

PLEASE POST CONSPICUOUSLY

LACKAWANNA CIVIL SERVICE COMMISSION

Mark Moretti
Commissioner

Karen Marciniak, Secretary
Sharon Beres, Chairman

Cesare Cardi
Commissioner

CITY OF LACKAWANNA

PROMOTIONAL EXAMINATION FOR:

FIRE CAPTAIN

Exam No 77546

\$25.00 Filing Fee
Check or Money Order Only

Promotional examination No. 77546, FIRE CAPTAIN, CITY OF LACKAWANNA, Department of Public Safety
Salary: \$76,627.

EXAMINATION DATE

LAST DATE FOR FILING APPLICATION

JUNE 24, 2017

APRIL 26, 2017

MINIMUM QUALIFICATIONS: Candidates must be permanently employed in the City of Lackawanna Fire Division and must be serving on a permanent basis in the competitive class of Fire Lieutenant for at least two (2) years immediately preceding the date of the examination.

SPECIAL REQUIREMENT: Appointees to the position of Fire Captain shall be Emergency Medical Technician/Defibrillation certified at the time of appointment and remain certified as a condition of employment for the duration of employment.

GENERAL STATEMENT OF DUTIES: Has responsible charge of all fire stations in the City on an assigned shift; does related work as required

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory firemanic work involving responsibility for directing the activities of all personnel on his/her shift. The work is performed in accordance with established policies and requires the exercise of good judgment in emergencies.

SUBJECTS OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

1. Administrative Supervision
2. Fire prevention
3. Firefighting practices and equipment
4. Preparing Written Material
5. Principles and practices of staff development and training
6. Rescue Techniques and basic emergency medical response

NOTE: SEE ATTACHED EXPANDED SCOPE STATEMENT

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Sec. 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.

USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION

<p>COMPLETED APPLICATIONS MUST BE RECEIVED, PAID & FILED ON OR BEFORE April 26th, 2017 @ CLOSE OF BUSINESS - 4:30 pm EST</p>

Veterans: Disabled and Non-Disabled veterans as defined in Sec. 85, New York State Civil Service Law, will have 10 and 5 points respectively, added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits you may not use them again. **Special Notice to Active Duty Members of the Armed Forces:** Beginning 1/1/98 the New York State Constitution allows members of the U.S. Armed Forces who are on active duty the right to request extra War Time Veteran's Credits on civil service examinations. It is your responsibility to request the credits at the time of filing your application.

In conformance with Sec. 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.

Military Service Members: If you apply for an examination during the filing period but are on active duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Lackawanna Civil Service Commission 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 10 days before the test date.

SENIORITY: Points will be added to an eligible score as follows: One point for each creditable five-year period up to a maximum of 5 points.

Saturday Religious Observer: Most written tests are held on Saturdays, if you cannot take the test on the announced test date due to a conflict with religious observances or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

Persons with Disabilities: If special arrangements are required for testing, indicate this on your application.

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

How to Apply: Application forms are available online at <http://www.lackawannany.gov/departments/civil-service/> or at the Lackawanna Civil Service Commission Office, Room 213 City Hall, Lackawanna, NY or at the City's website: <http://www.lackawannany.gov/departments/civil-service/>. **Completed applications must be received & filed** with the Lackawanna Civil Service Commission Office, 213 City Hall, Lackawanna, NY, 14218 **ON OR BEFORE April 26, 2017 by close of business at 4:30 pm..**

Application Fee: Refer to the front of the exam announcement for the required processing fee. Enclose a check or money order for the total amount required, made payable to **Lackawanna Civil Service Commission. Do not mail cash.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Application Fee Waiver: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of 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. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of may be obtained at the Lackawanna Civil Service Office, 213 City Hall, Lackawanna, NY.**

Provide 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. You may obtain a change of address form from the Civil Service Commission Office located at City Hall, 714 Ridge Rd., Room 213, Lackawanna, NY 14218. **RETURNED MAIL MAY RESULT IN THE REMOVAL OF YOUR NAME FROM THE ELIGIBLE LIST.**

Applying For Examinations In Multiple Jurisdictions On The Same Date: If you have applied for both State and local government examinations, you must notify the Lackawanna Civil Service Commission of your intent to take both a State and local government examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examination.

If you have applied for other local government exams, you must call or write to each civil service agency to make arrangements. You must make your request for arrangements no later than 3 weeks before the exam date. You must notify all local civil service agencies with whom you have filed an application of the test site at which you want to take your exams.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

Publish: 4/5, 4/12, 4/19

EXPANDED SCOPE STATEMENT

1. Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. Fire prevention

These questions test for a knowledge of fire prevention methods, principles, practices, and equipment. The questions cover such areas as the following: alarm systems; automatic smoke/fire detectors; automatic sprinklers; standpipes; dealing with building owners and managers; fire hazards; fire prevention education; and inspection of buildings.

3. Firefighting practices and equipment

These questions test for a knowledge of firefighting methods, principles, practices, and equipment. The questions cover such areas as the following: aspects of the Incident Management System; building materials and construction types; direction of subordinate firefighters; communications at emergency incidents; accountability; fire cause and origin; building inspections; extinguishing agents and application procedures; fire behavior characteristics; fire suppression; hand and power tools; hazardous materials; weapons of mass destruction; hoses, nozzles, and water streams; ladders and elevating platforms; self-contained breathing apparatus (SCBA); fire scene size-up; and ventilation.

4. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

5. Principles and practices of staff development and training

These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs; instructional design; training methods and techniques; the use of training aids, materials, and technology; motivation; learning theory; classroom management; the evaluation of learning outcomes; and the usage of training-related data.

6. Rescue techniques and basic emergency medical response

These questions test for a knowledge of rescue techniques and basic emergency medical treatment. You will be presented with brief descriptions of various fire, rescue, and personal injury and illness situations. Each situation will be followed by one or more questions that cover such areas as the following: triage; bleeding; broken bones; burns; respiratory failure; cardiac failure; rescue-related tools; knot tying; rescue and associated EMS equipment.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm