

THE MUNICIPAL CIVIL SERVICE COMMISSION



OF NIAGARA FALLS, NEW YORK ANNOUNCES EXAMINATION FOR....

Room 14 -Ground Floor - City Hall

Phone 286-4432 / 286-4435

<http://www.niagarafallsusa.org>

FIREFIGHTER

CITY OF NIAGARA FALLS
(ANTICIPATED VACANCIES)

STARTING SALARY: \$ 48,848 PER YEAR

EXAM: #68-155 O.C.

EXAM FEE: \$ 30.00

EXAMINATION DATE

APRIL 27, 2019

FIRST DAY FOR FILING

MON., FEBRUARY 4, 2019 - 8:00 AM

LAST DAY FOR FILING

WED., FEBRUARY 20, 2019 - 3:30 PM

CITY HALL WILL BE CLOSED FOR THE HOLIDAY'S ON FEBRUARY 12 AND FEBRUARY 18, 2019

1. **RESIDENCY:** Candidates must have been legal residents of Niagara County for a period of at least one (1) year immediately preceding the date of the written exam. Preference in certification will be given to candidates who have been legal residents of the City of Niagara Falls for at least one year immediately preceding the date of examination.
2. **FILING FOR THE EXAM:** Applications can be filed in person at Niagara Falls City Hall, 745 Main St., Room 14 or by mail. Tie scores are broken and ranked on the eligible list by a totally random method as recommended by the NYS Department of Civil Service. The method that will be used is last four digits of social security number.
3. **APPLICATION FEE:** A Non-Refundable application fee must accompany your application. **CASH IS NOT ACCEPTED & NO REFUND OF THE FEE IS GIVEN TO DISQUALIFIED CANDIDATES.** Make check or money order payable to the City Controller and write the examination number on your check or money order.
4. **FEE WAIVER** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the 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 an 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 Exam Announcement. An application fee waiver that is not supported by the appropriate documentation is grounds for barring admittance to exam or appointment. The "Request for Application Fee Waiver and Certification Form" is available in the Human Resource Department at City Hall.

The following are the steps to be taken for the completion of this examination:

1. *Applications will be available to be picked up and turned in at the Human Resource/Civil Service Office, Room 14, City Hall, between the hours of 8:00 am and 3:30 pm, Monday through Friday.*
2. *The completed application must be filed in the Human Resource office or postmarked on or before the last day for filing, along with the exam fee and the following required documents:*
 - ❖ *NYS Driver's License*
 - ❖ *Birth or Baptismal Certificate*
 - ❖ *High School diploma or GED certificate or copy of college degree or transcript*
3. *Candidates claiming Veteran's Credits must file a form and provide DD-214 (see General Instructions, Page 2, Item #4)*
4. *Military Law Section 243 provides special rights to candidates in active military service during the filing period for the exam and/or the date of the written exam. Contact the Human Resources Department for more information.*
5. *Candidates who are taking an exam for another jurisdiction on the same date must notify this office in writing at least 2 weeks before the exam (see General Instructions on Page 2, Item #16)*
6. *Candidates who pass the written test will later be required to pass the medical standards as prescribed by the Municipal Police Training Council. Copies of these standards are available in the Niagara Falls Civil Service Office, and may be reviewed upon request.*

NOTE: *An individual should not forego taking the written exam for Firefighter candidacy or consider him/her self ineligible for Firefighter employment solely because he/she cannot now meet or may not be able to meet the current medical standards.*

GENERAL INSTRUCTIONS TO CANDIDATES

(Please read carefully)

