



RENSSELAER COUNTY
CIVIL SERVICE COMMISSION
Opportunities in the Public Service
OPEN COMPETITIVE EXAMINATION

EXAM NUMBER: 61-358
EXAM TITLE: FIREFIGHTER
(CITY OF RENSSELAER)

EXAM DATE: APRIL 27, 2019
LAST FILING DATE: FEBRUARY 25, 2019

NON-REFUNDABLE \$30.00 FILING FEE MUST ACCOMPANY EACH APPLICATION. CHECKS OR MONEY ORDERS ONLY. CREDIT CARDS ACCEPTED WITH APPLICATIONS SUBMITTED ONLINE ONLY.

FIREFIGHTER, Rensselaer County. The resulting eligible list will be used to fill vacancies as they occur.

RESIDENCY REQUIREMENTS: Candidates must have been legal residents of Rensselaer, Washington, Saratoga, Albany, or Columbia County for at least four (4) months immediately preceding the date of examination. Preference in appointment may be given to successful candidates who are legal residents of the appointing jurisdiction.

SALARY: \$39,289.07.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma. Equivalency diploma must indicate date of issuance and the diploma number.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of a valid New York State Driver's License.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT AND THROUGHOUT TERM OF EMPLOYMENT AS A FIREFIGHTER: Possession of a valid current New York State Driver's License and possession of a valid current certificate as an Emergency Medical Technician (EMT-B) issued by the New York State Department of Health.

TYPICAL WORK ACTIVITIES:

Drives fire truck to scene of fire or other emergencies;
Position equipment properly and operate truck and auxiliary equipment in fire control and rescue activities;
Take prompt action to protect life and property including evacuating occupants from buildings and suppressing fire by any means available;
May be required to supervise other Firefighters and volunteer Firefighters in rescue and fire control activities;
Assist victims of fires, water emergencies, and any other fire related duties to include EMS emergencies;
Cleans firefighting equipment and keeps it in good operating condition;
Assist in training of new Firefighters, both career and volunteer;
Operates aerial ladder or pump, cleans and services fire truck and auxiliary equipment in accordance with instructions;
Performs a variety of custodial maintenance and repair tasks related to the upkeep of the building and grounds at assigned fire house;
Conducts fire safety inspections of schools, residential and commercial buildings;
May receive calls and dispatch personnel and equipment to the scene of the fires or other emergencies;
Responds to emergencies such as a fuel spill, downed electrical, bomb threats, gas leaks, drowning, and take appropriate action to protect life and property;
Periodically check and performs routine maintenance of hydrants under the direction of the City of Rensselaer Water Department;
Maintain records of calls received and work activities;
Performs such other duties as set forth in department regulations and orders.

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SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

1. **Ability to learn and apply information;** These questions test for the ability to learn new information and apply it to answer questions effectively. Candidates will read information presented in a Training Lesson and then answer questions regarding the information and procedures covered in the Training Lesson. All information needed to answer the questions will be provided in the Training Lesson, and candidates will be able to refer to the Training Lesson when answering the questions. Some of the questions may require candidates to combine information from different portions of what has been learned in the Training Lesson. No prior knowledge of any specific job or subject matter is needed.
2. **Basic arithmetic;** This section requires candidates to use basic arithmetic (add, subtract, multiply, divide) to find a missing value in a table of numbers. Candidates will not need to refer to the Training Lesson or any other section of the test to answer the questions in this section. All information needed to answer each question will be contained in this section. No knowledge of firefighting or any other job is required. Candidates should bring a hand-held battery- or solar-powered calculator for use on this test. Candidates will not be permitted to use the calculator function on their cell phone.
3. **Reading comprehension;** These questions test for the ability to understand written material (e.g., sentences, passages) and answer questions about the information presented. Candidates will be provided with reading passages, followed by questions related to each passage. Each question will require candidates to demonstrate that they have read and understood the information contained in the passage.
4. **Situational judgment;** This section tests for the ability to identify appropriate and effective responses to work-related challenges. Candidates will be presented with several scenarios that reflect the types of challenges one could encounter in a work environment. They will then be asked to rate the effectiveness of a number of possible responses to each scenario.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

A Guide for the Written Test for Firefighter is available at the New York State website:
<https://www.cs.ny.gov/testing/testguides.cfm> .

