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**CITY OF MOUNT VERNON  
MUNICIPAL CIVIL SERVICE COMMISSION**

One Roosevelt Square, Room 103  
Mount Vernon, New York 10550  
(914) 665-2357 or 2359

Joan O'Meara-Conroy  
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Vacant  
Commissioner

**EXAMINATION**

**FIREFIGHTER**

**OPEN-COMPETITIVE EXAMINATION #64-944**

**DATE OF EXAMINATION:** SATURDAY, APRIL 21, 2018

**PLACE OF EXAMINATION:** TO BE ANNOUNCED

**APPLICATION CLOSING DATE:** MARCH 1<sup>ST</sup>, 2018 (THURSDAY) @3:00pm –no exceptions

**SALARY:** \$34,347 - \$89,958 AFTER 5 YEARS

This examination is being given for the purpose of establishing an eligible list to fill vacancies as they occur in the City of Mount Vernon Fire Department:

**YOU MAY OBTAIN APPLICATIONS AT THE FOLLOWING LOCATIONS:**

CITY HALL, CIVIL SERVICE OFFICE, 1 ROOSEVELT SQUARE, MT. VERNON, NY – ROOM 103 – 8:30 am to 4:30 pm  
FIRE HEADQUARTERS, 470 E. LINCOLN AVENUE, MT. VERNON, NY – 8:30 am to 4 pm  
MOUNT VERNON PUBLIC LIBRARY – 28 S. FIRST AVENUE, MT. VERNON, NY – 10 am to 6 pm  
YOU MAY ALSO OBTAIN APPLICATIONS THROUGH OUR WEBSITE: [WWW.CMVNY.COM](http://WWW.CMVNY.COM)

THE CIVIL SERVICE OFFICE AT 1 ROOSEVELT SQUARE, ROOM 103 WILL REMAIN OPEN ON WEDNESDAY, FEBRUARY 28<sup>th</sup> until 7 pm to ACCEPT APPLICATIONS.

**ALL APPLICATIONS MUST BE RETURNED IN PERSON WITH PROPER PHOTO I.D AND FEE TO CITY HALL, CIVIL SERVICE OFFICE, ROOM 103 BY THE APPLICATION CLOSING DATE OF MARCH 1<sup>ST</sup>, 2018. NO OTHER LOCATION WILL BE ABLE TO ACCEPT APPLICATIONS.**

For those applicants that are serving in the military, they may submit their applications by mail. Along with the required application fee and a letter from their commanding officer stating they are serving in the military. This application must be submitted to the Civil Service Office by the closing date of March 1<sup>st</sup>, 2018.

**RESIDENCY REQUIREMENTS:** Candidates must be legal residents of Westchester County for not less than 3 months immediately preceding the date of the written examination and continuously up to and including the date of appointment. PREFERENCE IN APPOINTMENT WILL BE GIVEN TO SUCCESSFUL CANDIDATES WHO HAVE BEEN LEGAL RESIDENTS OF THE CITY OF MOUNT VERNON FOR AT LEAST THREE MONTHS PRECEDING THE DATE OF THE WRITTEN EXAMINATION AND CONTINUOUSLY UP TO AND INCLUDING THE DATE OF APPOINTMENT. PROOF OF MOUNT VERNON RESIDENCY ARE, I.E. TAX BILL, CON ED BILL, PHONE BILL (NOT CELL PHONE), CABLE BILL, PAY CHECK SHOWING ADDRESS, ETC.

Candidates are responsible for reporting in writing all changes in names and/or address directly to the Civil Service Office.

**MINIMUM QUALIFICATIONS:**

**AGE:** Applicants must not be less than seventeen and a half (17 ½) years old and must not have reached their 30<sup>th</sup> birthday by the date of the written examination. PROOF OF DATE OF BIRTH CAN BE REQUESTED.

**DRIVER'S LICENSE:** To be eligible for appointment, candidates must possess a valid New York State Driver's License.

A HIGH SCHOOL DIPLOMA IS NOT A REQUIREMENT FOR THIS POSITION.

**GENERAL STATEMENT OF DUTIES:** Firefighters perform fire prevention, fire fighting duties and related work as required under supervision of superior officers. Additionally, are responsible for maintaining fire equipment in top condition and kept available for immediate use in case of fire.

**EXAMINATION CONSISTS OF THREE PARTS:**

- |                                   |                   |
|-----------------------------------|-------------------|
| 1) Written Examination            | Pass/Fail         |
| 2) Physical Strength/Agility test | Graded and ranked |
| 3) Medical Examination            | Pass/Fail         |

Candidates must pass the written test in order to qualify to take the physical/strength agility test. Candidates must pass the physical/strength agility test in order to qualify for the medical examination.

**THE PHYSICAL STRENGTH/AGILITY TEST** will be given to those candidates who have passed the written test. Your grade on the physical strength/agility test will determine your ranking on the eligible list.

