Open Competitive

WESTCHESTER COUNTY
CIVIL SERVICE CAREER OPPORTUNITIES

County Service • Westchester Medical Center • Towns • Villages • School Districts
Special Districts • Cities of Peekskill & Rye

Last Filing Date: 1/26/15
Date Posted: 12/23/14
JBCL: 0106

Exam #: 65-061
Exam Date: 03/28/15

FIREFIGHTER

Towns, Villages, Special Districts, Cities of Peekskill & Rye

A NON-REFUNDABLE $100.00 APPLICATION FEE IS REQUIRED FOR THIS EXAMINATION. SEE APPLICATION FILING FEE STATEMENT ON LAST SECTION OF ANNOUNCEMENT.

Westchester County is only accepting applications submitted online for the 2015 Firefighter examination. Paper Applications will not be accepted.

TO APPLY ONLINE VISIT WWW.WESTCHESTERGOV.COM/HR

Candidates may use computers available at Westchester County One-Stop Employment Center located at 120 Bloomingdale Rd, White Plains or local libraries in Westchester County to complete the online application. The non-refundable application processing fee must be paid online using a credit card. (Visa, MasterCard, Discover, American Express and Pre-paid cards are accepted. Please call 914-995-2117 if you have any questions).

SALARY

Varies with Jurisdiction

RESIDENCE

There are no residence requirements to participate in the examination, but preference in appointment may be given to eligibles that have been residents in the appointing jurisdiction for 30 days prior to the examination and at time of appointment.

MINIMUM QUALIFICATIONS

There are no minimum requirements to participate in this exam.

SPECIAL REQUIREMENTS:

AGE: Eligibility for appointment begins when candidates reach their 18th birthday.

EDUCATION: At the time of appointment, possession of either a high school diploma, a high school equivalency diploma issued by any state department or a report from the United States armed forces certifying completion of the tests of general educational development, high school level.

DRIVER’S LICENSE: Possession of a valid license to operate a motor vehicle in the State of New York at the time of appointment.
PHYSICAL AND MEDICAL TESTS: Candidates must pass qualifying medical and physical fitness screening tests consistent with NFPA 1582 standards, prior to appointment.

TRAINING REQUIREMENT: Completion of the authorized training course for Firefighter and receipt of the appropriate training certificate within 18 months of the date of hire before permanent appointment can be granted.

SPECIAL NOTE: Some fire departments and/or fire districts may require candidates to attain EMT status by the end of the probationary period.

Please Note: The last date to file for this examination is 1/26/2015. Your completed application form and application filing fee must be submitted online by 11:59 p.m. on the last filing date. The non-refundable application processing fee must be paid online using a credit card.

DUTIES

This work is of a hazardous nature, involving responsibility for fire fighting and prevention, salvage and rescue operations and requires mental acuity and physical stamina in the performance of duties. Fire fighting and fire prevention duties are performed under the direct supervision of superior officers. Routine maintenance work and custodial work on the station house and equipment is performed under general supervision and inspected upon completion. Does related work as required.

VACANCIES

The eligible list established as a result of this examination will be utilized, where appropriate, for filling any current or future vacancies in all agencies under the jurisdiction of the Westchester County Department of Human Resources.

Appointment to one department from this eligible list results in ineligibility for certification of a candidate’s name to other departments.

SUBJECT OF EXAMINATION

WRITTEN TEST is designed to test for knowledge, skills, and/or abilities in such areas as:

1. Advising and interacting with others - These questions test for the ability to interact with other people, to gather and present information, and to provide assistance and advice in a courteous and professional manner.

2. Using logical reasoning to draw valid conclusions - These questions test for the ability to examine true statements and logically evaluate conclusions based on the information in the statements.

3. 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 principles involved. These devices are not limited to use in the fire service.

4. 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 is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request copy of the test guide from the Westchester County Department of Human Resources, 148 Martine Avenue, Suite 100, White Plains, NY 10601.

PHYSICAL AND MEDICAL TESTS: The current Medical Standards of the National Fire Protection Association are available at the Westchester County Department of Human Resources for a fee of $10.00. Candidate Physical Ability Test (CPAT) Orientation and Preparation Guide is available at the Westchester County Department of Human Resources and on our website at www.westchestergov.com/hr. The Candidate Physical Ability Test (CPAT) consists of eight separate events: Stair Climb, Hose Drag, Equipment Carry, Ladder Raise and Extension, Forcible Entry, Search, Rescue and Ceiling, Breach and Pull. This test is a sequence of events that requires the candidate to progress along a predetermined path from event to event in a continuous manner. This is a pass/fail test based on a validated maximum total time of 10 minutes and 20 seconds.

