



CITY OF UTICA

Civil Service
1 Kennedy Plaza, Utica, New York 13502
(315) 792-0225 fax: (315) 792-0226

ROBERT M. PALMIERI
MAYOR

**UTICA MUNICIPAL CIVIL SERVICE
ANNOUNCES
EXAMINATION OPEN TO THE PUBLIC
FIREFIGHTER-EMT
EXAM NUMBER 66-468**

LAST DATE FOR FILING
FEBRUARY 18, 2015

EXAM DATE
MARCH 28, 2015

****APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY THE LAST FILING DATE*****

The applicant should make sure EVERY question on the application is answered, and that the application is complete in all respects. All statements made by candidates are subject to verification.

APPLICATIONS RECEIVED OR POSTMARKED AFTER THE LAST FILING DATE WILL BE DENIED.

CITY OF UTICA RESIDENTS: \$25.00 NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION. MONEY ORDERS ONLY - NO CASH, NO PERSONAL CHECKS.

NON-RESIDENTS: \$50.00 NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION. MONEY ORDERS ONLY - NO CASH, NO PERSONAL CHECKS.

STARTING SALARY/RANGE: \$37,829 Department of Public Safety, Bureau of Fire

VACANCIES: The eligible list resulting from this examination will be used to fill any vacancies as they occur for the City of Utica Department of Public Safety, Bureau of Fire.

RESIDENCE REQUIREMENT: Candidates must be legal residents of Oneida County at the time of application. Preference may be given to legal residents of the City of Utica. When preference in certification is given to residents of the City of Utica pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of the City of Utica for at least one month prior to the date of certification in order to be included in a certification as a resident of the City of Utica and must be a resident of the City of Utica at the time of appointment.

MINIMUM QUALIFICATIONS, INCLUDING SPECIAL REQUIREMENTS:

Graduation from High School or possession of a High School Equivalency Diploma at the time of application. Possession of valid, current certification as EMT is required for appointment. A valid NYS Drivers License is required at the time of appointment and must be maintained throughout employment.

Eligibility for certification as an Emergency Medical Technician (EMT-1) issued by the New York State Health Department in accordance with Part 800, Chapter VI of the State Emergency Medical Service code at the time of application. Possession of a valid current certificate is required for appointment. **IT IS YOUR RESPONSIBILITY TO PROVIDE A COPY OF YOUR EMT CERTIFICATION.** You will not be certified for appointment until you have submitted a copy of your EMT Certification.

SPECIAL REQUIREMENTS:

Candidates selected will be required to pass a physical agility test administered by the Department of Public Safety, Bureau of Fire as well as a comprehensive physical examination and background investigation.

Age: Candidates must be at least nineteen (19) years of age on or before March 9, 2013 to be admitted to the written test. Eligibility for appointment as a Firefighter-EMT begins when the candidate reaches age twenty (20).

- Candidates must successfully complete the Utica Fire Academy Training within six (6) months of appointment.
- Candidates must pass a medical examination that will cover areas such as, but not limited to vision, drug test, hearing and blood pressure.
- Candidates must pass a psychological evaluation.

DUTIES: This position exists in the Department of Public Safety, Bureau of Fire and involves the responsibility of performing functions of firefighting and fire prevention, as well as providing emergency medical services. A firefighter-EMT takes prompt action in order to protect life and property. Duties may involve entering burning buildings to evacuate occupants and suppress fire by any means available. The work is performed under the direct supervision of a higher ranking officer in conformance with departmental rules and regulations. Routine maintenance and custodial work on the station and equipment is also performed when not engaged in either firefighting, inspections, or training. Supervision of others is not a responsibility of an employee in this class. Does related work as required.

THIS EXAMINATION WILL CONSIST OF FOUR PARTS:

Part 1. Written Exam

Part 2. Candidate Physical Ability Test (CPAT)

Part 3. Medical Exam

Part 4. Psychological Evaluation.

Part 1. Written Exam

SUBJECTS OF WRITTEN EXAMINATION: A written test designed to evaluate knowledge, skills, and/or abilities in the following areas.

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**

The 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.

The written exam is both qualifying and ranking. The scores on the written test will be the final scores, and will be used to rank candidates on the eligible list. Parts 2, 3 and 4 are qualifying only and will be rated pass/fail. Candidates who fail any one part of the examination will not be tested further. The Commission reserves the right to process candidates on qualifying portions of the examination only in such numbers as is necessary to produce enough eligibles to meet departmental needs through the lifetime of the list.

Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Utica Fire Department. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination.

FAILURE TO APPEAR AT ANY SCHEDULED PORTION OF THIS EXAMINATION WILL RESULT IN YOUR REMOVAL FROM FURTHER CONSIDERATION IN THE EXAMINATION PROCESS AND REMOVAL FROM THE ELIGIBLE LIST.

IT IS YOUR RESPONSIBILITY TO NOTIFY THE UTICA CIVIL SERVICE COMMISSION IN WRITING OF ANY CHANGES IN ADDRESS OR TELEPHONE NUMBER AS SOON AS POSSIBLE. NOTIFYING THE POST OFFICE TO FORWARD MAIL IS NOT EFFECTIVE TO ENSURE THAT NOTICES FOR EXAMINATIONS OR APPOINTMENTS WILL REACH YOU.

