EXAMINATION
DEPUTY FIRE CHIEF
PROMOTIONAL EXAMINATION #70-267

DATE OF EXAMINATION: Saturday, January 9, 2016 @ 8:30 a.m.
PLACE OF EXAMINATION: CIVIL SERVICE OFFICE – ROOM 103 – CITY HALL
APPLICATION CLOSING DATE: December 10, 2015 @ 3:00pm

SALARY RANGE: $133,854.00

Applications are available in the Mount Vernon Municipal Civil Service Commission Office Monday through Friday from 8:30 AM to 4:00 PM or send a self-addressed, legal-sized envelope to the Civil Service Commission, Room 103 City Hall, One Roosevelt Square, Mount Vernon, NY 10550. Applicants may also obtain applications from the City of Mount Vernon’s website at www.cmvny.com. All applications must be returned to the Civil Service Commission Office on or before the application deadline date, DECEMBER 10, 2015 at 3:00pm.

APPLICATION FEE INFORMATION: A non-refundable fee of $25.00 is required for this promotional examination. A non-refundable fee of $75.00 for this promotional examination is required for non-residents. You fee must accompany your application. Only MONEY ORDERS WILL BE ACCEPTED and MUST BE MADE PAYABLE TO: THE CITY OF MOUNT VERNON. CASH AND CHECKS WILL NOT BE ACCEPTED. If you are disqualified from or fail to appear for the examination, your fee will NOT be returned.

REQUIREMENTS FOR TAKING THIS EXAMINATION: Candidates must have served in the Mount Vernon Fire Department on a permanent basis for one year as a Fire Captain immediately preceding the date of this examination.

REQUIREMENTS FOR APPOINTMENT: Candidates must have served in the Mount Vernon Fire Department on a permanent basis for a period of not less than 2 years as a Fire Captain.

DISTINGUISHING FEATURE OF THE CLASS: Assists the Chief of Operations in the supervision of the Fire Department; does related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: A good understanding of both common and special fire hazards that may be encountered. Familiarity with all of the property in which fires may be fought. An adequate knowledge of building construction to aid in fire fighting operations, to permit recognition of dangerous situations and to facilitate cooperation with building authorities. A good understanding of fire fighting tactics and strategy and an ability to write and speak effectively. Physical condition commensurate with the demands of the position.

SUBJECTS OF EXAMINATION: The written test will cover knowledge, skills and/or abilities in the following areas:
1. ADMINISTRATIVE SUPERVISION;
2. EDUCATING AND INTERACTING WITH THE PUBLIC;
3. FIRE ADMINISTRATION JOB SIMULATION EXERCISE;
4. FIRE EMERGENCY JOB SIMULATION EXERCISE;
5. PREPARING WRITTEN MATERIAL.

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 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. 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.

3. 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 used on a simulated set of administrative issued 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.

4. 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.

5. 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.

A Guide for the Written Test for Fire Chief/Assistant Fire Chief is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cf.

USE OF CALCULATORS ARE PROHIBITED FOR THIS EXAMINATION.

SENIIORITY: One point will be given for each creditable five-year period to the date of the examination. Only months will be computed. Days will not be computed.

LESS THAN 1 YEAR.................................0 POINTS
1 YEAR A UP TO 6 YEARS....................1 POINT
OVER 6 YEARS AND UP TO 11 YEARS.2 POINTS
OVER 11 YEARS AND UP TO 16 YEARS.3 POINTS

RATING OF SENIORITY IS BASED ON THE LENGTH OF CONTINUOUS COMPETITIVE CLASS SERVICE IN THE MOUNT VERNON FIRE DEPARTMENT.

Candidates are required to attain a final average rating of 70% in order to have their names placed on the eligible list established as a result of this examination. This examination will be announced and will be 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 rating of examinations will apply to this examination.

Any applicants wishing to claim veteran’s credits must do so at the time of filing his/her application. You must submit your form DD214 (discharge).

RELIGIOUS OBSERVERS AND DISABLED PERSONS: If special arrangements for testing are required, please indicate this on your application and submit on a separate sheet of paper and attach it to your application at time of submission. You will be notified of the alternate test date which will take place in City Hall.

ALTERNATE TEST DATE POLICY: Alternate test(s) date(s) may be arranged upon review of the circumstances according to the alternate Test Date Policy adopted April 14, 2008 by the Civil Service Commission. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Mt. Vernon Civil Service office no later than two (2) weeks preceding the examination. If an emergency prevents you from appearing for the examination, please notify the Civil Service office in writing no later than the Friday before the test date and provide verifiable documentation of the reason. A determination will be made as to if an alternate test date will be scheduled.

SPECIAL REQUEST FOR MAKE-UP EXAM DUE TO ACTIVE MILITARY DUTY: A make-up test will be available for this examination for persons who are in the active military. A person eligible for military make-up test does not have to wait until discharge to take the test. Applicant must submit to this office a copy of military orders or other official military document that substantiates active military service prior to the make-up test.

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/her parent has served. If you are qualified to participate in this examination, please inform this office of this matter when you submit your application. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify credit eligibility. However, no credit may be added after the eligible list has been established.

It is the responsibility of the candidate to notify the Civil Service Office of any change in name or address. No attempt will be made to locate candidates who have moved.

11/2/15 THE CITY OF MOUNT VERNON IS AN EQUAL OPPORTUNITY EMPLOYER