



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

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Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

FIREFIGHTER

Civil Service Exam held in Ontario County
(Open to the public)

<u>Exam Date</u>	<u>Exam Number</u>	<u>Application Fee*</u>	<u>Application Deadline</u>
February 11, 2023	61-835	\$20.00 (Do not send cash)	December 30, 2022

*The non-refundable Application and Administrative Fees must be submitted at time of application (credit or debit card only).

A *Fee Waiver is available to candidates who meet the requirements.

It is the applicants' responsibility to clearly show that they meet the minimum qualifications for the position.

Pay Rate: Salary varies by location.

Vacancy: This examination is being held to establish an Eligible List to fill future vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from this Eligible List. If an eligible accepts a Contingent-Permanent appointment their name will be removed from the Eligible List only for the department or agency in which she/he received the Contingent-Permanent appointment. Once appointed, there will be a probation period of 8 to 52-weeks based on performance of duties.

Eligible Lists established by Ontario County Department of Human Resources are used to fill vacancies in Ontario County Government, its Cities, Towns, Villages, School Districts, Fire Districts, and public libraries, the Finger Lakes Community College, Geneva Housing Authority, and the Wayne-Finger Lakes BOCES.

Residency Requirements: Candidates must have their domicile of Ontario, Livingston, Monroe, Seneca, Steuben, Wayne, or Yates County for at least one month immediately preceding the examination date.

In accordance with Section 23-4 (a) of the Civil Service Law, **preference in appointment** may be given to residents in the jurisdiction where the vacancy exists. When preference in certification is given, an eligible must have been a resident of such municipality for at least one month prior to the date of certification and must be a resident of such municipality at the time of certification and appointment. Applicants must list a home address to be considered for preference in certification.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma.

Note: Advanced education degree received will be accepted in lieu of the minimum education noted.

Special Requirement at Time of Appointment: Possession of a valid New York State driver's license and maintenance of such license throughout the tenure of employment in the position.

Special Requirement at Time of Appointment in the Fishers Fire District: Possession of EMT certificate and maintenance of such certificate throughout the tenure of employment in the position.

Special Requirement for Permanent Appointment in the City of Canandaigua & the City of Geneva: Possession of EMT certificate and maintenance of such certificate throughout the tenure of employment in the position.

Job Description: The work involves responsibility for responding to fires, emergency aid calls and accidents. An employee in this class performs professional firefighting work of a hazardous nature in order to protect life and property. The work is performed under the direct supervision of a higher-ranking fire officer and in conformance with departmental regulations and standing policy. Routine maintenance and custodial work on station equipment is also performed when not engaged in emergency responses. Does related work as required.

Background Investigation: Candidates may be subject to a thorough background investigation and psychological evaluation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicants will be required to submit the necessary fees for the fingerprint processing, where required.

Qualifying Physical Agility Test: Qualified applicants are encouraged to maintain good physical fitness practices as they will be called to the physical fitness test on an as needed basis. Candidates will be given only two opportunities to pass the **Physical Fitness Test**. A description of the physical fitness test and requirements are attached. Complete testing policy is available in the Department of Human Resources upon request.

Subjects of Examination: A test designed to evaluate knowledge, skills and/or abilities in the following areas:

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 materials (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.

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

USE OF CALCULATOR IS RECOMMENDED. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. Cell phones, SmartWatches or any similar electronic devices are prohibited. You may not bring books or other reference materials. **You will not be permitted to use the calculator function of your cell phone.**

EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON:

Ontario County Human Resources Webpage at <http://www.ontariocountyny.gov/94/Human-Resources> and NOTICE will be emailed to all approved Applicants no later than 7:30 AM the day of the scheduled exam.

Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at www.ontariocountyny.gov/HumanResources. Completed applications and application fees must be electronically submitted filed by 11:59 p.m. on **December 30, 2022**.

It is the candidates' responsibility to keep their contact information (email address, phone number & USPS mailing address) current. The Address Change Form can be found at the Ontario County Department of Human Resources website: www.ontariocountyny.gov/HumanResources. To be considered for preference in certification based on residency, you must include the city and/or town/village and school district you live in. All communication is done electronically through the applicant provided email address.

If candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources immediately.

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 box under **"Religious Accommodation"**. We will make arrangements for you to take the test on a different date (usually the following business day).

Disabled persons: If special arrangements for testing are required, indicate this on your application form.

CROSSFILER: Applying for Civil Service Examinations in Multiple Agencies When The Exams are Scheduled on Same Date: If you have applied to take a written test for other local jurisdictions (county, town, city) that is scheduled on the same test date as this written test, you must notify, in writing, each of the local jurisdictions no later than 15 days before the test date of the test site at which you wish to take your examination. Arrangements for you to take all tests at one site are made through NYS Department of Civil Service. You must provide a list of all exam titles, numbers and locations for which you have applied on a Cross Filing Form. Click [here](#) to access the Cross Filing Form and once completed, please forward to: hr@ontariocountyny.gov. All examinations for positions in State government will be held at a State examination center.

*The required **NON-REFUNDABLE application and administrative fees** must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash, check or money order. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be found at the Ontario County Department of Human Resources website: www.ontariocountyny.gov/HumanResources.

