

CITY OF WATERTOWN, CIVIL SERVICE COMMISSION 245 Washington Street, Room 205 www.watertown-ny.gov	Watertown, New York 13601
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Issued: October 30, 2025

**ANNOUNCES A PROMOTIONAL EXAM FOR
DEPUTY FIRE CHIEF
EXAM # 70024-640**

TO BE HELD: Saturday, February 7, 2026

FILING FEE: \$15.00 **non-refundable** fee. Cash or check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are only accepted at the time of online application.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

LAST FILING DATE: Applications must be **received** no later than 11:59 PM, Wednesday, **January 4, 2026**

VACANCIES: The list will be used to fill vacancies as they occur in the City of Watertown

SALARY: \$107,020 - \$134,951

DUTIES OF THE POSITION: This is the first level of the Fire Service Upper Level series and is responsible for the operations of the department. Responsibilities include preparing work schedules; evaluating and coordinating vehicle repairs; conducting investigation; administering and assisting with the development of the department budget; directing the operations of the department; and providing leadership in emergency situations. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: (Promotion)

For exam: Five (5) years experience as a Fire Captain or equivalent combination of Fire Captain and Battalion Fire Chief.

For Appointment: Two (2) years experience as a Battalion Fire Chief; or eight (8) years experience as an officer in the Watertown Fire Department

SPECIAL CERTIFICATION REQUIREMENTS: Must possess and maintain a valid NYS Driver's License at time of appointment and to continue employment

DRIVER'S LICENSE REQUIREMENT- Must possess and maintain a valid NYS Driver's License.

SENIORITY: Points will be added to an eligible score as follows:

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| ➤ Less than one year seniority | 0 points |
| ➤ One year up to six 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 | 5 points |

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

1. Educating and interacting with the public- These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

2. 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.

3. Fire administration job simulation exercise- This job simulation exercise tests for the ability to develop and maintain fire department programs and activities. The questions will be based on a simulated set of administrative issues that a Chief Officer may be asked to analyze and respond to in a working day. The questions cover such areas as organizational relationships, planning, staffing, managing resources, budgeting, public relations, rules and regulations, and political and social concerns impacting the fire service.

4. Fire emergency job simulation exercise- This job simulation exercise tests for the ability to manage an emergency incident. The emphasis is on

command-level actions and decisions in handling the incident from start to finish. The questions will cover such areas as principles and tactics of firefighting, accountability at a fire scene, hazardous materials, cause investigation, emergency medical care, community relations, and the incident command system, including interacting with other agencies and the media.

5. Administrative supervision- These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

A Guide for the Written Test for Fire Chief/Assistant Fire Chief 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.

HOW TO APPLY: Applications may be obtained from and filed at the Office of the Watertown Civil Service Commission, Room 205 Municipal Building, 245 Washington Street, Watertown, New York. Applications may also be submitted through the online employment portal: <https://watertown-portal.mycivilservice.com/jobopps>. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. Education and work experience must be documented on the application regardless if the candidate has elected to attach a resume. All statements made by candidates in their applications are subject to verification. Applications will not be accepted past the last filing date of the examination.

APPLICATION FEE: If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications. Please make sure you meet the minimum qualifications before applying to any examination. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

VETERANS' CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. 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 the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

15ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 addition ten (10) 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 the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

SPECIAL TEST DATE ACCOMMODATIONS/SABATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should 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 the Watertown Civil Service Commission as soon as possible before the test date. Please see back of application for further information and instruction.

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 weeks before the test date, so they can make arrangements for taking all tests at one test site. If you have applied for both State and local government examinations, you must notify each of the local jurisdictions and take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

ADMISSION TO EXAMINATION: The Watertown Civil Service Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their application. Approved candidates will be notified at least five days in advance of the examination of the place, date and hour of the examination.

RATINGS REQUIRED: Unless the announcement states otherwise, this examination is being 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, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

ELIGIBLE LIST: The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment.

CONTACT THIS OFFICE AT 315-785-7733 WITH ANY QUESTIONS. BE SURE TO FILE YOUR APPLICATION PROMPTLY.