



# Department of Human Resources & Civil Service

## Open Competitive Exam Announcement

Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard  
Director

### OC-67669

### Firefighter - Airport

Application Fee:	<b>\$25.00</b>
Examination Date:	<b>October 29, 2011</b>
Application Deadline:	<b>September 2, 2011</b> – Applications must be submitted online or filed in our office by 5PM or postmarked by this date
Who May Apply:	<b>Qualified residents of Monroe County</b>
Salary:	<b>\$41,851 – \$52,952 annually (Monroe County)</b>
Employment Opportunities:	<b>The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.</b>

#### Minimum Qualifications:

Graduation from high school or possession of an equivalency diploma, PLUS EITHER:

- (A) Two (2) years of full-time career paid experience in firefighting;\* OR,
- (B) Two (2) years of full-time paid experience in aircraft rescue for the military;\* OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Fire Science or Fire Protection Technology, or a Bachelor's degree in Fire Management; OR,
- (D) Certification in Firefighter/Firefighting Essentials or Firefighter I or Firefighter II,\*\* plus five (5) years of documented volunteer firefighting experience, **AND** certified in at least three (3) of the following:
  - Certified First Responder (CFRD) or NYS EMT or NYS Critical Care or NYS Paramedic\*\*
  - Apparatus Operator – Pump (Pump Operators)\*\*
  - Apparatus Operator – Aerial (Ladder Company Operations)\*\*
  - Haz-Mat First Responder Operations, Haz-Mat Technician, Advanced Haz-Mat Technician\*\*
  - Apparatus Operator Course EVO, Emergency Vehicle Operation Course (EVOC)\*\*
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), and (D) above.

\*Volunteer firefighting experience cannot be substituted for paid experience.

\*\*Applicants qualifying under (D) must provide certificates of completed courses, and written verification from the department Fire Chief.

#### Special Requirements:

Possession of a valid New York State Class CDL Operator's license at the time of appointment.

Successful completion of the NYS Certification Recruit Firefighting within the first twelve (12) months of employment.

Applicants cannot be less than twenty-one (21) years of age at the time of appointment. Volunteer firefighting cannot be substitute for paid firefighting experience.

Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of Part 1542 of the Transportation Security Administration prior to appointment.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

\*\*\* part-time equivalent experience is as follows:

0-9 hours per week = no credit

10-19 hours per week = 1/4 (one-quarter) of full-time work

20-29 hours per week = 1/2 (one-half) of full-time work

30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

**Residency Requirement:**

Applicants must be residents of Monroe County for at least four (4) months at the time of examination.

**Fees:**

A **\$25.00 non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write the LAST FOUR DIGITS of your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

**Exception to Fee Requirement:**

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

**Description of Duties:**

This is hazardous work at the Greater Rochester International Airport involving controlling and extinguishing aircraft and structural fires, operation and maintenance of specialized equipment for firefighting, and application of air/crash/rescue techniques. The work involves responsibility for the protection of life and property. Employees are responsible for medical, structural and aircraft emergencies. The employee must work unusual shift hours and must be physically capable of performing difficult tasks in a high degree of heat, stress and noise. The employee reports directly to and works under the general supervision of the Fire Captain - Airport. Considerable independent judgment is exercised when responding to emergency situations. Supervision of other employees is not a responsibility of this class.

**Scope of Examination:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Aircraft firefighting

These questions test for knowledge of the proper rescue and firefighting procedures to implement during aircraft fires and related emergencies. The questions cover such areas as the following: aircraft construction; types of extinguishing and fire prevention equipment; proper procedures for aircraft fueling, defueling, and fuel spillage; and correct salvage and overhaul procedures to follow at airports.

2. Fire prevention, fire inspections, and fire hazards

These questions test for a knowledge of the methods, principles, practices, and equipment of fire prevention, conducting fire inspections, and dealing with fire hazards. The questions cover such areas as the following: fire prevention campaigns; automatic and other extinguishment systems; alarms; dealing with building owners and managers; characteristics of combustible materials; recognizing proper and improper practices related to fire prevention; and codes and regulations related to fire prevention.

3. Rescue techniques and basic emergency medical response

These questions test for a knowledge of rescue techniques and basic emergency medical treatment. You will be presented with brief descriptions of various fire, rescue, and personal injury and illness situations. Each situation will be followed by one or more questions that cover such areas as the following: triage; bleeding; broken bones; burns; respiratory failure; cardiac failure; rescue-related tools; knot tying; rescue and associated EMS equipment.

4. Understanding and interpreting fire codes

These questions test for the ability to comprehend written material related to fire prevention and inspection. You will be provided with a brief reading passage. You must then select the most appropriate statement relating to the passage on the basis of whether it:

a. accurately paraphrases portions of the passage; or b. adequately summarizes the passage; or c. presents an inference that can reasonably be drawn from the passage.

The reading passages are drawn from existing New York State and national codes, regulations, and standards. Knowledge of the subject matter contained in the reading passages is generally not related to answering the questions successfully because all of the information needed can be found in the passages.

**Calculators and Reference Materials:**

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **ALLOWED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written examination is being prepared and 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 preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

**Applications:**

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

**Candidates must record the Exam Number and Title on the Application.**

**Note:**

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

**Certifications and Appointments:**

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request

an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

**Background Investigation:**

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

**Special Requirement for Appointment in School Districts and BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**Veteran's Credits:**

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

**Active Military Members:**

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

**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 this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

**Special Arrangements for Examination:**

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

**Multiple Exam Takers:**

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a cross-filer form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

**Admission to Examination:**

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

**Issue Date:** August 15, 2011