



CITY OF ROME CIVIL SERVICE COMMISSION

198 NORTH WASHINGTON STREET / ROME, NEW YORK 13440 (315) 339-7609

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Commissioner

EXAMINATION ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION

FIREFIGHTER #66250

EXAM DATE: APRIL 21, 2018

APPLICATION POSTING DATE:
FEBRUARY 2, 2018

APPLICATION DEADLINE:
MARCH 2, 2018

STARTING 2018 SALARY:
\$ 40,782.00

All applicants are strongly encouraged to thoroughly review the MINIMUM QUALIFICATIONS for this examination against your own professional employment/educational experience to ensure you adequately meet the requirements for admission and to apply for only those examinations for which you are clearly qualified.

DUTIES:

This position exists in the City of Rome Fire Department. Firefighting duties include responding to calls to perform firefighting and other emergency services. An employee in this class is expected to take prompt effective action to protect life and property. Duties may involve entering burning buildings to evacuate occupants and suppress fire by any means available.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma at time of application. All candidates must be at least nineteen (19) years of age as of the date of this exam.
- B. Candidates must be twenty (20) years of age at time of appointment.

APPLICATION FEE:

A TWENTY-FIVE DOLLAR (\$25.00) **non-refundable** application fee is required and must accompany each application at time of filing. Payment must be made by **check or money order only** payable to Rome Civil Service Commission. Applications postmarked after the last filing date will be returned to the applicant with the application fee.

VACANCIES:

A corresponding civil service eligible list will be established from this examination and will be used to fill any applicable vacancies for this title in the City of Rome jurisdiction as they may occur.

RETURNED CHECK POLICY:

Applicants whose personal checks are returned for insufficient funds will be notified by the City Treasurer's Office. A returned check fee of **\$20.00** will be added to the examination application fee and will be required to be paid in cash or money order in the City of Rome Treasurer's Office at Rome City Hall, 198 North Washington Street, Rome, New York 13440.

RESIDENCY:

There is NO residency requirement to make application for this open competitive examination. In accordance with New York State Civil Service Law, §23(4-a) and the City of Rome Civil Service Local Rule (VII), preference in eligibility for appointment may be given to successful candidates who are legal residents of the City of Rome at the time of examination and for at least FOUR (4) MONTHS prior to the date of this exam.

THIS CIVIL SERVICE EXAM IS COMPRISED OF THREE (3) SEPARATE QUALIFYING SEGMENTS:

1. NEW YORK STATE CIVIL SERVICE WRITTEN EXAM

Candidates must achieve a minimum passing score of 70.0 on the written exam and be reachable for appointment from the resulting eligible list to qualify for and participate in the Physical Agility Test.

2. PHYSICAL AGILITY TEST:

Candidates appearing on the resulting eligible list who are reachable for appointment will be required to participate in and successfully pass the City of Rome Fire Department's Physical Agility Test. The Physical Agility Test consists of a sequential series of endurance tests specifically designed to evaluate physical agility and stamina including: an Aerial Ladder Climb, Weight Pull From Ground, Ladder Lift, Stair Climb, Horizontal Movement, Wall Climb, Lifting Hose to Ceiling, and Charged Hose Pull. Each endurance test must be successfully completed within a specified time limit.

3. CANDIDATE BACKGROUND INVESTIGATION

SPECIAL QUALIFICATION REQUIREMENTS:

1. Appointees will be required to obtain Emergency Medical Training Certification ("EMT") within the first twelve (12) months of employment and will be required to maintain their EMT certification for the duration of their employment with the City of Rome Fire Department.

2. Appointees will be required to successfully complete Fire Academy Training within six (6) months of their appointment to the Academy training program.