1. RESIDENCY FOR EXAM - Unless otherwise specified in the exam announcement, candidates must have been legal residents of the City of Niagara Falls for one year immediately preceding date of written exam.
2. AGE LIMITS - Unless otherwise specified in the exam announcement, there are no age restrictions. However, the State Education Law and the State Child Labor Law restrict the employment of persons under 18 years of age.
3. COMPLETION OF APPLICATIONS - A regular application must be filed for each exam. The applicant should make sure that every question is answered and that the application is complete in all respects. An incomplete application may be disapproved.
4. VETERAN AND DISABLED VETERAN CREDITS - Candidates must meet the requirements for Veterans Credits at the time of appointment or promotion. A candidate who is currently in active duty in the military may file for "conditional" credits but will be restricted from certification using the credits until appropriate documentary proof of honorable discharge and dates of service is provided to the Commission. The form necessary for filing for Veterans Credits, however, must be filed with the application. Evidence of military discharge (form DD-214) or proof of military status if claiming "conditional credits" must be presented with this form. You will be allowed the option of waiving these credits after the completion of the exam. For the purpose of claiming veteran's credits on a Civil Service exam, an applicant must have served in the armed forces of the United States at any time during the following periods:
 - World War II - December 7, 1941 to and including December 31, 1946
 - Korean War - June 27, 1950 to and including January 31, 1955
 - Southeast Asia Hostilities - December 22, 1961 to May 7, 1975
 - Lebanon* - June 1, 1983 - December 1, 1987
 - Grenada* - October 23, 1983 - November 21, 1983
 - Panama* - December 20, 1989 - January 31, 1990
 - Persian Gulf - August 2, 1990 to the end of such hostilities (not yet determined)
 - U. S. Public Health Service - July 29, 1945 to September 2, 1945 or June 26, 1950 to July 3, 1952*Credit for Lebanon, Grenada, and Panama will be limited to those who received the armed forces expeditionary medal, the navy expeditionary medal, or the marine corps expeditionary medal.
5. MILITARY MAKE-UP - Contact the Human Resource office regarding special test arrangements for active military members.
6. SPECIAL TEST ARRANGEMENTS - Most written tests are held on Saturdays. If you cannot take the test on this day due to a conflict with a religious observance or practice and/or need special accommodations due to a disability, indicate this on your application form.
7. FINGERPRINTS - At the time of filing application, applicants on open-competitive exams will be fingerprinted.
8. INVESTIGATION OF CANDIDATES - Inquiries may be made as to character and ability, and all statements made by candidates in their applications are subject to verification.
9. BACKGROUND INVESTIGATION - Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.
10. ADMISSION NOTICES - The Commission will notify all candidates of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of exam. **If you have not received notification of acceptance or rejection or information as to where to appear for the exam by the Wednesday before the exam date, contact this office at 286-4430.**
11. PASSING MARK - The passing grade in each announced subject of an examination is 70.
12. INTERVIEWS - As an aid in rating training and experience, interviews may be required at some later date.
13. PHYSICAL EXAM - Prior to appointment, each candidate will be required to pass a physical exam.
14. RETIREMENT SYSTEM - Persons appointed to competitive positions are required to join the New York State Retirement System.
15. DEGREES AWARDED FROM EDUCATIONAL INSTITUTIONS OUTSIDE OF US OR TERRITORIES: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside of the U.S. and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
16. APPLYING FOR CIVIL SERVICE EXAMS ON THE SAME DATE IN MULTIPLE JURISDICTIONS:
 - A) If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518) 457-7022 no later than two weeks before the test date and also notify the Niagara Falls Civil Service Commission **in writing, preferably prior to the last date for filing for the exam, but in no case less than two weeks prior to the exam date.**
 - B) If you have applied for other local government exams, you must contact each jurisdiction as instructed. The City of Niagara Falls requires a written request no later than two weeks before the date of the exams. You must notify all jurisdictions at which test site you wish to take your exam(s). For more information regarding this policy, call (716) 286-4430.
17. In accordance with Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the City of Niagara Falls does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, marital status or national origin.

DISTINGUISHING FEATURES OF THE CLASS: This is standardized manual work of a hazardous nature involving controlling and extinguishing fires, protecting life and property, performing various fire prevention duties and maintaining equipment. Detailed instructions are usually received from an assigned superior. Routine maintenance and custodial work on station and equipment is performed under general supervision and inspected upon completion. The Firefighter performs related work as required.

MINIMUM QUALIFICATIONS:

EDUCATIONAL REQUIREMENT: Applicants must be a high school graduate or a holder of a high school equivalency diploma issued by an education department of any of the states of the United States or a holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or a holder of a report from the United States armed forces certifying successful completion of the tests of general education development, high school level. Applicants who do not possess high school diploma or equivalency are eligible to take the examination, but will not be eligible for appointment until they obtain a diploma. For information on how to obtain a New York State Equivalency Diploma, write New York State Education Department, Albany, New York 12224.

AGE REQUIREMENT: Candidates must not be less than 18 years of age. Candidates who lack six (6) months or less of the minimum age requirement shall be deemed eligible for the examination if otherwise qualified. Eligibility for appointment from eligible list begins when a candidate reaches his or her 18th birthday.

MEDICAL REQUIREMENTS: Candidates must meet medical standards as prescribed by the Municipal Police Training Council prior to appointment.

DRIVER'S LICENSE: To be eligible for appointment, candidates must possess a valid New York State driver's license and maintain for the duration of employment.

NOTE: Candidates must obtain the basic E.M.T. "D" (Emergency Medical Technician – Defibrillation) certification and maintain this certification throughout their career. Candidates will be given two (2) attempts at obtaining the EMT certification after appointment. The second attempt must be scheduled at the first possible date after the first attempt.

SUBJECT OF EXAM: A written 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.

CALCULATOR STATEMENT: CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. CELLULAR PHONE CALCULATORS, DEVICES WITH TYPEWRITER KEYBOARDS, "SPELL CHECKERS," "PERSONAL DIGITAL ASSISTANTS," "ADDRESS BOOKS," "LANGUAGE TRANSLATORS," "DICTIONARIES," OR ANY SIMILAR DEVICES ARE PROHIBITED. YOU MAY NOT BRING BOOKS OR OTHER REFERENCE MATERIALS.

RATING OF EXAMS: The written exam is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of New York State Civil Service Rules and Regulations dealing with the rating of exam will be applicable to this written exam.

AN EQUAL OPPORTUNITY EMPLOYER

DATED: February 2, 2019