In these events, the candidate wears a 50 pound vest to simulate the weight of self-contained breathing apparatus (SCBA) and firefighter protective clothing. An additional 25 pounds using two 12.5 pounds weights that simulate a high rise pack (hose bundle) is added for the stair climb event. If a candidate fails the Medical or Physical Fitness Test, they will be disqualified and permanently removed from the civil service eligible list for this title. If a Candidate has passed the Candidate Physical Ability Test within the past 24 months, the qualifying test may be waived. Eligible Candidates must retest and satisfy the requirements of the Candidate Physical Ability Test again after the two (2) year period.

GENERAL NOTICE TO CANDIDATES FOR ALL CIVIL SERVICE EXAMS

1. Unless otherwise notified, candidates are permitted to use quiet, hand-held 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 examination location.

2. If you are filing for examinations offered by other agencies (New York State, another County, Cities of Yonkers, New Rochelle, White Plains, etc.) that are being given on the same date as this examination, you must make arrangements to take all examinations at one test site. You are also required to complete and return the Cross Filer Form, available at Westchester County Department of Human Resources, 148 Martine Avenue, Suite 100, White Plains, NY 10601 or download the form at www.westchestergov.com/hr, to this office no less than two (2) weeks prior to the examination date. Failure to provide such information on time may result in disqualification from one or more examinations in this series. There is NO reciprocity with New York City and you must make a choice between the two jurisdictions.

Furthermore, if you have applied for both New York State and Westchester County examinations, you must take all examinations at the state examination center. Candidates must take admission notices for all participating examinations on that test date to the state examination center and include all examination numbers on your test materials. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 914-995-2117. DO NOT CONTACT NEW YORK STATE.

3. Candidates who fail to receive either their admission notice or final disqualification notice by the Thursday prior to the examination are responsible for calling the Department of Human Resources (995-2117), for instructions.

4. ELIGIBLE LISTS - Lists may be established for a maximum of four years. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement.

5. FOR COUNTY EMPLOYMENT - In accordance with Westchester County’s comprehensive Drug-Free Workplace Policy and Procedures, and commitment to maintain a safe, alcohol and drug-free work environment, you may be required to submit to a urinalysis and/or blood test.

6. This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

7. Veterans and Veterans with Disabilities, who meet the criteria set forth in the Application for Examination, may be eligible for additional credits added to their earned scores if successful in examination. CREDITS MUST BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU MUST ATTACH A COPY OF YOUR DD214 SEPARATION PAPERS. If
claiming credit as a Veteran with a disability, attach form 102. If these documents are not submitted within sixty days of filing your application, your claim will be denied. "Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If you are currently on active duty you should check the appropriate box on the application and attach a letter requesting the use of credits with documentation verifying your active duty status: i.e. copy of military ID, military orders, official documents indicating current service, etc."

Veterans who previously used non-disabled veteran credits for appointment to a position in New York State or local government AND, after his/her appointment, was subsequently classified by the Veterans Administration as a disabled veteran, are now eligible for an award of additional veteran credits. If you are claiming additional disabled veteran credits as a result of the Amendment to Section Six of Article Five of the New York State Constitution effective January 1, 2014, Form 102 Authorization for Disability Record and Form 102S Authorization for Verification of Non-Disabled Veterans Credits Use must be submitted. Completed forms must be received by the Westchester County Department of Human Resources before an eligible list is established in order to be granted credits on that eligible list.

8. 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 on 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 to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

HOW TO APPLY

APPLICATION FILING FEE

A $100.00 APPLICATION FEE IS REQUIRED FOR THIS EXAMINATION. THE NON-REFUNDABLE APPLICATION PROCESSING FEE MUST BE PAID ONLINE USING A CREDIT CARD.

APPLICATION FEES ARE NOT REFUNDABLE. IF YOU ARE DISQUALIFIED FROM OR FAIL TO APPEAR FOR THE EXAMINATION, YOUR FEE IS NOT REFUNDED. THEREFORE, WE URGE YOU TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.

THE APPLICATION FILING FEE IS SUBJECT TO BEING INCREASED WITHOUT PRIOR NOTICE.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of 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. The fee may also be waived for those who are serving active military duty. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

NOTE: 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 appropriate box under "Testing Accommodation" on your application. We will make arrangements for you to take the test on a different date.

APPLICANTS WITH DISABILITIES - If special arrangements for testing are required, please indicate this on your application.

Candidates are responsible for reporting in writing, all changes in name and/or address directly to the "Recruitment and Selection Unit" Westchester County Department of Human Resources, 148 Martine Avenue, Suite 100, White Plains, NY 10601. Please include examination number on all correspondence.
Admission cards may not be mailed to candidates until ten days prior to the examination date.

Candidates, who receive disqualification notices and wish to appeal such disqualification, must do so in writing.

WESTCHESTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. It is the policy of Westchester County to provide for and promote the equal opportunity of employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.

www.westchestergov.com/hr