

\*\*\*\*\* **NON-REFUNDABLE \$15.00 APPLICATION FEE REQUIRED** \*\*\*\*\*  
**(Check or money order only-NO CASH)**

**WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION**  
**announces**  
**PROMOTION EXAMINATION**  
**for**  
**FIRE LIEUTENANT**

**STATE NO. 77592**  
**LOCAL NO. 2077**

**APPLICATIONS ACCEPTED TO: May 5, 2017**  
**EXAMINATION WILL BE HELD: June 24, 2017**

**LOCATION/VACANCIES:** This examination is being held to establish an eligible list to be used as vacancies occur at the Glens Falls Fire Department.

**SALARY:** \$59,811

**DUTIES:** (illustrative only)

Supervises and assists in the work of firefighters at the scene of fires, medical and non-medical emergencies and at the fire station;  
Directs firefighters to lay out and connect hose lines and nozzle, turn water on and off, raise ladders and ventilate buildings;  
Directs and assist in salvage operations during and immediately following a fire;  
Directs the entry of buildings by firefighters to extinguish fires or to rescue fire victims;  
Supervises and assists in the cleaning, checking, repair and replacement of tools and equipment after an incident;  
Inspects property at the scene of a fire to prevent re-ignition;  
Inspects buildings and premises for fire hazards; code violations;  
Inspects equipment, grounds and station to insure proper order and condition;  
Makes periodic reports of personnel and activities;  
Instructs subordinates in firefighting methods and proper use of equipment

**MINIMUM QUALIFICATIONS:** (see general instructions and information)  
Employees who, immediately preceding the time of examination, hold permanent status as a Firefighter for four (4) years in the Glens Falls Fire Department.

**SPECIAL REQUIREMENTS:**

- 1) Possession of an appropriate level New York State driver's license at the time of appointment and maintenance of said license for the duration of employment;
- 2) To be eligible for appointment to a line officer position, candidates hired before August 4, 2005 must possess a New York State certificate as an Emergency Medical Technician (EMT) at time of appointment and maintain said certification for the duration of employment;
- 3) To be eligible for appointment to a line officer position, candidates hired on or after August 4, 2005 must possess New York State certificate as an Emergency Medical Technician Critical Care (EMT-CC) or an Emergency Medical Technician Paramedic (EMT-P) with on-line status in Mountain Lakes REMAC at time of appointment and maintain said certification for the duration of employment;
- 4) Candidates appointed to positions charged with enforcement of the New York State Uniform Fire Prevention and Building Code shall be required to obtain and successfully maintain certification as a Code Enforcement Official as specified under Title 19 NYCRR Part 1208 (Minimum Standards for Code Enforcement Training in the State of New York).

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

### **1. Fire prevention**

These questions test for a knowledge of fire prevention methods, principles, practices, and equipment. The questions cover such areas as the following: alarm systems; automatic smoke/fire detectors; automatic sprinklers; standpipes; dealing with building owners and managers; fire hazards; fire prevention education; and inspection of buildings.

### **2. Firefighting practices and equipment**

These questions test for a knowledge of firefighting methods, principles, practices, and equipment. The questions cover such areas as the following: aspects of the Incident Management System; building materials and construction types; direction of subordinate firefighters; communications at emergency incidents; accountability; fire cause and origin; building inspections; extinguishing agents and application procedures; fire behavior characteristics; fire suppression; hand and power tools; hazardous materials; weapons of mass destruction; hoses, nozzles, and water streams; ladders and elevating platforms; self-contained breathing apparatus (SCBA); fire scene size-up; and ventilation.

### **3. Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

### **4. Principles and practices of staff development and training**

These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs; instructional design; training methods and techniques; the use of training aids, materials, and technology; motivation; learning theory; classroom management; the evaluation of learning outcomes; and the usage of training-related data.

### **5. Rescue techniques and basic emergency medical response**

These questions test for a knowledge of rescue techniques and basic emergency medical treatment. You will be presented with brief descriptions of various fire, rescue, and personal injury and illness situations. Each situation will be followed by one or more questions that cover such areas as the following: triage; bleeding; broken bones; burns; respiratory failure; cardiac failure; rescue-related tools; knot tying; rescue and associated EMS equipment.

### **6. Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**NOTE:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**NOTE:** Calculators are **PROHIBITED**. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are **PROHIBITED**. NO books or reference material will be allowed into the examination site.

**NOTE: SENIORITY:** Points will be added to a passing score as follows:

- Less than 1 year.....0 points
- 1 year up to 6 years.....1 point
- Over 6 years up to 11 years.....2 points
- Over 11 years up to 16 years.....3 points
- Over 16 years up to 21 years.....4 points
- Over 21 years up to 26 years.....5 points

**HOW TO APPLY:** Applications and information may be obtained from the Warren County Department of Civil Service, or from the web site: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice) We will only accept applications during the examination posting period. Time and place of the examination will be mailed, to candidates whose application has been approved, one week before examination date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

**APPLICATION FEE:** An application processing fee as specified on this announcement must accompany the application. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH. YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER.** You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

**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, 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.**

**Special Arrangements, Reasonable Accommodations and Active Military Members:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with a disability who require reasonable accommodations to take the test must clearly indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date. You must submit with your application the type of special arrangements or reasonable accommodations requested accompanied by all supporting documentation.

**NOTE:** 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.

**NOTE:** Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and submit a copy of their Form DD-214 with the completed application for examination. This information may be submitted at any time between the date of application for examination and the date of the establishment of the eligible list. Applications and information for veterans credit s may be obtained at the Warren County Department of Civil Service.

**GENERAL INSTRUCTIONS AND INFORMATION**

1. Positive identification will be required at the test site.
  2. Falsification of any part of the "Application for Employment" will result in disqualification.
  3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved.
  4. Where a degree is required for minimum qualification, **DO NOT SEND TRANSCRIPT UNLESS REQUIRED ON THIS ANNOUNCEMENT.**
  5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. All eligible lists will be established for a maximum of four years or the establishment of a new list. It is probable that a number of titles will have an insufficient number of candidates and examinations for these titles will be held on a more regular basis with eligible lists being replaced within the four-year period. Candidates are advised to review our examination postings at our web site: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice) Probable examination series, which would have more frequent examination, include but are not limited to: clerical, accounting, social services, and uniformed services. It is strongly recommended that all potential applicants continuously review postings on our web site. Candidates will NOT be notified should eligible lists expire within the four-year period.
  6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
  7. The passing grade for this examination is 70. Background checks may be required for appointment.
  8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.
  9. **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
  10. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo extensive investigation of criminal history and background, which will include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.
- NOTE:** If you have applied with any other local Civil Service agency for any other examination held on the same day, you must make arrangements with each agency to take all your examinations at one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a State examination center no later than two weeks before the test date. If you have questions please contact Warren County Civil Service at (518) 761-6440.

This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

**ISSUED: April 5, 2017**

**Patricia C. Nenninger  
Personnel Officer  
MUNICIPAL CENTER  
1340 STATE ROUTE 9  
LAKE GEORGE, NY 12845-9803**

**WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

View all examination announcements on line at: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice)