

Issued: March 16, 2022

**ANNOUNCES A PROMOTIONAL EXAMINATION FOR
FIRE CAPTAIN / EMT
EXAM # 77-416**

TO BE HELD: **Saturday, June 25, 2022**

FILING FEE: *** A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION*** Check or money order payable to City Comptroller accepted. Include examination number on your check. Credit cards are accepted for online payments. 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 Wednesday, **May 25, 2022**

VACANCIES: The list will be used to fill current vacancies as they occur within the Fire Department of the City of Watertown

SALARY: **\$60,570 ~ \$75,525**

DUTIES OF THE POSITION: Employees in this class have the responsibility of being in charge of an assigned fire company and the responsibility of directing the work of a company at fires, emergency situations and in the station. In the absence of a superior officer at the scene of an incident, a high degree of responsibility for the protection of lives and property is required. Station and equipment are regularly inspected by and work is performed under supervision of this officer. Supervision is exercised over a small number of firefighters assigned to their company. **A complete job description is available from the Civil Service Commission.**

MINIMUM QUALIFICATIONS: Five (5) years of satisfactory experience as a firefighter in the City of Watertown Fire Department.

SPECIAL NECESSARY REQUIREMENTS: Must obtain Emergency Medical Technician-Basic certification issued by the NY State Department of Health within one (1) year of appointment. Must maintain certification for continued employment.

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

SPECIAL LICENSING REQUIREMENTS: Must attain National Certification as a Fire Service Instructor I within first 12 months of appointment.

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

- | | |
|--------------------------------|----------|
| ➤ 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 up to 26 years | 5 points |

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

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.

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.

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.

On-the-job training of fire personnel - These questions test for a knowledge of the principles and practices of on-the-job training of fire personnel. The questions cover such areas as determining the necessity for training, selecting appropriate training methods, overcoming obstacles to learning, and evaluating the effectiveness of training.

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.

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.

CALCULATORS: The use of calculators is prohibited.

A Guide for the Written Test for Lower Level Fire Promotion 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: → **Online Visit:** <https://watertownportal.mycivilservice.com/exams> to apply to current exams. 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.

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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.

ADDITIONAL 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 for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. Please complete the Cross-Filing form located on the City's website and submit it with your application, include all exams for which you have applied and at which agency you wish to take the exams. Your request must be received by this office no later than three (3) weeks before the date of the examinations. Requests received less than three (3) weeks before the date of the examinations will NOT be honored.

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.