



City of Saratoga Springs Municipal Civil Service Commission
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Saratoga Springs, NY 12866
518-587-3550 EXT 2602
www.saratoga-springs.org
civilservice@saratoga-springs.org

EXAM ANNOUNCEMENT

Please read thoroughly

FIREFIGHTER #65-816

ISSUED: February 5th 2021

LAST FILING DATE: March 29th 2021

EXAM DATE: May 1st 2021

Applications must be received in the Civil Service Office by 1:00pm on the last filing date. Postmarks will *not* be accepted. A résumé will not be accepted in place of a completed application. A vague application will not be interpreted in the applicant's favor.

SALARY: \$40,648 2021

\$ 42,301 2022

LOCATION: City of Saratoga Springs Fire Department – Public Safety

EXAM FEE: \$25.00 Check or Money Order – Commissioner of Finance (No credit/debit cards. No cash). Fee will not be accepted after the last filing date. A separate check/money order is required for each application. Please be sure your name *and* exam # are on the check or money order. As *no refund will be made*, you are urged to compare your qualifications carefully with the listed minimum requirements. Please note: checks will not be processed until after the last filing date.

MINIMUM QUALIFICATIONS: The following qualification(s) MUST be met and clearly stated on the application form on or before the last filing date:

- Graduation from high school or possession of an equivalency diploma **and** possession of a **current** NYS Basic Level EMT Certification. Must provide a copy of your current NYS Basic Level EMT Certification *with* your completed application.

LICENSE AND CERTIFICATION necessary to be certified for interview and appointment: (Preference may be given to candidates with Paramedic Certification)

- New York State Paramedic Certification or a New York State Basic Level EMT Certification, current and on file in the Civil Service office.
- Valid and Current New York State Driver's license:

LICENSES AND CERTIFICATION REQUIREMENTS BEFORE THE END OF PROBATION (18 MONTHS)

- Firefighter Certification
- Paramedic Certification
- Hazardous Materials First Responder Certification

LICENSES AND CERTIFICATION REQUIREMENTS – Balance of Career

- Current and valid New York State Driver's License
- New York State Paramedic Certification

BACKGROUND CHECK:

- Applicants may be required to undergo a State and National criminal history background investigation, which will include a fingerprint check, and/or a polygraph test to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification

It should be noted that in addition to the written examination, an assessment of an individual's physical ability/physical agility would be made. Candidates should, therefore, be aware that an offer of employment is contingent upon the passing of an appropriate medical examination, agility test, and color vision test. Candidates must achieve a "C" or higher on the psychological examination and must successfully complete the background process. Candidates should also be aware that they are required to maintain a valid New York State Driver's license throughout their employment with the City of Saratoga Springs Fire Department.

DUTIES: An employee in this class performs manual work of a hazardous nature in the fighting of fires, rendering necessary assistance and service to persons and property in case of emergencies and accidents. The Firefighter, Paramedic, EMT will also assist emergency personnel and be responsible for the safe and efficient operations of an emergency vehicle delivering emergency personnel to the scene and victims to the hospital. This position also involves routine maintenance and custodial work at the fire station and on fire equipment and apparatus. A firefighter may be called upon to provide pre-hospital emergency medical care to the basic life and advanced life support level. Work is performed under the immediate supervision of a superior officer. Does related work as required.

VACANCY: The eligible list established as a result of this examination will be used to fill any **Firefighter** vacancies as they occur in the City of Saratoga Springs for the duration of this established eligible list.

WORKING CONDITIONS: Must be willing to work nights, weekends, holidays, and on assigned shifts while performing essential functions of this position. The incumbent is exposed to wet and/or humid conditions, works in high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold, extreme heat, risk of electrical shock, flames, blood airborne pathogens, and hostile or offensive patients. The incumbent will have to perform duties in confined environments that can cause them to become claustrophobic. Personal protective equipment aggravates the situation by limiting sensation, narrowing field of view and retaining high levels of body heat.

PHYSICAL AND MENTAL REQUIREMENTS: Candidates must meet the physical fitness and medical standards as prescribed by the City of Saratoga Springs Municipal Civil Service Commission.

