



CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574

FIREFIGHTER OPEN-COMPETITIVE EXAM NO. 63-287

APPLICATIONS ACCEPTED UNTIL:
January 27, 2010

EXAMINATION WILL BE HELD:
March 6, 2010

ACCEPTANCE OF APPLICATIONS: Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 pm on the last filing date indicated above. Postmarks are not accepted. Faxed copies of applications will be accepted, provided that we receive the faxed application no later than 4:30 pm on the last filing date, and further provided that we receive the original application no later than five (5) business days after the last filing date. Electronic applications are not currently accepted.

VACANCIES: Currently, there are no vacancies in the Ithaca Fire Department. The eligible list established as a result of this examination may be used to fill this vacancy and any future vacancies that may occur during the life of the eligible list.

RESIDENCY: There are no residency requirements for this position. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

SALARY: (2010) \$34,390 - \$36,092, depending on EMT certification

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs manual work of a hazardous nature in the fighting of fires. Performs fire prevention inspections of houses and buildings. The position also involves routine maintenance and custodial work at the fire station and on fire equipment and apparatus. A firefighter may be called upon to provide pre-hospital emergency medical care to the basic life support level. Work is performed under the immediate supervision of a superior officer. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma. **(Please submit copy with application)**



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If you expect to complete the educational requirement within six (6) months of the date of examination, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Civil Service Commission. Proof must be submitted within eight months of the date of examination. Failure to do so will result in removal of your name from the eligible list.

SPECIAL REQUIREMENTS:

1. Candidates must obtain certification as a New York State Emergency Medical Technician (EMT) within two years of appointment, and maintain said certification for the duration of employment
2. Candidates must possess a NYS Class D drivers license at the time of appointment and must maintain said license for the duration of employment. **(Please submit copy with application)**

ADDITIONAL REQUIREMENTS:

1. **AGE:** Candidates must be at least nineteen (19) years of age to be eligible for appointment.
2. **PHYSICAL/MEDICAL REQUIREMENTS:** Candidates must meet the physical fitness and medical standards prescribed by the City of Ithaca Civil Service Commission.

MEDICAL REQUIREMENTS: Candidates must meet the medical standards prescribed by the City of Ithaca Civil Service Commission. The current medical requirements are derived from the National Fire Protection Association's, Standard on Medical Requirements for Firefighters. Candidates who are offered employment as Firefighters will be required to pass this job-related medical examination, which verifies that the candidate is medically able to perform the essential duties of a firefighter. Employment offers will be conditional upon the successful completion of the medical examination.

Copies of the medical standards are available from the Office of Human Resources/Civil Service – 108 East Green Street – Ithaca, NY 14850 – (607) 274-6539, and on the Ithaca Fire Department website at www.ithacafire.org.

PHYSICAL PERFORMANCE ASSESSMENT: All prospective firefighters are required to pass a Physical Performance Assessment to demonstrate their ability to perform physical tasks that are commonly performed by firefighters.

Candidates will be invited to participate in the Physical Performance Assessment in the order of the scores they achieve on the written test. The City of Ithaca reserves the right to administer the Physical Performance Assessment to only as many candidates as are needed to fill available vacancies. Before a candidate participates in the Physical Performance Assessment, the candidate will be required to provide a physician's certification authorizing the candidate to participate in the Physical Performance Assessment. The Physical Performance Assessment consists of eight stations, which include the following: Stair Climb (carrying equipment), Hoisting, Victim Rescue, Ladder Lift, Ladder Climb, Forcible Entry, Carry Evolution, Hose Advance. A full description of the Physical Performance Assessment is available from the Office of Human Resources/Civil Service – 108 East Green Street – Ithaca, NY 14850 – (607) 274-6539, and on the Ithaca Fire Department website at www.ithacafire.org.

RE-TEST POLICY - PHYSICAL PERFORMANCE ASSESSMENT: Should a candidate fail to pass the Physical Performance Assessment, the candidate will be placed inactive on the eligible list until the next regularly scheduled Physical Performance Assessment test, thereby precluding the candidate from further consideration for the current vacancy. The candidate will be invited to participate in the Physical Performance Assessment the next time it is administered. There is no limit

to the number of times a candidate may participate in the Physical Performance Assessment; however, special holdings of the Physical Performance Assessment will **not** be scheduled to accommodate candidates.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

SCOPE OF THE EXAMINATION:

The written examination will cover knowledges, 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.

NOTE: Most Civil Service examinations do not require the use of a quiet, hand-held calculator or slide rule; however, candidates have the option of bringing a battery-operated or solar-powered calculator to the test room unless specifically notified that their use is prohibited. Devices with typewriter keyboards, spell checkers, Personal Digital Assistants, Address Books, Language

Translators, Dictionaries, or any similar devices are prohibited. **Use of calculators is allowed for this exam.**

RELIGIOUS ACCOMMODATION - CANDIDATES WITH DISABILITIES - MILITARY MEMBERS:

_____ Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with disabilities 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 City of Ithaca Human Resources/Civil Service Department before the test date.

_____ Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the City of Ithaca Human Resources/Civil Service Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

SECTION 23.2 STATEMENT: This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

APPLICATIONS MAY BE OBTAINED: at the City of Ithaca Human Resources/Civil Service Department - 108 East Green Street - Ithaca NY 14850. Applications may also be downloaded from the City of Ithaca Human Resources Department webpage at www.cityofithaca.org.

TIME AND PLACE OF THE EXAMINATION: Approved candidates will be notified by mail regarding the time and place of the examination. If notice of approval or disapproval is not received three (3) days prior to the exam date, please call the City of Ithaca Human Resources/Civil Service Department at (607) 274-6539.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: 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 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 by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1) no later than two weeks before the test date.

If you have applied for other local government examinations with other local civil service agencies, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. 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.

VETERAN'S 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 this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. 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 Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

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

GENERAL INSTRUCTIONS AND INFORMATION

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
3. Candidates who wish to take more than one examination must complete the "Application for Employment" for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.
4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
5. It is the responsibility of the candidate to notify the City of Ithaca Human Resources/Civil Service Department of any change in address. No attempt will be made to locate candidates who have moved.

THE CITY OF ITHACA
AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO WORKFORCE DIVERSIFICATION