filled out and mailed or faxed to the agency that you received the non-disabled veteran credit.

Veteran Credits Application, Disability Record Authorization and Authorization for Verification of Non-Disabled Veteran Credits Use may be found on our website at: [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel) or at the City of Oneonta Civil Service/Personnel Office, 258 Main St., Oneonta, N.Y. 13820/(607) 432-0670. The applicant should

make sure **EVERY** question on the application is answered and that the application is complete in all respects. All statements made by candidates on their application are subject to verification.

**CROSS-FILING:**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than three (3) weeks before the test date, so they can make arrangements for taking all tests at one site. All examinations for positions in State government will be held at a State examination center.

You can find the cross-filing form on our website at: [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel) to submit with your application or **three (3) weeks** before the date of the examination.

**APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the application deadline as listed on the examination announcement. This form can be obtained at the Personnel/Civil Service Office.

**ADMISSION NOTICES:** Candidates will receive admission letters indicating the date, time and location their exam is scheduled. If you have not received a notice to appear for the examination three (3) days before the test date, call (607) 432-0670 Civil Service/Personnel office.

It is the responsibility of the candidate to notify the Civil Service/Personnel Office of any change in name or address. No attempt will be made to locate candidates who have moved.

**THE CITY OF ONEONTA IS AN EQUAL  
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION**

**DATED: January 4, 2017 Wendy Miller, Secretary**

## FIREFIGHTER

**GENERAL STATEMENT OF DUTIES:** Performs firefighting and fire prevention duties; performs ambulance and emergency medical service duties; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is hazardous manual work involving responsibility for fighting fires, performing salvage and rescue operations; driving ambulance and performing emergency medical work under the supervision of superior officers. Routine custodial and maintenance work on station equipment is performed and inspected upon completion. Operation of the County Radio Control Center as assigned under general supervision.

**EXAMPLES OF WORK:** (Illustrative only)

- Responds to fire alarms and emergency calls with fire company;
- Responds to ambulance calls and performs emergency and routine first aid functions;
- Operates oxygen tank and related first aid functions;
- Transports patients from residence to ambulance and from ambulance to hospital;
- Lays and connects hose lines and nozzles, turns water on and off;
- Holds fire hose and directs stream;
- Operates a pressure pump;
- Erects and climbs ladders and enters burning buildings;
- Makes openings in burning buildings;
- Performs salvage operations such as removing contents of burning buildings; covering furniture with tarpaulin and cleaning debris;
- Learns and practices new methods of firefighting and prevention;
- Learns and practices new methods of emergency ambulance service and medical treatments;
- Drives and operates motor-driven firefighting equipment;
- Drives and operates motor-driven ambulance equipment;
- Performs miscellaneous clerical work when assigned;
- Cleans and maintains firefighting and ambulance equipment;
- Performs a variety of tasks in connection with the maintenance and repair of buildings and grounds;
- Performs fire prevention inspections.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Mental alertness; mechanical aptitude; ability to recognize fire hazards; ability to perform first aid functions; ability to get along well with others; willingness to perform and task assigned; conscientiousness and dependability; physical agility; excellent physical condition.

**ACCEPTABLE TRAINING AND EXPERIENCE:** Either:

- a) Graduation from a standard senior high or GED; or
- b) Two (2) years of satisfactory work experience or military experience; or
- c) Any equivalent combination of (a) and (b) above.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

**Age:** Not less than 20 on the date of the written examination.

Candidates must possess and maintain a valid New York State Operators License.

**SPECIAL NOTE:** Upon successful completion of the written examination, candidates will be required to pass a health physical and a physical agility test.

Adopted MSD: January, 1973

Modified CSC: 2-16-05

Modified CSC: 4-18-07

Modified CSC: 8-27-08

Modified CSC: 5-19-16

Jurisdictional Classification: Competitive