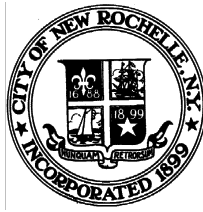


Municipal Civil
Service Commission
515 North Avenue
New Rochelle, NY 10801

Domenic Procopio, Chairman
Margaret Chadwick
Bishop Fetson Leak



Y. Jeanett Medina
Phone: (914) 654 -2172

FIREFIGHTER

STATE EXAMINATION OPEN-COMPETITIVE #65-132 - #2482

SALARY: 2019 SALARY \$44,506 – \$98,270

VACANCIES: The resulting eligible list will be certified to fill vacancies as they occur in the City of New Rochelle Fire Department.

THE CITY OF NEW ROCHELLE WILL NOT DISCRIMINATE AGAINST ANY CANDIDATE ON THE BASIS OF SEX, RACE, COLOR, CREED OR NATIONAL ORIGIN. WE ENCOURAGE BLACKS, WOMEN, HISPANICS AND OTHER MINORITIES TO APPLY.

RESIDENCY REQUIREMENTS: Candidates must be legal residents of Westchester County for at least three continuous months immediately preceding the date of the written examination and continuously through date of appointment. Preference in appointment WILL be given to successful candidates who have been legal residents of the City of New Rochelle for at least three months immediately preceding the date of the written examination and continuously through date of appointment. A CANDIDATES RESIDENCY WILL BE INVESTIGATED AND VERIFIED BEFORE APPOINTMENT.

FILING PROCEDURE: In order to be a candidate for FIREFIGHTER for the City of New Rochelle, you must appear IN PERSON AT THE CITY HALL LOCATION WITH PROPER PHOTO I.D. AND DOCUMENTATION TO PROVE RESIDENCY. NO APPLICATIONS WILL BE ACCEPTED THROUGH THE MAIL. IT WILL BE RETURNED TO YOU AND WILL NOT BE ACCEPTED UNLESS YOU APPEAR IN THE CIVIL SERVICE OFFICE PRIOR TO THE CLOSE OF THE APPLICATION PERIOD. You may obtain an application by sending a stamped legal sized self-addressed envelope to the New Rochelle Civil Service Office, City Hall, 515 North Avenue, New Rochelle, New York 10801. You may also pick up an application at any of the locations listed below:

YMCA – Weyman Avenue
MARTIN LUTHER KING CENTER, 95 Lincoln Avenue
MUNICIPAL HOUSING AUTHORITY, 50 Sickles Avenue
NEW ROCHELLE PUBLIC LIBRARY – Library Plaza
BOYS AND GIRLS CLUB OF NEW ROCHELLE – Remington Avenue & A. E. Mascaro (7th Street)
(ALL ABOVE LOCATIONS ARE IN NEW ROCHELLE)

THE CIVIL SERVICE OFFICE IN CITY HALL WILL REMAIN OPEN TILL 8 PM ON TUESDAY, FEBRUARY 26TH 2019, TO ACCEPT APPLICATIONS.

DATE OF EXAMINATION:
PLACE OF EXAMINATION:
APPLICATIONS CLOSE:

SATURDAY, MAY 4, 2019
TO BE ANNOUNCED
FRIDAY, MARCH 29TH, 2019 AT
4 PM SHARP -NO EXCEPTIONS!!!!

AGE REQUIREMENTS: At the time of the written test, a candidate must be not less than 17-1/2 years of age. Eligibility for appointment begins when a candidate reaches his/her 18th birthday.

DRIVER'S LICENSE: Candidates must possess a valid New York State Driver's License at time of interview.

EDUCATION: Possession of a high school diploma or its equivalent is not required to take this test. However, at the time of permanent appointment candidates must possess a high school diploma or a high school equivalency diploma issued by the State Education Department of New York, or a GED certificate issued by the Armed Forces of the United States acceptable by the University of the State of New York. Applicants who do not possess one of the above mentioned diplomas are eligible to take the examination, but will not be eligible for permanent appointment until they obtain the diploma. If diploma is not obtained by the end of the one year probationary term, the candidate will be terminated. For information on how to convert a USAFI GED Diploma to a New York State Equivalency Diploma, write to the State Education Department, Albany, New York.

GENERAL HEALTH: Candidates must be physically strong and active and free from all mental and physical defects, deformities or disease that would interfere with proper performance of the essential duties of the job.

MEDICAL EXAMINATION: Will be given at a later date only to candidates who have passed both the written and physical/strength agility tests and only after a conditional job offer is made.

Candidates must pass the written test in order to qualify to take the physical/strength agility test. Candidates must pass the physical/strength agility test in order to qualify for the interview and to take the medical examination.

