

**WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION**  
**Announces**  
**OPEN COMPETITIVE EXAMINATION**  
**For**  
**FIREFIGHTER**

**STATE NO. 60526**  
**LOCAL NO. 3009**

**LAST FILING DATE: 3/13/18**  
**EXAMINATION DATE: 4/21/18**

**NON-REFUNDABLE \$15.00 APPLICATION FEE REQUIRED**  
**(CHECK OR MONEY ORDER ONLY – NO CASH)**

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**VACANCIES:** This examination is being held to establish an eligible list to be used for vacancies as they exist or may occur in the City of Glens Falls Fire Department.

**SALARY:** \$ 35,662

**RESIDENCY:** Candidates must have been legal residents of Warren County or a contiguous county (Washington, Saratoga, Hamilton, or Essex) for at least four months immediately preceding the date of the written exam. Preference in appointment may be given to candidates who are residents of the City of Glens Falls.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS:** Possession of an appropriate level New York State driver's license at the time of appointment, which must be maintained throughout employment. Possession of a New York State certificate as an ALS (Advanced Life Support) Technician at a critical care or Paramedic level at the time of appointment. Certification and on-line status with Mountain Lakes Region must be maintained throughout employment.

**DUTIES: (illustrative only)**

Provides fire suppression, rescue and emergency medical services;  
Performs firefighting tasks including entering burning buildings, setting up hose lines and ladders, operation of firefighting equipment and apparatus;  
Responds and acts as a first responder to all types of emergency and non-emergency situations;  
Drives and operates motor driven fire and emergency apparatus;  
May perform assigned primary duties as an advanced emergency medical technician on an emergency or transport ambulance;  
Responds to all rescue calls;  
Ensures that equipment is fully prepared and functional at all times;  
Performs general maintenance and upkeep of apparatus, equipment and fire stations;  
Performs and documents required equipment inspections as assigned;  
Participates in preventative maintenance on fire apparatus, and station maintenance;  
Participates in pre-fire planning, fire prevention inspections, fire prevention and fire safety education;  
Prepares various reports and other documents;  
Performs such other related duties as assigned.

**SUBJECT OF EXAMINATION:** Subjects 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 selection; 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 firefighting field. Knowledge of the subject matter of the reading selection is generally not related to successfully answering the questions.

**NOTE:** A Guide for the Written Test for Firefighter is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**NOTE:** Unless otherwise notified, candidates are **RECOMMENDED** to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, Spell Checker, 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. Cell phones are **PROHIBITED**.

**QUALIFYING TESTS:** A qualifying physical fitness test will be scheduled at a later date for passing candidates only. You will not be called to the physical fitness test unless you have passed the written test. You must pass the physical fitness test to be considered for appointment. The Warren County Personnel Officer reserves the right to call to the physical fitness test only a sufficient number of candidates needed to fill anticipated vacancies; additional candidates may be called during the life of the list.

Failure to appear for a scheduled physical fitness test will be considered an unqualified declination and the name of the candidate may be removed from further consideration. Failure on any part of the qualifying physical fitness test will remove a candidate's name from further consideration for appointment, and there will be no opportunity for retest.

There are seven (7) events for the physical agility test:

EVENT	PASSING TIME REQUIRED
#1 Reaching Agility	Pass/Fail
#2 Ladder Climb	3 minutes
#3 Hose Coupling	100 seconds
#4 Weight Lift	20 seconds
#5 Ladder Extension	20 seconds
#6 Safety Crawl	150 seconds
#7 Hose/Dummy Drag	95 seconds

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Candidates who pass the qualifying physical agility test and are given a conditional offer of employment will be subject to pre-employment background investigation and screening. Applicants may be required to authorize access to educational, financial, employment, mental health, criminal history or other records. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term of employment, including but not limited to fingerprinting, drug testing and psychological testing.



**HOW TO APPLY:** Applications and information may be obtained from the Warren County Department of Civil Service Administration, or from the web site: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice) Application/exam fee must be submitted to the Warren County Civil Service Administration before the close of business at 4:30p.m. on the last filing date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last filing 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 the Exam Fee Waiver and Certification section on the application or submit the “Application for Fee Waiver and Certification” form with your application by the close of business on the Last Filing Date as listed on the Examination Announcement.**

**Veteran’s Credits:** Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and also submit a separate **Application for Veteran’s Credits** and supporting documentation. Applications and information on veteran’s credits may be obtained at the Warren County Department of Civil Service Administration.

**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, notify this office of this matter when you submit your application for examination

**Saturday Sabbath Observers – Physically Challenged Individuals – 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.

**Multiple Exams Scheduled for the Same Date:** 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.

### **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. Time and place of the examination will be mailed to candidates whose application has been approved, one week before examination date.
  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) . 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 may 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.
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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:** February 12,2018

**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)**