Special requirement for appointment in school districts or 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.

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 maximum 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.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

Public Service Loan Forgiveness Program (PSLFP) - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <http://studentaid.gov>.

Ontario County is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Michele O. Smith Director of Human Resources Firefighter Exam No. 61-835 Issued: November 30, 2022

FIREFIGHTER PHYSICAL AND AGILITY/STRENGTH TEST

GENERAL DESCRIPTION: The physical agility/strength examination consists of eight exercises, which test for strength, endurance, and coordination. You must perform all of the exercises while wearing an air pack. **You must also wear work gloves** unless specifically instructed to do otherwise in the directions for an exercise. Bring your own work gloves.

In order to qualify, you must pass all eight exercises. Each exercise is either a pass or fail.

A proctor will read the exercise description and a proctor will demonstrate the exercise prior to the actual testing of candidates.

EXERCISE 1 – (SAW PULL): Gloves will be required. Here you will show your ability to start a power saw. At a signal from the proctor, you will pull a starting rope a specific distance marked on the rope. You must pull the rope full extension as described at least five (5) pulls in a fifteen (15) second period.

A practice pull is allowed.
You will be allowed 15 seconds to complete this exercise.

EXERCISE 2 – (HOSE COUPLING): You will face a fire hydrant to which are attached one female and one male coupling. Two hose ends will be laying on the ground; one near the left side and one near the right side. The ends of the hose should be attached by turning the couplings rather than by turning the hose itself. (A male coupling attaches to a female coupling with a counter-clockwise motion; a female coupling attaches to a male coupling with a clockwise motion.) If the couplings are not properly aligned, they will not thread.

When the proctor gives the signal to begin, you will start with the coupling on the left, attach it and move to the coupling on the right. Then go back to the coupling on the left, remove it and lay it on the ground in its original position, then remove the coupling on the right. As you work, the proctor will check the couplings to make sure that they are properly aligned and fit tightly. If there is an error, the proctor will tell you to correct it. The entire exercise is timed.

You may remove your gloves if you wish.
You will have 60 seconds to complete this exercise.

EXERCISE 3 – (PIKE PULL): You will grip a pike pole that has a forty-five (45) pound weight attached to it. At the signal, you will begin performing downward pulls, raising the weight above the mark indicated.

A practice pull is allowed.
You will have 45 seconds to complete 15 repetitions.

EXERCISE 4 – (TUNNEL CRAWL): You will wear a face piece. The glass of the piece will be darkened out to simulate the atmosphere encountered in a smoke-filled room. As a safety precaution, you must also wear a helmet.

You will face a 30" x 36" totally dark wooden, zigzagged tunnel. A proctor will position you on your knees with both hands placed in the tunnel.

Upon the proctor's signal, you will crawl as quickly as possible through the tunnel. Upon reaching the other end, you must completely exit (entire body must be outside of the tunnel). As soon as you have completely exited, the proctor will stop timing you.

You will have two minutes to perform this exercise.
You will remove the face piece and helmet at the conclusion of this exercise.

EXERCISE 5 – (PIKE PUSH): You will grip a pike pole that has an approximate sixty (60) pound weight. At the signal, you will push the pole upward and you must raise the weight fully approximately one foot.

A practice push is allowed.
You will have 45 seconds to complete 15 repetitions.

EXERCISE 6 – (HEIGHT/REACH): At the starting signal, you will lift a 16-foot ladder weighing 34 pounds off the ground and place it on brackets seven (7) feet off the ground and step back. You will then remove the ladder from the brackets and return it to the original starting position without dropping or losing control of the ladder. Hands must be in contact with the ladder when placing it on the ground. You are not allowed to jump up to position the ladder.

You will be allowed 30 seconds to perform this exercise.

EXERCISE 7 – (LADDER CLIMB): You will put on a safety belt attached to a rope (lifeline) and climb a ladder at a steady pace until you are standing on the tenth rung (which will be marked). One of the top rungs will have a shoelace tied to it. While standing on the marked rung, you must untie the shoelace, completely removing it from the rung. The proctor must be able to see it. When the proctor gives the signal, you must retie the shoelace with a bow. (Gloves may be removed to untie and tie the shoelace.) Once you have tied the shoelace, you will begin to climb down the ladder at a steady pace.

You will not receive extra points for climbing quickly. However, if you take longer than three (3) minutes to complete the entire process or pause longer than five seconds on any rung other than the marked rung, you will fail this exercise.

EXERCISE 8 – (HOSE/DUMMY DRAG): At the proctor's signal, you will grab a flaked (flat, layered) hose, weighing approximately 45 pounds, carry it up and down a full flight of stairs (approximately 16 steps) twice. When you reach the bottom of the stairs after the second run on the stairs, drop the hose in a marked area at the bottom of the stairs, proceed to the dummy (about 110 pounds), drag the dummy across a line 45 feet down around a marker and back 45 feet (a total of 90 feet). Timing ends when the dummy is dragged completely across the line marking its original place. The dummy is to be dragged under the arms; its feet must be touching the ground.

NOTE: You may walk quickly, but not run, on the stairs.
You will have three (3) minutes to perform this exercise.