GENERAL STATEMENT OF DUTIES: Performs fire fighting and fire prevention duties; to drive and to operate motor driven fire apparatus and pumps; does related work as required.

WORK SCHEDULES: Firefighters work on a rotating shift basis, seven days a week, 52 weeks per year.

BRIEF DESCRIPTION OF EXAMINATION QUESTIONS: The examination shall consist of multiple choice questions from which the applicant will be required to select the correct answer from four possible choices.

SUBJECTS OF EXAMINATION: The written examination will cover knowledge's, skills and/or abilities in such areas as:

- 1) **GENERAL SCIENCE;**
- 2) **MECHANICAL REASONING;**
- 3) **SOLVING PROBLEMS INVOLVING NUMBERS;**
- 4) **REASONING CLEARLY AND SELECTING THE PROPER COURSE OF ACTION IN FIREFIGHTING SITUATIONS;**
- 5) **UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL PERTAINING TO FIRE.**

EXPANDED SCOPE STATEMENT:

1) **GENERAL SCIENCE** – This subtest requires the candidate to demonstrate knowledge of the basic principles of physics and chemistry, or the definitions of relevant terms, properties and processes; or to apply the knowledge to given situations. The questions cover, but are not necessarily limited to, properties of common substances encountered in fire fighting, basic principles of electricity, and basic principles of combustion and heat transfer.

2) **MECHANICAL REASONING** - These questions will be accompanied by drawings or descriptions of various mechanical devices, such as gears, pulleys, levers, hand tools, and gauges. You will be required to demonstrate an understanding of how the devices work and the underlying mechanical principals involved. These devices are not limited to use in the fire service.

3) **SOLVING PROBLEMS INVOLVING NUMBERS** – This subtest requires the candidate to use addition, subtraction, multiplication, and division to solve problems that might be encountered in fire service activities. In some of the questions, sketches of simple geometric figures may be shown or simple geometric terms used. The problems are presented in the context of the job. Knowledge of fire fighting is not required. Formulas or equations will be provided where required.

4) **REASONING CLEARLY AND SELECTING THE PROPER COURSE OF ACTION IN FIREFIGHTING SITUATIONS** – The questions in this subtest describe situations which a firefighter may encounter on the job.

The candidate must evaluate the situation and either select the most appropriate course of action or select the best reason in support of a particular course of action. The questions cover such areas as interpersonal factors related to dealing with other firefighters, superior officers or the general public. Specialized or detailed knowledge of firefighting is not required.

5) **UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL PERTAINING TO FIRE** – The questions in this subtest test how well the candidate comprehends written material. The candidate is provided with brief reading selections, followed by a set of alternative statements relating to each selection. The candidate is to indicate the most appropriate statement relating to the selection on the basis of whether it:

- a) accurately paraphrases portions of the selection; or
- b) adequately summarizes the selection; or
- c) presents an inference that can reasonably be drawn from the selection.

The reading selections are drawn from a variety of sources related to the fire fighting field. Knowledge of the subject matter of the reading selection is generally not related to successfully answering the questions.

A Guide for the Written Test for Firefighter CD 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.

Candidates will also be required to pass both basic EMT and CPR courses before their probationary period is completed.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered 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 to the test room.

ALL CANDIDATES WILL BE FINGERPRINTED AT BOTH THE WRITTEN AND PHYSICAL/STRENGTH AGILITY TESTS.

SPECIAL TRAINING: There will be a training program to prepare applicants for both the written and physical/strength agility parts of the examination. Notices will be sent to bona fide applicants of the date and place of these programs. A complete description of the physical/strength agility test will be mailed to all candidates who pass the written examination prior to the training date.

RELATIVE WEIGHTS:

Written..... grades and ranked – passing grade 70%
Physical/strength agility..... graded and ranked

The City of New Rochelle reserves the right to administer the physical/strength agility test to New Rochelle residents only, prior to receiving the written scores.

GENERAL INFORMATION: In the event you have successfully passed the written and physical/strength agility tests, you will be required to present the following documents for inspection, prior to appointment:

- 1) Birth Certificate
- 2) Social Security Card
- 3) Valid New York State Driver's License
- 4) High School Diploma or Equivalency Diploma
- 5) Copy of DD214 (discharge papers from the armed services)
- 6) Proof of Westchester County or New Rochelle residency

ADMISSION CARDS WILL BE MAILED TO ALL QUALIFIED APPLICANTS AFTER THE CLOSING DATE. IF YOU DO NOT RECEIVE YOUR ADMISSION CARD TEN DAYS PRIOR TO THE WRITTEN TEST, YOU ARE RESPONSIBLE FOR CALLING THE CIVIL SERVICE OFFICE AT 914-654-2172 FOR INSTRUCTIONS.