- The incumbent is expected to maintain a physical condition conducive to the safe and effective performance of the strenuous duties of one who performs lifesaving efforts such as adequate strength to lift and move unconscious patients;
- Must be able to perform physical activities of a strenuous nature requiring physical fitness including, but not limited to, pulling a charged hose line; picking up victim/debris, and pulling down a wood ceiling with an axe or power saw;
- Must have adequate far/near/peripheral vision to perform various life saving techniques;
- Must have adequate color vision; must be able to identify red, green and yellow to perform various life saving techniques;
- Must have adequate color vision in order to accurately identify type of fire; ability to identify difference in smoke and flames;
- Must be able to accurately detect the color coded paramedic chart, bags, and equipment to insure prompt, efficient and accurate treatment of an infant/child based on the information listed on the color coded chart;
- Must have adequate color vision in order to insure the use of proper size needles, tubing, medication, etc. identified by the color coded chart to provide immediate emergency care;
- Ability to be certified in the use of Self-Contained Breathing Apparatus per the OSHA Regulations;
- Successful completion of the Fire Academy, Paramedic program, and on-the-job training during the probationary period;
- Must be able to carry out work assignments involving danger to life and health;
- Must be able to work at great heights or in hazardous situations;
- Must be able to read and understand technical materials, rules and regulations related to emergency services;
- Must be free of any speech or hearing defects which would impair their functioning in this position;
- Must be able to perform heavy lifting, physical maneuvering; lift, raise and lower ladders;
- Must be able to perform various tasks that require standing, walking, bending, stooping, squatting, kneeling, reaching, simple and power grasping, pushing, pulling and fine manipulation;
- Must be able to make forcible entry when necessary;
- Must be able to retain presence of mind in emergency situations;
- Must be able to conduct the basic phases of rescues from height, building collapse, confined space entry, swift water, trenches/cave-in, ice/cold water, and extrication of injured persons from machinery, motor vehicles and heavy equipment;
- Must be able to work in a variety of conditions, such as, but not limited to: dust, noise, smoke, fumes, oil, grease, constant equipment vibration, machinery with moving parts, moving objects, wet and slippery surfaces, wet and humid conditions, prolonged schedules during emergencies, hot and cold temperature;
- Must maintain regular and timely attendance.

PHYSICAL AGILITY REQUIREMENTS: Administered by the City of Saratoga Springs Civil Service Commission and the Fire Department

Core Body – Sit-Up	Males	Females
	Age 20-29; 34 sit-ups without a break	Age 20-29; 30 sit-ups without a break
	Age 30-39; 31 sit-ups without a break	Age 30-39; 24 sit-ups without a break
	Age 40-49; 26 sit-ups without a break	Age 40-49; 15 sit-ups without a break
	Age 50-59; 20 sit-ups without a break	Age 50-59; 14 sit-ups without a break
Upper Body – Push-Up	Males	Females
	Age 20-29; 30 push-ups within one minute	Age 20-29; 15 push-ups within one minute
	Age 30-39; 25 push-ups within one minute	Age 30-39; 15 push-ups within one minute
	Age 40-49; 15 push-ups within one minute	Age 40-49; 15 push-ups within one minute
	Age 50-59; 15 push-ups within one minute	Age 50-59; 15 push-ups within one minute
Cardiovascular Capacity – 1.5 Mile Run	Males	Females
	Age 20-29; 1.5 mile run 14:00 minutes	Age 20-29; 1.5 mile run in 18:30 minutes
	Age 30-39; 1.5 mile run 14:45 minutes	Age 30-39; 1.5 mile run in 19:00 minutes
	Age 40-49; 1.5 mile run 15:35 minutes	Age 40-49; 1.5 mile run in 19:30 minutes
	Age 50-59; 1.5 mile run 17:00 minutes	Age 50-59; 1.5 mile run in 20:00 minutes

Subjects of examination: Calculators are ***RECOMMENDED***. A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Ability to learn and apply information

These questions test for the ability to learn new information and apply it to answer questions effectively. Candidates will read information presented in a Training Lesson and then answer questions regarding the information and procedures covered in the Training Lesson. All information needed to answer the questions will be provided in the Training Lesson, and candidates will be able to refer to the Training Lesson when answering the questions. Some of the questions may require candidates to combine information from different portions of what has been learned in the Training Lesson. No prior knowledge of any specific job or subject matter is needed.

2. Basic arithmetic

This section requires candidates to use basic arithmetic (add, subtract, multiply, divide) to find a missing value in a table of numbers. Candidates will not need to refer to the Training Lesson or any other section of the test to answer the questions in this section. All information needed to answer each question will be contained in this section. No knowledge of firefighting or any other job is required. **Candidates should bring a hand-held battery- or solar-powered calculator for use on this test.** Candidates will **not** be permitted to use the **calculator** function on their **cell phone**.

3. Reading comprehension

These questions test for the ability to understand written materials (e.g., sentences, passages) and answer questions about the information presented. Candidates will be provided with reading passages, followed by questions related to each passage. Each question will require candidates to demonstrate that they have read and understood the information contained in the passage.

4. Situational judgment

This section tests for the ability to identify appropriate and effective responses to work-related challenges. Candidates will be presented with several scenarios that reflect the types of challenges one could encounter in a work environment. They will then be asked to rate the effectiveness of a number of possible responses to each scenario.

