

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES
AN OPEN COMPETITIVE EXAMINATION
A \$25.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: FIREFIGHTER/PARAMEDIC

Exam #: 66599

Date of Examination: April 27, 2019

Last Date for Filing: March 15, 2019

(Applications must be submitted or postmarked by the last date for filing)

Job Title: Firefighter/Paramedic, City of Troy, Starting Salary \$31,618

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy. Candidates must be a resident of New York State for one (1) month immediately preceding the date of the exam. If selected for appointment, candidates must become and/or remain residents of Rensselaer County, and remain a resident for the duration of their employment as a Firefighter/Paramedic.

The City of Troy retains the right to give preference to Troy residents.

DUTIES OF THE POSITION: *(Illustrative only)*

- Responds to fire alarms and emergency calls with fire company;
- Lays and connects hose lines and nozzles, turns water on and off;
- Holds a fire hose and directs the stream;
- Operates a pressure pump;
- Puts up and climbs ladders, and enters buildings when necessary;
- Makes openings in burning buildings for ventilation and entrance;
- Removes persons from burning buildings;
- Performs salvage operations at scenes of fire, such as covering furniture with tarpaulins and cleaning debris;
- Inspects buildings periodically for fire hazards;
- Learns and practices new methods of fighting fires;
- Drives and operates motor driven firefighting equipment;
- Performs miscellaneous clerical work when assigned;
- Gives emergency first aid treatment to injured persons;
- Administers first aid treatment or life support care to sick or injured persons in prehospital settings;
- Administers drugs, orally or by injection, or perform intravenous procedures under a physician's direction;
- Immobilizes patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilization device;
- Cleans and maintains firefighting equipment;
- Performs a variety of tasks in connection with the maintenance and repair of buildings and grounds.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the examination:

- Graduation from high school or possession of a high school equivalency diploma;

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPOINTMENT:

- Candidates shall be 18 years of age at time of examination (**DATE OF BIRTH MUST BE ON APPLICATION**);
- Candidates shall possess and maintain a valid **New York State Driver's License** for entire term of employment ;
- Prior to appointment, candidates shall pass a medical exam, a physical agility test (CPAT), a psychological evaluation, and a thorough background investigation;
- Prior to appointment, candidates shall possess a valid, current certificate as an Emergency Medical Technician – Paramedic (EMT-P) issued in accordance with Part 800, Chapter IV of the State Emergency Medical Service Code and maintain such certification throughout entire term of employment.

ANTICIPATED ELIGIBILITY: If you do not presently meet the minimum education requirements, but expect to meet them within the next six (6) months, you will be allowed to sit for the examination, but will not be certified for appointment until you have demonstrated to the Commission that you have met the requirements. When filing for the examination, you must notify the Commission in writing that you are filing under **ANTICIPATED ELIGIBILITY** and when you will meet the requirements.

SUBJECT OF EXAMINATION: There will be a written test, which you must pass in order to be considered for appointment. The written test is 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.

THE USE OF CALCULATORS IS **RECOMMENDED** FOR THIS EXAMINATION

CELL PHONE CALCULATORS ARE PROHIBITED

NOTICE TO CANDIDATES: Unless otherwise specified, candidates are permitted to use quiet, handheld solar or battery-powered calculators. Devices with a typewriter keyboard, spell checker, personal digital assistant, address book, language translator, dictionary or any similar devices are prohibited

This exam will be 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 the NYS Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to the written examination.

QUALIFYING PHYSICAL AGILITY TEST (CPAT) – consists of eight (8) events: 1) Stair Climb; 2) Hose Drag; 3) Equipment Carry; 4) Ladder Raise and Extension; 5) Forcible Entry; 6) Search; 7) Rescue; 8) Ceiling Breach and Pull.

APPLICATION/APPLICATION FEE: A **\$25.00 NON-REFUNDABLE** application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Payment will be accepted in the form of a check, money order, or cash. Make check or money order payable to **Troy Civil Service Commission**. Applications and payment may be filed in person during business hours (Monday-Friday 8:30am-4:30pm), or by mail to the **Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY 12180**. Write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL**. Personal checks returned for insufficient funds will be assessed an additional \$25 NSF fee.

Application forms may be obtained on line at www.troyny.gov or at the Troy Civil Service Commission Office. **Applications received/postmarked after the filing deadline will not be accepted.** Every question on the application must be answered. Submission of a resume instead of a complete application is unacceptable. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those exams for which you clearly qualify. The Troy Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

Exception to Fee Requirement - A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, eligible for Medicaid, Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are Job Training Partnership Act/Workforce Investment Act eligible. To request a waiver, you must complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. All claims for application fee waiver are subject to verification. Forms can be obtained from the Troy Civil Service Commission Office or online at www.troyny.gov.

Accepted candidates will be notified of when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card, and an official admission letter.** If an application is disapproved, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Contact the Commission if you have not received your notice three (3) days before the date of the test.

ALTERNATE TEST DATE POLICY: The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date. For situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW. AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.

To request an alternate test date, contact the Troy Civil Service Commission as soon as possible.

CROSS FILER STATEMENT: If you have applied for any other civil service exams to be given on the same test date for employment with NY State or any other local government jurisdiction (excluding NYC), you must make arrangements to take all the exams at one test site.

If you have applied for both State and local government exams to be held on the same date, you must notify the Troy Civil Service Commission of your intent to take both a State and local government examination, no less than two (2) weeks before the date of the exam. **When taking both a State and a local government examination you will be required to take all your examinations at a State examination center.**

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the exams. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS: If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

VETERANS CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from the office of the Troy Civil Service Commission.

THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS. Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.