QUALIFYING CANDIDATE PHYSICAL ABILITY TEST (CPAT): Will be administered at a later date to candidates who have passed the written portion of the examination. The Candidate Physical Ability Test consists of eight (8) separate events requiring you to progress along a predetermined path from event to event in a continuous manner. Detailed information about the Candidate Physical Ability Test (CPAT) will be provided to candidates prior to the ability test date. The eight (8) events are:

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| 1. Stair Climb; | 5. Forcible Entry; |
| 2. Hose Drag; | 6. Search; |
| 3. Equipment Carry ; | 7. Rescue; |
| 4. Ladder Raise and Extension; | 8. Ceiling Breach and Pull. |

QUALIFYING MEDICAL AND PSYCHOLOGICAL EXAMINATIONS: Candidates who achieve a passing score on the written test and the candidate physical ability test will be required to pass psychological and medical examination. The medical examination follows the specifications of the NFPA (National Fire Protection Association).

If a candidate fails any portion of the qualifying examinations listed below he/she will be disqualified and permanently removed from the civil service eligible list for this title.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate may be subject to a thorough State and National background investigation, which will include a fingerprint check to determine suitability for appointment. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a crime may bar appointment. Failure to meet the standards for the background investigation may result in disqualification.

THERE WILL BE NO RE-TEST OF ANY PORTION OF THIS EXAMINATION.

If you are filing to take exams with Rensselaer County Civil Service and any other Civil Service Agency on the same day, please complete a Cross- Filer form at time of filing. The Cross-Filer form is available at the Rensselaer County website: "www.rensco.com/employment_applications.asp."

(OVER)

GENERAL INFORMATION

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 1600 – 7th Avenue, Troy, New York 12180. Applications should be filed as soon as possible after the announcement of the examination. When writing for applications, forms or information, **SPECIFY BY ANNOUNCEMENT NUMBER AND TITLE** of the position for which you wish to apply. You may also obtain an application and examination announcement from the Rensselaer County website at www.rensco.com. **BE SURE EVERY QUESTION IS ANSWERED. SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.**
2. Accepted candidates will be notified when and where to appear for examination. No one will be admitted to the examination without the official admission notice. If an application is rejected, you will be notified in writing. The Civil Service Commission does not make formal acknowledgment of receipt of an application. **Call the Civil Service Office if you have not received your notice three (3) days prior to the date of examination.**
3. Unless otherwise stated, all candidates are required to be legal residents of Rensselaer County for four (4) months immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction. (Candidates who are not residents of Rensselaer County but live within the geographical boundaries of a governmental agency under the jurisdiction of the Rensselaer County Civil Service Commission will be considered residents for examinations held to fill positions in that governmental agency.)
4. For purposes of claiming veterans credits on a Civil Service examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

December 7, 1941 to December 31, 1946	June 1, 1983 to December 1, 1987*
June 27, 1950 to January 31, 1955	October 23, 1983 to November 21, 1983
December 22, 1961 to May 7, 1975	December 20, 1989 to January 31, 1990*
August 2, 1990 to end of such hostilities	

*Credit for Lebanon, Grenada and Panama will be limited to those who receive the armed forces expeditionary medal, the navy expeditionary medal or the Marine Corps expeditionary medal.
Veterans wishing to claim additional credit on the examination must make claim when filing application. All veterans making application for additional credit must file a Photostat copy of their discharge papers with applications. A candidate who fails to establish, by appropriate documentary proof, his eligibility to receive additional credit by the time an eligible list is established, shall **not**, thereafter be granted additional credit on such eligible list.
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 examination. 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 prove appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the 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.
5. 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 (10) points in a competitive examination for original appointments 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 (2) months from 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.
6. This written examination is 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 the rating and review of examinations will apply. **VERIFICATION OF QUALIFICATIONS** may be investigated and candidates may be called for an interview to determine whether they are qualified for appointment. You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.
7. Eligible lists will be established in order of final rating for successful candidates and will be established for a period of four (4) years or until the establishment of an appropriate new list.
8. **NOTICE TO CANDIDATES:** Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Cell phone calculators are not permitted. Devices with typewriter keyboards, spell-check, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.
9. **APPLICATION FEE:** A **non-refundable** fee of \$20.00 is required for each separately numbered examination for which you apply. Certain examinations will require a \$30.00 filing fee. **The required examination fee listed on pg.1 must accompany your application(s) in the form of a Check or Money Order** made payable to the **Rensselaer County Civil Service Commission**. Write the examination number(s) on your check or money order. **NO CASH ACCEPTED. Applications submitted online must pay by credit card.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.
10. **APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of 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, you must complete a "Request for Application Fee Waiver and Certification" form and required documents with your application by the close of business on the application deadline as listed on the Examination announcement. You may obtain an Examination Fee Waiver Request and Certification Form online at www.rensco.com or from the Rensselaer County Civil Service Office. An application for examination and/or a Request for Application Fee Waiver and Certification **WILL NOT** be accepted after the last filing date of an examination or without the required documentation.
11. **Religious Accommodations:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the appropriate box under "Religious Accommodations" on your application. We will make arrangements for you to take the test on a different date.

RENSSELAER COUNTY CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.