



Ernest D. Davis
Mayor

CITY OF MOUNT VERNON
MUNICIPAL CIVIL SERVICE COMMISSION
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Dr. Joseph Christiana
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Secretary - Civil Service Commission

AMENDED
FEMALES ARE URGED TO APPLY
EXAMINATION
FIREFIGHTER
OPEN-COMPETITIVE EXAMINATION #60-701

DATE OF EXAMINATION: SATURDAY, MARCH 8, 2014

PLACE OF EXAMINATION: TO BE ANNOUNCED

APPLICATION CLOSING DATE: JANUARY 29, 2014

SALARY RANGE: \$30,816.00 – \$80,708.00

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

RESIDENCY REQUIREMENTS: Candidates must be residents of Westchester County for at least three (3) months immediately preceding the date of the written examination and continuously up to and including the date of the 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 (3) MONTHS PRECEDING THE DATE OF THE WRITTEN EXAMINATION AND CONTINUOUSLY UP TO AND INCLUDING THE DATE OF APPOINTMENT. A CANDIDATES RESIDENCY WILL BE INVESTIGATED AND VERIFIED PRIOR TO APPOINTMENT. Candidates are responsible for reporting in writing all changes in name and/or address directly to the Civil Service Commission.

MINIMUM QUALIFICATIONS:

AGE REQUIREMENT: Candidates must be seventeen and a half, (17-1/2) years of age on the date of the examination. Eligibility for appointment begins when an applicant reaches their 18th birthday. There is no maximum age limitation. PROOF OF DATE OF BIRTH WILL 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 OR EQUIVALENT 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.

WORK SCHEDULES: Firefighters work 40 hours a week on a 10 and 14 hour rotating shift, seven days a week, 52 weeks a year.

YOU MAY OBTAIN APPLICATIONS: At City Hall, Civil Service Office, 1 Roosevelt Square, Mount Vernon, New York, Room 103, from 8:30 am - 4:30 pm, Monday thru Friday. Also at:

FIRE HOUSES: 470 E. Lincoln Avenue, 435 S. Fulton Avenue, 50 W. Third Street and 9-11 Oak Street, all in Mount Vernon, from Monday thru Friday between hours of 8:30 am and 10:00 pm.

You may also obtain applications through our website: www.cmvny.com.

ALL APPLICATIONS MUST BE RETURN IN PERSON TO CITY HALL, CIVIL SERVICE OFFICE, ROOM 103.

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 for applications.

FEE INFORMATION: A non-refundable fee of \$25.00 for Mount Vernon residents and a fee of \$50.00 for non-residents are required for this examination. Only MONEY ORDERS WILL BE ACCEPTED MADE PAYABLE TO: THE CITY OF MOUNT VERNON. If you are disqualified from or fail to appear for the examination, your fee will NOT be returned.

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 payments, or Public Assistance. All claims for an application fee waiver are subject to verification. 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.

EXAMINATION CONSISTS OF THREE PARTS:

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| 1. Written examination | Pass/fail |
| 2. Physical Strength/Agility test | Grades and ranked |
| 3. Medical Examination | Pass/fail |

Candidates must pass the written exam 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.

FREE TRAINING: FREE exam preparation classes will be offered for both the written and physical agility portions of the exams. The date and location of the exam prep sessions will be sent to ALL approved applicants in their letter of admission.

WRITTEN EXAMINATION INFORMATION: A Guide for the Written Test for Firefighter is available at the New York State Website: 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.

CALCULATORS: Unless otherwise notified, candidates are allowed to use quiet, hand-held solar or battery powered calculator. 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.

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 the written examination. This will include the application of the provisional setting a passing mark of 70% and those relating to conversion of test scores as set forth in the Regulations of Rating of Examinations.

A written test will cover knowledge, skills, and/or abilities in such areas as:

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 service.

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 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 selects 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 each selection. The candidate is to indicate the most appropriate statement 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 selection is generally not related to successfully answering the questions.

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 for appointment.

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 a 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 5th 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 scores 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:** See “Filing Period For Military Personnel”
- b. **Sabbath Observers:** May request an alternate test date for religious observance.

- c. Person with disability: Reasonable accommodations will be made for disabled candidates who request such arrangement for their disability.
- d. Alternate Test Date: If needed, please call the Civil Service Office, (914) 665-2357 as soon as possible BEFORE the scheduled test date for the alternate test date policy.

SPECIAL REQUEST FOR MAKE-UP EXAMS DUE TO ACTIVE MILITARY DUTY;

A make-up test will be available for written, physical agility or any medical exams 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 a military order, DD214, or other official military document that substantiates active military service BEFORE the make-up test.

VETERANS: Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points respectively added to their earned scores. IT IS NECESSARY TO CLAIM THESE CREDITS WITH THE FILING OF YOUR APPLICATION AND A COPY OF YOUR DD 214 SEPARATION PAPERS. You will be allowed the option of waiving these credits after the completion of the examination. Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If currently on active duty with an anticipated date of discharge within sixty (60) days, check the appropriate box on the application.

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 CONVICTION 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.

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 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 in the same manner when you submit your application for examination. A candidate claiming such credit has a minimum of 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.

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 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 (518) 457-7022 no later than 2 weeks before the test date. If you have applied for other local government examinations, write to each civil service agency no later than 4 weeks before the test date to make arrangements for the test site at which you wish to take your examinations.

QUESTIONS ABOUT RACE, SEX AND NATIONAL ORIGIN: Since the City of Mount Vernon has agreed with the Vulcan Society and the United States Government to take steps to recruit, train and appoint a greater number of Women, Hispanic and African Americans, it is essential that we provide to the Federal District Court with reliable data on the recruitment, training and appointment of Women, Hispanics and African Americans. Therefore, if you are asked to provide answers as to your sex, race or national origin, this is not done to violate your privacy but to provide reliable data as to whether the City of Mount Vernon is keeping its affirmative action commitment. You have the right to refuse to

give such data, but in view of our stated use of such data, it is hoped that all such data will be voluntarily given.

QUESTIONS: If after reading this entire announcement you still have questions or need assistance, you can contact the Civil Service Office at (914) 665-2357 Monday thru Friday, 9 am to 4 pm.

SUBMIT YOUR APPLICATION AS SOON AS POSSIBLE, DO NOT WAIT UNTIL THE FILING DEADLINE TO FILE YOUR APPLICATION.