Candidates are responsible for reporting in writing, all changes in name and/or address directly to the Civil Service Department, City Hall, 515 North Avenue, New Rochelle, New York 10801.

The application and appointment procedure has been prepared in accordance with terms of proposed consent judgments in the cases of Vulcan Society, et al, vs. Fire Department, et al., and United States vs. New York State Civil Service Commission, et al., in Federal District Court, So. District of New York.

Applicants must be of good moral character, in physical condition necessary to perform the essential duties of the position, demonstrate clarity of oral expression and shall cooperate fully with the Civil Service Department and the New Rochelle Fire Department in their investigation into the candidate's background.

No applicant shall be disqualified for appointment for reason of conviction of a felony or misdemeanor or of a history of drug abuse, except after written notice specifying the grounds of such disqualification and an opportunity to appear before the Civil Service Commission or Department of Personnel and be heard, and to present evidence and witnesses as to why his/her conviction of a felony or misdemeanor or having a history of drug abuse should not bar the applicant's appointment.

INVESTIGATION WILL BE MADE AS TO APPLICANT'S CHARACTER AND GOOD ABILITY AND ALL STATEMENTS AS TO EDUCATION, EMPLOYMENT, ETC., MUST BE VERIFIED PRIOR TO APPOINTMENT.

CONVICTION OF A FELONY WILL BAR AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR FROM EXAMINATION AND APPOINTMENT.

ANY FRAUDULENT STATEMENTS WILL VOID CANDIDATE'S APPLICATION.

No application should be filed until it has been carefully reviewed by the applicant and EVERY QUESTION IS ANSWERED and the application is complete in all respects. A candidate may be rejected who "has intentionally made a false statement on

any material fact on his/her application; or who has practiced or attempted to practice any deception or fraud on his/her application, in his/her examination, or in securing his/her eligibility for appointment.” (Section 50 of the Civil Service Law)

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under “RELIGIOUS ACCOMMODATION.” We will make arrangements for you to take the test on a different date (usually the following Monday).

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: If you have applied for any other civil service examination for employment with New York State or any other local government jurisdiction, 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 make arrangements to take all your examinations at the STATE examination center. If you have applied for other local government examinations, call or write to each Civil Service agency to make arrangements. You must make your request for these arrangements no later than three weeks before the date of the examination. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination(s). For this examination, call (914) 654-2171 or write to New Rochelle Civil Service Commission at the address on page 1.

VETERANS CREDITS: Candidates currently in the Armed Forces on active duty or a disabled or non-disabled veteran who meet the criteria set forth in the application for examination, may be eligible for additional credits added to their earned score if successful in the examination. **CREDITS SHOULD BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU SHOULD HAVE A COPY OF YOUR DD214 TO ATTACH TO YOUR APPLICATION IN ADDITION TO COMPLETING THE FORM FOR VETERANS CREDITS. IF THESE DOCUMENTS ARE NOT PRODUCED PRIOR TO THE ESTABLISHMENT OF THE ELIGIBLE LIST, YOUR CLAIM WILL BE DENIED.**

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 additional ten 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 this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline date to provide the necessary documentation to verify additional credit eligibility. However, no credit will be added after the eligible list has been established.

MILITARY MAKE-UP: Section 243-b provides that any member of the Armed Forces of the United States who has duly filed on application to compete in a scheduled competitive examination but was deprived of the opportunity to compete in the examination due to military duty shall be provided with a special military make-up examination. A military make-up examination also applies to physical, physical agility test, psychological test or any other part of an examination.

APPLICATION FEE: A fee of \$25.00 is required for this examination. No applications will be accepted without this fee. Make check or money order payable to the City of New Rochelle and write your social security and examination number on your check or money order. As no refunds will be made, you are urged to compare your qualifications carefully with the requirements for admission. **If you are disqualified or fail to appear for this examination, YOUR FEE IS NOT REFUNDABLE.**

This written examination 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 the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination. This will include the application of the provisions setting a passing grade of 70% on those relating to conversion of test scores set forth in the Regulations for Rating of Examinations.

FOR FURTHER INFORMATION OR ASSISTANCE CONTACT:

**Y. Jeanett Medina
Civil Service Administrator
(914) 654-2172**

THE CITY STRIVES TO HAVE ITS WORK FORCE REFLECT THE DIVERSITY OF ITS POPULATION.

DOMENIC PROCOPIO, CHAIRMAN

yjm
1/22/19