Test guide:

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

General Conditions and Instructions for Examination Announcements

1. **Application Forms.** Applications may be obtained at the City of Saratoga Springs Civil Service Office, at the City of Saratoga Springs website at www.saratoga-springs.org, or by emailing the Civil Service Coordinator civilservice@saratoga-springs.org.
2. **Application Deadline.** City of Saratoga Springs application form will *not* be accepted after the last filing date. Post marks will *not* be accepted.
3. **Multiple Examination Form.** It is the Candidate's responsibility to make examination preparations with **each** civil service agency that they have applied to for examinations scheduled on the same date. The City of Saratoga Springs Civil Service Office must be notified at least **three (3) weeks before** the examination date. Candidates taking multiple examinations on the same day must bring the admission notices for each civil service agency to the examination site on the date of the examination. It is the candidate's responsibility to insure that all the examination numbers are on their answer sheet. The multiple examination form can be obtained in the City of Saratoga Springs Civil Service Office, or on the website at www.saratoga-springs.org.
4. **Change of Address.** You must notify the City of Saratoga Springs Civil Service Office of any change of address. Returned mail will not be forwarded.
5. **Special Rights for Military Personnel.**
 - **Application Filing Period Extension.** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been honorably discharged or released under honorable circumstances after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later.
 - **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Saratoga Springs Civil Service Commission.
6. **Examination Fee.** A fee of **\$15.00 (\$25.00 for Uniformed Services)** is required for each separately-numbered examination for which you apply. The required fee must accompany your application and will not be accepted after the last filing date. Please make the **check or money order** payable to the Commissioner of Finance. **Cash, credit cards and debit cards will not be accepted.** 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. *If your check is returned for any reason, you will be unable to take the examination and be required to pay the \$25.00 Returned Check Fee.*
7. **Examination Fee Waiver.** The examination fee will be waived for (1) those applicants who are unemployed and primarily responsible for the support of a household; (2) those applicants who are receiving SSI or public assistance (TANF, Family Assistance or Safety Net Assistance); (3) those applicants certified as JTPA / WIA eligible. If you wish to apply for a fee waiver, you must complete the **Fee Waiver Form** and attach it to your application. *This form can be obtained at the City of Saratoga Springs Civil Service Office or on the Civil Service Department website at www.saratoga-springs.org.*
8. **Special Testing Arrangements.** If you are in need of a special arrangement or accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 587-3550 ext. 2602.
 - **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.
 - **Reasonable Accommodation for Disabled Individuals.** A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.
 - **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
 1. A death in the immediate family or household within the week preceding the exam date.
 2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
 3. Military Orders (a copy of the orders is required).
 4. Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
 5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.
9. **Notice to Appear for Examination.** Accepted candidates will be notified with an Admission Letter on when and where to appear for the examination. If an application is disapproved, due notice will be sent.
10. **Failure to Appear for Exam.** Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination.
11. **Use of Calculators.** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are **prohibited**. No Smartwatches. No Fitbits. You may not bring books or other reference material to the test site.

12. **Examination Preparation and Rating.** This written examination 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.

13. **Eligible List.** The minimum qualifications listed in this announcement have been approved by the City of Saratoga Springs Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will be established for a minimum of one year and may be extended by the City of Saratoga Springs Civil Service Commission for a maximum of four years.

14. **Application Verification and Background Checks** – Statements made on the Examination Application are subject to verification. Applicants are subject to background checks. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students. Clearance from the Department of Criminal Justice System will be required for any positions within the City of Saratoga Springs whose duties involve contact with children.

15. Persons holding a permanent position in this title, in this department, are not eligible for admittance to this examination.

16. **Veterans Credits.** The following information and instructions pertain to those candidates who are claiming Veterans Credits. **Please note that Veterans Credits will not be granted after the establishment of the eligible list.**

- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the **Application for Examination** form and answer all questions accurately and completely. You must also complete the **Application for Veterans Credits** (obtained in the City of Saratoga Springs Civil Service Office or on the Civil Service Department website at www.saratoga-springs.org), and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
- If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
- All claims for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the City of Saratoga Springs Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
- Any candidate who is currently serving in the armed forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination **prior to the list being established.**
- **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the City of Saratoga Springs Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
- **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:
 1. Used Non-Disabled Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government;
and
 2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.

17. **Seniority Credits (Promotional Exams Only).** Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination.

18. **Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty.** If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. 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.

You must contact this office regarding these credits upon submission or your application for examination.

- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
- **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, "killed in the line of duty" shall mean having died in the performance of duty as the natural and proximate results of participation in the rescue effort that was conducted in response to such attack.