**SUBJECTS OF EXAMINATION:** The written test will cover knowledge, skills and/or abilities in the following areas:

1. GENERAL SCIENCE;
2. MECHANICAL REASONING;
3. SOLVING PROBLEMS INVOLVING NUMBERS;
4. REASONING CLEARLY AND SELECTING THE PROPER COURSE OF ACTION IN FIREFIGHTING SITUATIONS;
5. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL PERTAINING TO FIRE.

**EXPANDED SCOPE STATEMENT:**

1. **GENERAL SCIENCE** – This subtest requires the candidate to demonstrate knowledge of the basic principles of physics and chemistry, or the definitions of relevant terms, properties and processes; or to apply the knowledge to given situations. The questions cover, but are not necessarily limited to, properties of common substances encountered in fire fighting, basic principles of electricity, and basic principles of combustion and heat transfer.
2. **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 services.
3. **SOLVING PROBLEMS INVOLVING NUMBERS** – This subtest requires the candidate to use addition, subtraction, multiplication and division to solve problems that might be encountered in the fire service activities. In some of the questions, sketches of simple geometric figures may be shown or simple geometric terms used. The problems are presented in the context of the job. Knowledge of fire fighting is not required. Formulas or equations will be provided where required.
4. **REASONING CLEARLY AND SELECTING THE PROPER COURSE OF ACTION IN FIREFIGHTING SITUATIONS.** – The questions in this subtest describe situations which a firefighter may encounter on the job. The candidate must evaluate the situation and either select the most appropriate course of action or select the best reason in support of a particular course of action. The questions cover such areas as interpersonal factors related to dealing with other firefighters, superior officers or the general public. Specialized or detailed knowledge of firefighting is not required.
5. **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 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 fire fighting field. Knowledge of the subject matter of the reading selections is generally not related to successfully answering the questions.

A guide for the Written Test for Firefighter is available at the New York State website:[www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm). Candidates not having access to a computer or the internet may request a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**FREE TRAINING:** FREE examination preparation classes will be offered for both the written and physical agility portions of the examinations. The dates and location of the examination preparation classes will be sent to ALL APPROVED CANDIDATES IN THEIR LETTER OF ADMISSION.

**USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION.** Only hand-held solar or battery powered calculators are allowed. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. You may NOT bring books or other reference materials to the test site.

**BRIEF DESCRIPTION OF THE PHYSICAL STRENGTH/AGILITY TEST:** This test shall consist of seven parts as follows:

- 1) Climb an aerial ladder extended 70 feet in the air;
- 2) Remove, place on ground and then restore to its proper position on a fire truck, a 14 foot extension ladder weighing approximately 30 pounds;
- 3) Use a rope to hoist 50 pound weight to a platform 20 feet high and then lower it to the ground;
- 4) Use a rope to pull a dry section of hose weighing approximately 52 pounds, from the ground to the top of the drill tower which is approximately 64 feet tall;
- 5) 60 yard unimpaired sprint followed by a run pulling a 90 foot section of hose to the starting place;
- 6) Carry a 100-foot section of hose, weighing approximately 52 pounds, from the ground to the 5<sup>th</sup> floor of the drill tower and back down to the starting place;
- 7) Run, from a standing start, 45 feet and scale a wall approximately 5 feet high.

Each part of this physical strength/agility test will be scored and ranked on a timed basis (except numbers, 1, 2 and 7 which are pass/fail).

**MEDICAL EXAMINATION:**

Weight – Weight in proportion to height

Vision – 20/100 in each eye without corrective lenses;

General – Candidates must be physically strong and active and free from physical defects, deformities or diseases that would interfere with proper performance of the duties of the job. Hearing and eyesight must be satisfactory.

**SPECIAL TESTING ARRANGEMENTS:** Please indicate on your application if one of the following are needed so appropriate arrangements can be made: a) Active Military; b) Sabbath Observer: May request an alternate test date for religious observance.

**For alternate test date, if needed, please call the Civil Service Office (914)665-2357 or 59 as soon as possible before the scheduled test date.**

**SPECIAL REQUEST FOR MAKE-UP EXAMINATION FOR ACTIVE MILITARY DUTY:**

A make-up test will be available for written, physical agility or any medical examinations necessary to be placed on an eligible list, for persons who are in the active military. A person eligible for military make-up test does not have to wait until discharge from active duty to take the test. Applicant must submit to the Civil Service Office a copy of the military order, DD214, or other official military document that substantiates active military service before the make-up test.

