

MUNICIPAL CIVIL SERVICE COMMISSION, BINGHAMTON, NEW YORK

**EXAMINATION FOR
No. 70 -610 FIRE CHIEF
CITY OF BINGHAMTON
AMENDED 1/13/2021**

A **PROMOTIONAL** examination for the position of **FIRE CHIEF** will be held on Saturday, **MARCH 6, 2021**, at **LOCATION TO BE DETERMINED**, Binghamton, New York at **9:00 A.M.**

MINIMUM SALARY: \$117,043.00 per year

Posted: 01/07/2021

DUE TO COVID-19: As of July 10, 2020, City Hall offices remain closed to the public. Please mail in applications or place in lobby drop-box, with a check or money-order made payable to the "City of Binghamton." Mailing address: Civil Service, City Hall-4th Floor, 38 Hawley Street, Binghamton, NY 13901. Internal Applicants please use the drop box on the first floor or place in interoffice mail.

A fee of **\$17.50, check or money order only**, is required for each examination for which you apply. The required fee must accompany your application(s). Applicants should make their checks or money orders payable to the **City of Binghamton** and write the examination number(s) on the memo line. 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 a household; 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. Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.**

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 binghamton-ny.gov** and must be filed at said office on or before **Wednesday, January 27, 2021 at 4:45 PM.** 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 an examination scheduled to be held on the same date as this written examination in another jurisdiction (county, town, city), you must notify each of the local jurisdictions no later than two weeks before the exam date. Please fill out the Cross Filer form and list which exam location you prefer to take the examinations. Please note for State examinations, you will be required to sit at the State examination site.

RESIDENCY REQUIREMENTS FOR APPOINTMENT:

- (a) Successful candidates must be legal residents of the City of Binghamton, in accordance with the Charter of the City of Binghamton; **and**
- (b) Candidates must have served continuously on a permanent basis, in the City of Binghamton Fire Bureau, for at least two (2) years as a Deputy Fire Chief or Fire Marshal, **or**
- (c) Four years (4) as an Assistant Fire Chief.

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

- (a) Six (6) months of permanent satisfactory service as Deputy Fire Chief, Fire Marshal, or Assistant Fire Chief.

CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE DATE OF THE APPOINTMENT:

- (a) Two years of permanent satisfactory service as Deputy Fire Chief or Fire Marshall or;
- (b) Four years of permanent satisfactory service as Assistant Fire Chief; and
- (c) To be eligible for provisional or permanent appointment, per NYS Civil Service Law, a candidate must meet the following qualifications:
 - a. Possess National Certification as a Fire Officer 3, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professionals Qualifications; and
 - b. Maintain fitness standards in compliance with OSHA 29 CFR 1910.134 Respiratory Protection Standard, 29 CFR 1910.156 Fire Brigade Standard and any established by the Authority Having Jurisdiction (AHJ); or
 - c. The following education and experience may be substituted for NFPA 1021 Fire Officer 3 Certification, upon the approval of the State Fire Administrator:
 - i. NYS Supervisory Level I certification pursuant to 19 NYCRR 426.9 (i.e. NYS Fire Officer I Certification) and 10 or more years of service as fire chief in a civil service position; or
 - ii. Possess National Certification as a Fire Officer 2, pursuant to NFPA 1021; and
 1. 10 or more years of progressive supervisory responsibility in the field of fire or emergency services and 60 college credits; or

2. 5 or more years of progressive supervisory responsibility in the field of fire or emergency services and 120 college credits; or
3. 5 or more years of service as fire chief, in a civil service position; or
4. 5 or more years of service as a chief officer (Assistant Chief, Battalion Chief, Deputy Chief) in a civil service position and completion of the National Fire Academy, Executive Fire Officer Program, or the Center for Public Safety Excellence, Chief Fire Officer designation.

DUTIES: This is an administrative position in directing the overall activities of the Fire Department. The incumbent is responsible for all activities from training to fire fighting and fire prevention activities. The incumbent works under the general direction of the Mayor. Does related work as required.

Use of calculators is ALLOWED

Scopes / Subjects of examination: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

Educating and interacting with the public

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

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.

Fire administration job simulation exercise

This job simulation exercise tests for the ability to develop and maintain fire department programs and activities. The questions will be based on a simulated set of administrative issues that a Chief Officer may be asked to analyze and respond to in a working day. The questions cover such areas as organizational relationships, planning, staffing, managing resources, budgeting, public relations, rules and regulations, and political and social concerns impacting the fire service.

Fire emergency job simulation exercise

This job simulation exercise tests for the ability to manage an emergency incident. The emphasis is on command-level actions and decisions in handling the incident from start to finish. The questions will cover such areas as principles and tactics of firefighting, accountability at a fire scene, hazardous materials, cause investigation, emergency medical care, community relations, and the incident command system, including interacting with other agencies and the media.

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.

Test guide:

A Guide for the Written Test for **Fire Chief/Assistant Fire Chief** is available at the New York State website:

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

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. 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.

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

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.

Section 243-b(3): Any member of the armed forces who, because of active military duty other than for training purposes, missed the application deadline for a scheduled examination and who returns from such duty prior to the administration of such examination shall be granted a waiver of the application requirement and be allowed to compete in the examination. A candidate who failed to file a timely application due to military duty is not necessarily entitled to be tested on a walk-in basis. Even if the candidate is available on the scheduled test date, he or she may be required to compete according to alternate test date procedures.

Section 243-c: This section covers individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced. Such individuals must be permitted to file an application for examination no later than 10 business days before the scheduled examination date, or the last date to file, whichever is later. If qualified, the individual must be provided an opportunity to compete in the examination under terms and conditions deemed appropriate by the state or municipal civil service agency.

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, please indicate this on your application. Most written exams are held on Saturdays. If you cannot take the test on the announced exam date due to a conflict with a religious observance or practice, please indicate this on your application. We will make arrangements for you to take the exam 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 exam site.

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