

CITY OF WATERTOWN, CIVIL SERVICE COMMISSION
245 Washington Street, Room 201B
www.watertown-ny.gov Watertown, New York 13601

Issued: January 18, 2019

**ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR
FIREFIGHTER / EMT
EXAM #61-403**

FILING FEE: **\$25.00 non-refundable** fee. Cash or check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are not accepted.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

TO BE HELD: Saturday, April 27, 2019

LAST FILING DATE: Applications must be **received** no later than close of business **Friday, March 22, 2019.**

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

SALARY: **\$44,799 to \$55,635**

RESIDENCY REQUIREMENT: There is no residency requirement for this examination. Preference in appointment may be given to successful candidates who are residents of the City of Watertown in accordance with Section 23.4(a) of the New York State Civil Service Law and Rule VII(1) of the Municipal Civil Service Rules for the City of Watertown. **To be eligible for appointment, an applicant must be a resident of Jefferson County or a resident of a contiguous county.**

DUTIES OF THE POSITION: Employees in this class perform standardized manual work of a hazardous nature in firefighting, emergency response, technical rescue, hazardous material response, and fire prevention duties. In this work, as well as in fire prevention work, incumbent receives instructions and immediate supervision from a higher-ranking officer in the department. Responds to medical assist calls and provides emergency medical care to the basic life support level following DOH protocols and best practices. The incumbent does related work as required. **A complete job description is available from the office of the Civil Service Commission.**

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

SPECIAL REQUIREMENTS:

1. Candidates must be 18 years of age on or before the date of the exam and 21 years of age at the time of appointment. There is no maximum age restriction. **Proof of date of birth must be submitted at time of application. (Copy of current drivers' license, birth certificate, military identification or Passport must be included with application.)**
2. Candidate must be eligible for a New York State operator's license at time of application and must possess a valid license at time of appointment. Must maintain licensure when operating a city vehicle.
3. Must obtain Emergency Medical Technician-Basic certification issued by NY State Department of Health within one (1) year of appointment. Must maintain certification for continued employment.

NOTE: Candidates must meet the medical and physical agility standards as set by the Civil Service Commission of the City of Watertown. Candidates must first pass the written test in order to be scheduled for the qualifying physical fitness test. Candidates who pass the physical agility test and are given a conditional offer of appointment will be scheduled to take the required medical examination and drug screening.

SCOPE OF EXAMINATION: There will be a written test which you must pass with a score of 70 or higher in order to be considered for appointment. It will evaluate knowledge, skills, and/or abilities in such areas as:

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.

CALCULATORS: The use of calculators is recommended - Candidates are permitted to use quiet, hand-held battery or solar calculators. Devices with typewriter keyboards, spell checkers, PDA's, address books, language translators, dictionaries or any similar devices are prohibited.

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.

GENERAL INFORMATION FOR CANDIDATES

HOW TO APPLY: Applications may be obtained from and must be filed at the Watertown Civil Service Commission, Room 201B Municipal Building, 245 Washington Street, Watertown, New York. 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.

EXCEPTIONS TO FEE REQUIREMENT: Application fees may be waived for any candidate who is either an unemployed head of household, receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net or Family Assistance from a state or local social service agency. Individuals wishing to claim this waiver must complete an Application Fee Waiver form available from the local Civil Service Office. Claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment.

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.
THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: www.watertown-ny.gov