3. Applicants must be at least nineteen (19) years of age at time of application on or before April 21, 2018 to take this exam and must be at least twenty (20) years of age at time of appointment. **All applicants must enter their date of birth on the exam application.**

4. The ability to pass a City of Rome firefighter physical fitness exam (hereinafter as "Physical Fitness Exam") and such other health, fitness or breathing examinations as mandated by any applicable state or federal agency or regulation pertaining to the health and safety of fire department personnel or the work environment, including, but not limited to any test mandated by OSHA regulations (hereinafter said tests collectively as "Mandated Exam"), shall be deemed a qualification for being hired by and for continued employment with the City of Rome. Upon being hired by the City of Rome Fire Department, the ability to pass a Physical Fitness Exam and any Mandated Exam at such times said exams are required to be given shall be deemed and is a qualification for continued employment with the City of Rome Fire Department. In the event that a person hired by the City of Rome as a firefighter subsequently fails a Physical Fitness Exam or any Mandated Exam, said person shall thereafter be deemed "not qualified" to hold the position of Rome Firefighter. Upon a person being "not qualified" to hold the position of firefighter by virtue of failing a Physical Fitness or Mandated Exam, the City shall have the authority to terminate the employee in accordance with applicable New York State Law.

PHYSICAL AND MEDICAL ADVISORY:

Candidates are strongly advised to be in good overall health and to be in peak physical condition; be physically athletic; have satisfactory hearing and eyesight; and be physically and emotionally capable of performing the duties and responsibilities of a Firefighter.

NEW YORK STATE DRIVER'S LICENSE:

To be eligible for appointment, candidates must possess a valid New York State Driver's License at the time of application.

SUBJECTS OF THE NEW YORK STATE 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:

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 firefighting field. Knowledge of the subject matter of the reading selection is generally not related to successfully answering the questions.

CALCULATORS ARE RECOMMENDED FOR THIS EXAM

You should bring with you a handheld battery or solar-powered calculator to use for this test. You will not be permitted to use the calculator function of your cell phone or any other electronic device.

This written 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.

GENERAL APPLICANT INSTRUCTIONS AND INFORMATION:

1. APPLICATIONS:

Unless otherwise indicated in this announcement, all candidates are required to complete one “City of Rome Application For Civil Service Examination And General Employment” form for each examination he/she wishes to take. Applicants must answer all related questions on the application form and make sure that the application is complete in all respects. All applications are to be filed with Rome Civil Service Office. The Rome Civil Service Commission reserves the right to reject any/all applications that are incomplete or may be missing any information that is otherwise required under the Minimum Qualifications for this examination. The City of Rome Civil Service Office is under no obligation to contact you after your application has been submitted in an effort to acquire missing information such as employment history, educational transcripts, trade licenses, and/or driver’s license after your application has been received. Applications received with a postmark after the last filing date will not be processed.

The City of Rome Civil Service Office does not acknowledge receipt of applications and does not accept responsibility for mis-delivered mail or postal delays. Applications delivered in person to the Rome Civil Service Office at Rome City Hall will be accepted between the hours of 8:30p.m. and 4:30p.m. Monday through Friday. Candidates will be notified by mail of acceptance or non-acceptance of their application(s) after the filing date.

2. ADDRESS CHANGE:

Candidates must notify the City of Rome Civil Service Office of any change of address. Failure to notify this office of a change of address may result in disqualification for examination or appointment. No attempt will be made to locate candidates who have moved.

3. ADMISSION NOTICES: Approved candidates will be notified in writing when and where to appear for the examination. No one will be admitted to the examination without the official admittance form. Applicants that have been disapproved will also be notified in writing. **IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE (3) DAYS BEFORE THE DATE OF THE EXAMINATION, NOTIFY THIS OFFICE IMMEDIATELY AT (315) 339-7609.**

4. ALTERNATE TEST DATES:

Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department.

5. COLLEGE DEGREE / CREDITS:

If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. Information relating to recognized companies that provide this service is available on the New York State Department of Civil Service website at: www.cs.ny.gov/jobseeker/degrees.cfm.

