

MUNICIPAL CIVIL SERVICE COMMISSION, BINGHAMTON, NEW YORK
EXAMINATION FOR
No. 75-226 FIRE CAPTAIN
BUREAU OF FIRE

A **Promotional** examination for the position of **FIRE CAPTAIN, BUREAU OF FIRE** will be held on Saturday morning, **June 22, 2019** at East Middle School Cafeteria, 167 East Frederick Street, Binghamton, New York at **9:00 A.M.**

MINIMUM SALARY: \$82,052 - \$83,078 per year – Effective 7/1/2019

Posted: 4/3/2019

A fee of **\$17.50, by check or money order only**, is required for each separately numbered examination for which you apply. The required fee must accompany your applications. Applicants should make their fee **checks or money orders** payable to the **City of Binghamton** and write the examination number(s) on your **check or money order**. 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 blanks and fee waivers may be obtained at the office of the Municipal Civil Service Commission, 4th floor, City Hall, Government Plaza, Binghamton, New York, or from the **City Web-Site at www.binghamton-ny.gov** and must be filed at said office on or before **FRIDAY, MAY 3, 2019, at 4:45 P.M.** Applications filed prior to the announcement of this examination are not a guarantee that you are registered to take this examination. An application for examination must be filed during the filing period listed on this announcement.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE DATE OF THE WRITTEN EXAMINATION.

REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:

Candidates must be permanently employed in the competitive class in the Bureau of Fire, City of Binghamton, and must be serving and have served continuously on a permanent basis in the competitive class for at least six months as a Fire Lieutenant.

REQUIREMENT FOR PERMANENT APPOINTMENT:

Candidates must have served continuously on a permanent basis for at least two years as a Fire Lieutenant in the Bureau of Fire, City of Binghamton, in order to be eligible for appointment.

IMPORTANT NOTE: You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher, direct line of promotion.

DUTIES: This is a command position over a company of Fire Fighters. As company commander, the incumbent is in charge of firefighting activities of his company until the arrival of the Assistant Fire Chief who then directs firefighting activities. The incumbent is generally in charge of the fire station, its personnel and its equipment. The incumbent works in accordance with established procedures and policies and under the general direction of the Assistant Fire Chief. The incumbent may be assigned to assist the Fire Marshall in fire inspection and prevention activities. Does related work as required.

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

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: <https://www.cs.ny.gov/testing/testguides.cfm>

The use of calculators is PROHIBITED for this exam. You may not bring books or other reference materials to the examination.

Seniority Credit: (Promotional Examinations Only): Seniority is based on the exact date of your first permanent appointment in the classified service (Labor, Non-Competitive or Competitive) followed by continuous service in the classified service. To qualify for seniority points, service must be in the jurisdiction in which promotion is sought. Points will be added to an eligible's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years	5 points

VETERAN CREDITS: 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.

MILITARY PERSONNEL: Section 243-b(1): Any member of the armed forces who properly filed an application for a competitive examination within the announced filing period, but was unable to participate in the examination due to active military service, must be provided with a special make-up examination. This applies to veterans covered by Section 242 or 243 of the Military Law, as well as any other applicant who, due to active military service, was prevented from participating in a competitive examination for which he/she timely filed an application.

Section 243-b(2): All members of the armed forces who miss the application deadline for a civil service examination due to active military service are provided with the ability to participate in either the scheduled examination holding or a make-up examination, subject to the policy of the civil service agency administering the examination. Contact the Binghamton Civil Service Office for more information.

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 the Department of Personnel 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.”

RELIGIOUS ACCOMMODATION—INDIVIDUALS WITH DISABILITIES: If special arrangements for testing are required, indicate this on your application. 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, indicate this on your application. We will make arrangements for you to take the test on a different date.

EMERGENCY WEATHER CONDITIONS: Examination will be held unless the Local Public Safety Agency verifies that the closing of specific roads, highways or independent transportation services will prevent candidates from reaching the test center

If candidates have not received a notice to appear for the written test four days before the date of the test, they should call the Municipal Civil Service Commission at (607) 772-7008.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Laws, Rules and Regulations dealing with the rating of the examinations will apply to this written test.

The City of Binghamton is an equal employment opportunity employer with a commitment to work force diversification. All new hires are required to pass a pre-employment drug test as a condition of employment and City residency is required.