**APPLICATION FEE:** A NON-REFUNDABLE FILING FEE OF \$25.00 FOR MOUNT VERNON RESIDENTS AND A FEE OF \$50.00 FOR NON-RESIDENTS ARE REQUIRED FOR THIS EXAMINATION.. If your application is received without the required fee, it will be considered incomplete and you will not be admitted to the examination. Only MONEY ORDERS will be accepted for the applications fee. The money order should be made payable to the City of Mount Vernon and be sure to write the examination number on the money order. CASH OR CHECKS WILL NOT BE ACCEPTED. Because NO REFUND will be made, you are urged to compare your qualifications carefully with the requirements for admission.

**FEE WAIVER INFORMATION:** A waiver of the application fee will be allowed if you are unemployed and are primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, receiving Supplemental Security Income payment, or Public Assistance. All claims for an application fee waiver are subject to verification and proof of documentations qualifying you for the waiver must accompany the application. If you can verify eligibility for the application fee waiver, you must complete a "Request for Application Fee Waiver" form. This form is available in the Civil Service Office. You must submit the completed fee waiver form with your completed application along with proof of documentations qualifying you for the waiver.

**VETERAN'S CREDITS:** Veterans or disabled veterans who are eligible for additional credits must submit an application for veteran's credits with the 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 in the Civil Service Office. DD214 (Discharge papers must also be submitted). 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 credits 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 ELIGIBLE 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 the 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.

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/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 (2) 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.

**APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE JURISDICTIONS WHEN EXAMS ARE SCHEDULED ON THE SAME DATE:** If you have applied for any other Civil Service Exams for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the exams at one test site. If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling the State to make the arrangements, no later than two weeks before the test date.

**CROSS FILER INFORMATION:** For candidates who have applied for Civil Service Examinations in multiple jurisdictions when examinations are scheduled on the same date. If you have applied for any other Civil Service Examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. If you have applied for BOTH STATE AND LOCAL government examinations, you must make arrangements to take all your examinations at the STATE examination center by calling (518) 457-7022 no later than 2 weeks before the test date. If you have applied for other local government examinations, write each civil service agency no later than 4 weeks before the test date to make arrangements for the test site you wish to take your examinations.

**GENERAL INFORMATION:** Candidates shall be of good moral character, in excellent physical condition, demonstrate clarity of expression and shall cooperate fully in their investigation into the candidate's background. Applicants will be required to undergo a criminal background investigation, which will consist of fingerprinting, to determine suitability for appointment. Failure to meet the standards of the thorough background investigation may result in disqualification.

**EFFECT OF PRIOR CRIMINAL CONVICTIONS OR HISTORY OF DRUG ABUSE:** A criminal conviction or history of drug abuse does not automatically bar you from appointment. The Civil Service Commission may only bar your appointment because of criminal conviction or history of drug abuse after they notify you in writing of their reason for non-appointment, and advising you of your rights to a hearing where you may be presented by counsel and give testimony or show why such conviction or history of drug abuse should not be a bar to your appointment. The decision of the Civil Service Commission may be reviewed by the State Supreme Court in an Article 78 proceeding.

In the event an applicant has successfully passed the written and physical examinations, the applicant will be required to present the following documents for inspection prior to appointment:

- 1) OFFICIAL BIRTH CERTIFICATE;
- 2) VALID NEW YORK STATE DRIVER'S LICENSE;
- 3) COPY OF DD214 (DISCHARGE PAPERS FROM THE ARMED SERVICES) IF APPLICABLE;
- 4) PROOF OF MOUNT VERNON RESIDENCY, IF APPLICABLE.

**CONSENT JUDGEMENT:** THE CITY OF MOUNT VERNON IS RECRUITING AND HIRING UNDER THE TERMS OF A FEDERAL COURT CONSENT JUDGMENT IN A CIVIL RIGHTS ACTION BROUGHT BY THE UNITED STATES DEPARTMENT OF JUSTICE.

**QUESTIONS ABOUT RACE, SEX AND NATIONAL ORIGIN:** THE CITY OF MOUNT VERNON IS AN EQUAL OPPORTUNITY EMPLOYER. IT IS THE POLICY OF THE CITY OF MOUNT VERNON TO PROVIDE FOR and PROMOTE EQUAL OPPORTUNITY IN EMPLOYMENT, COMPENSATION AND OTHER TERMS. WE ENCOURAGE ALL INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS TO APPLY.

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

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.

AFTER READING THIS ANNOUNCEMENT, IF YOU STILL HAVE QUESTIONS, PLEASE CALL THE CIVIL SERVICE OFFICE AT 914- 665-2357 OR 665-2359 MONDAY THRU FRIDAY 8:30 am to 4:30 pm.

PLEASE SUBMIT YOUR APPLICATIONS AS SOON AS POSSIBLE. DO NOT WAIT UNTIL THE LAST DAY TO FILE YOUR APPLICATION.

**FEMALES ARE URGED TO APPLY**

THE CITY OF MOUNT VERNON IS AN EQUAL OPPORTUNITY EMPLOYER

01/02/2018