6. CROSS FILING:

If you have applied for another civil service examination(s) through any other state, county, or local civil service agency that will be given on the same day as this test, you must make arrangements to **take all of the examinations at one site**.

For example: If you will be applying to take this exam with the City of Rome and the City of Utica, you will need to inform the City of Rome and the City of Utica where you intend to sit and take this exam... Rome or Utica.

Cross File Notification forms must clearly indicate the agency(ies) where you have cross filed, where you intended to take your exam, and must be submitted to this office no later than three (3) weeks prior to the examination date. Applicants that have applied to take a City of Rome exam and may have also applied to take another exam for a New York State position, will be required to take their City of Rome exam at the New York State designated examination site.

Please note that if you have cross filed, it will be your responsibility to bring any/all Civil Service Examination Admission Notices with you to your designated exam site on the day of the exam.

Cross File Notification forms are available at this office and on the City's website at: www.romenewyork.com.

7. SPECIAL EXAM ARRANGEMENTS AND ACCOMMODATIONS:

If you are an applicant with a disability requiring special arrangements or special accommodations to be made for you in order to participate in this examination on the exam day or if you will not be able to be tested on the date of exam due to a religious observance or military enlistment, a written explanation of the reason(s) you are requesting special exam arrangements and any supporting documentation (if available) **must be attached and submitted with this application**.

8. ELIGIBLE LISTS:

Appointments from an Eligible List must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those indicated on this announcement.

9. EMERGENCIES:

If an emergency prevents you from appearing for the examination, please notify this office no later than the first business day following the exam date. Verifiable documentation of the emergency will be required.

10. WEATHER RELATED EMERGENCIES:

In cases involving adverse weather conditions that may delay or lead to the cancellation of the examination, please visit: <http://www.wktv.com/weather/alertsclosings> or tune to: [WKTV NewsChannel 2 Utica--Channel 2 on Spectrum Cable / Channel 2 on DirecTV in Utica / Channel 2 on Dish Network in Utica or WKAL 1450 A.M. \(Rome\)](#) between the hours of 6:00 AM and 8:00 AM on the date of the examination.

11. MILITARY MEMBERS:

If you apply for an examination during the filing period but are called to active military duty after the filing deadline and/or prior to the date of the examination, you may request a military makeup examination. Military members on active duty or discharged during the examination filing period may apply for the examination up to ten (10) days before the test date. Please contact the Rome Civil Service Office for more information,

12. VETERANS' CREDIT:

Veterans' or disabled veterans eligible for additional credit may submit an "Application for Veterans' Credits" with their exam application or at any time after the examination, but, no later than two (2) weeks prior to the establishment of the resulting eligible list. **Veterans' credits are applied to passing exam scores and may only be used once.** No credit will be granted after the establishment of the eligible list. Additional information concerning eligibility is available on the Veterans' Credit application form. Applications for Veterans' Credits are available from this office and on the City's website: www.romenewyork.com.

13. SENIORITY CREDIT:

An additional four tenths (.4) of a point will be added to a passing exam score for each year of continuous employment service in the competitive class for the City of Rome in which promotion is sought up to a maximum of twenty (20) years or a total of 8.0 points. Employment must be continuous from the original date of appointment in a competitive class position.

14. SPECIAL CREDIT:

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 (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 months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit will be added after the eligibility list has been established.

15. WAIVER OF APPLICATION FEE:

In accordance with Civil Service Law Section 50.5(b), fees shall be waived for candidates who certify to the state civil service department, a municipal or regional commission that they are unemployed and primarily responsible for the support of a household, or are receiving public assistance. Application Fee Waiver Request forms are available at the City of Rome Civil Service Office and must be received at the time your application is submitted or no later than the last filing date.

Federal and State Law prohibit discrimination because of age, race, color, religious affiliation, national origin, gender, sexual orientation, disability, and marital status.
The City of Rome is an Equal Opportunity Employer.

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City Hall

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