Part 2. Candidate Physical Ability Test (CPAT)

The Candidate Physical Ability Test (CPAT) consists of a sequence of eight separate events, requiring you to progress along a predetermined path from event to event in a continuous manner. The eight events are: Stair Climb, Hose Drag, Equipment Carry, Ladder Raise and Extension, Forcible Entry, Search, Rescue, Ceiling Breach and Pull. Detailed information about the Candidate Physical Ability Test (CPAT) will be provided to candidates prior to the ability test date.

Candidates will be asked to participate in an additional physical ability test if they are not appointed within one (1) year of the date they participated in the ability test.

There are three elements also measured in the qualifying ability test that are for phobia identification, muscular endurance, absolute strength and cardiovascular capacity. The following is a brief description:

Phobia Test: Testing designed to identify potential phobias that might endanger a firefighter. Candidates will don a blacked out SCBA face piece and simulate searching a room. Candidates will climb a 100 foot aerial device. Tests are designed to identify fear of closed in or dark spaces and fear of heights.

Room Search: Wearing a blackened SCBA face piece, the candidate will crawl (counterclockwise) around the perimeter of a room, returning to the starting position. The examiner will record the elapsed time. This exercise will be completed within 1 minute and 30 seconds.

Ladder Climb: The candidate will climb (in a controlled manner without skipping any rungs) an aerial ladder to a height of approximately 100' at a 70 degree angle, touch the top rung and then descend the ladder. The examiner will record the elapsed time. This exercise will be completed within 3 minutes. Candidates will wear an SCBA harness with a belay line attached.

Part 3. Medical Exam

It shall be a condition of employment that candidates successfully pass a medical examination. It shall be a condition of continued employment in the Utica Fire Department that employees submit to and successfully pass these examinations throughout their career. Candidates for a Firefighter-EMT position will be responsible for the cost of the medical exam.

Part 4. Psychological Evaluation

It shall be a condition of employment that candidates successfully pass a psychological evaluation.

Candidates for a Firefighter-EMT position will be responsible for the cost of the medical exam.

IMPORTANT: READ GENERAL INSTRUCTIONS CAREFULLY.

PLEASE BE ADVISED THAT in accordance with the current contract for the Utica Professional Firefighters Local 32 (1) Firefighter-EMTs will be required to obtain paramedic certification within three (3) years of their date of hire provided that the City is able to enroll (actual attendance at a program) them in a certified paramedic program within one (1) year of their date of hire. If the City is unable to enroll them in such a program within one (1) year of their date of hire, then the three (3) years will be extended to four (4) years. If the City is unable to enroll the newly hired Firefighter-EMT in a program within two (2) years of their initial appointment, then the four (4) years will be extended to five (5) years. Firefighter-EMTs will not move past Firefighter Step 1 salary level if they are enrolled in a paramedic program prior to their first anniversary date. Step movement in that case will occur only after paramedic certification is achieved and movement will be to the appropriate salary step based upon their total service with no retroactivity. If the City is unable to secure a paramedic program for a firefighter within one (1) year of the date of his appointment, he shall move to Step 2 and will remain at that step until paramedic certification is achieved, at which point he shall move to the appropriate salary step based upon his total service without retroactivity. Step movement will occur each year so long as the City is unable to enroll a newly hired Firefighter-EMT in a paramedic program. The Firefighter-EMT will remain at whatever step they are in at the time of enrollment and will not move to the next step until having successfully completed paramedic certification.

(2) A Firefighter-EMT who fails to obtain paramedic certification as a result of going through a certified paramedic program and allowing for a retest in the event that the initial certification test is failed shall be terminated by the Department without recourse to the disciplinary procedure. The termination may occur when it is impossible as a matter of practicality and timing for the individual to complete this requirement.

CALCULATORS ARE ALLOWED FOR THIS EXAM: Candidates are permitted to use QUIET, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are PROHIBITED.

Citizenship: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

Driver's License: Candidates must possess a valid New York State Drivers License at the time of appointment and maintain a valid New York State Drivers License throughout employment.

NOTE: Conviction of a felony will bar appointment, and conviction of a misdemeanor or other offense may bar appointment.

CROSS FILER STATEMENT: If you have applied for any other civil service examination 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 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. Please notify this office by calling (315) 792-0225 no later than two weeks before the test date.

You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

*A Guide for the Written Test for Firefighter is available at the New York State website: www.cs.ny.gov/testing/lcoaltestguides.cfm. Candidates not having access to a computer or the internet may request a copy of the test guide from the Municipal Civil Service Office conducting this examination using the contact information found elsewhere on this announcement.
City of Utica, Municipal Civil Service, 1 Kennedy Plaza, Utica, New York 13502.
(315) 792-0225.*

Issued: December 23, 2014

SPECIAL CREDIT FOR CHILDREN OF FIREFIGHTERS and POLICE OFFICERS KILLED IN THE LINE OF DUTY: In accordance 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 (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 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 (2) months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit will be added after the Eligible List has been established.