



"History's Hometown"

CITY OF AUBURN

Civil Service Commission

Issued: December 9, 2024

**CITY OF AUBURN
MUNICIPAL CIVIL SERVICE COMMISSION
AUBURN, NY 13021**

Announcement of open competitive

Firefighter

EXAMINATION #87-497-010

EXAMINATION DATE: March 1, 2025
LAST FILING DATE: January 30, 2025
APPLICATIONS MUST BE POSTMARKED
NO LATER THAN: January 30, 2025

SALARY: City of Auburn: \$47,741 - \$84,872

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

- (1) Successful completion of the medical and physical agility examination.
- (2) Possession of a valid New York State driver's license at the time of appointment with no history of moving violations over the past two (2) years.
- (3) Certification as an Emergency Medical Technician (EMT) Level 1 (Basic) issued by the New York State Health Department during the (1st) year and status maintained for the duration of employment.

APPLICATION FEE:

The fee of \$25.00 is required for each separately numbered examination for which you apply. This must accompany your application.

NOTE: THIS FEE MUST ACCOMPANY YOUR APPLICATION.

******* YOU MUST PROVIDE A COPY OF YOUR DRIVERS LICENSE AND DIPLOMA
WITH YOUR APPLICATION *******

Send Check or Money Order payable to the **CITY TREASURER**
Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

RESIDENCY REQUIREMENT FOR APPLICATION:

Candidates must be legal residents of Cayuga County or one of the contiguous counties (Oswego, Onondaga, Cortland, Tompkins, Seneca or Wayne) for at least one (1) month immediately preceding the date of the written examination.

RESIDENCY REQUIREMENT FOR APPOINTMENT:

Candidates must be legal residents of Cayuga County within thirty (30) days of appointment. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law.

AGE REQUIREMENT:

Candidates must not be less than 19 years of age. Eligibility for appointment begins when a candidate reaches his/her 20th birthday. Candidates who lack twelve months or less of the minimum age requirement shall be deemed eligible to be admitted to the exam, if otherwise eligible.

VACANCY:

The eligible list established as a result of this examination will be used to fill vacancies as they occur.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility to perform standardized manual work of a hazardous nature in preventing and fighting fires. Regular assignments also include responding to emergency medical calls, rendering emergency medical service to the public, performing fire prevention and conducting code enforcement inspections. Incumbents may be expected to perform firefighting duties, emergency, medical activities or building and fire code enforcement activities. In this work, as in firefighting and fire prevention, the Firefighter will receive detailed instructions from a superior. Routine maintenance and custodial work on station and equipment is also performed under general supervision and inspected upon completion. Does related work as required.

SUBJECT OF EXAMINATION:

A 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.

CALCULATOR:

Use of calculators is **RECOMMENDED** for this exam. Devices with typewriter keyboards, 'Spell checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries,' or any similar devices are prohibited. Cell phones are not allowed in the examination room.

QUALIFYING PHYSICAL FITNESS TEST:

Candidates who successfully completed the written exam **MAY** be invited to participate in the qualifying physical fitness test at some point in the future.

NOTE: THERE WILL BE NO QUALIFYING PHYSICAL FITNESS TEST ON THE DAY OF THE WRITTEN EXAM.

Participants will be required to wear a 50 lb. vest through each station. The components of this exam will include:

- Station 1 – Stair Climb using a Step Mill stair climbing machine: Simulates the critical tasks of climbing stairs in full protective clothing while carrying firefighter equipment. This event challenges the candidates' aerobic capacity, lower body muscular endurance and ability to balance.

- Station 2 – Ladder Extension: evaluates a candidate’s muscular strength and muscular endurance.
- Station 3 – Ladder Climb: evaluates the candidate’s balance and muscular endurance. A fear of height should also be identified.
- Station 4 – Hose Drag: evaluates the candidate’s muscular strength, endurance and cardiovascular endurance.
- Station 5 – Hydrant Coupling: evaluates the candidate’s eye/hand coordination and muscular strength.
- Station 6 – Simulated Chopping: evaluates muscular strength and endurance, explosive strength, dynamic flexibility, speed of limb movements and cardiovascular endurance.
- Station 7 – Weight Lift: evaluates muscular strength and endurance, explosive strength and balance.
- Station 8 – Victim Drag: evaluates muscular strength and endurance and cardiovascular endurance.
- Station 9 – Pike Pulls: evaluates the candidate’s muscular strength and endurance, explosive strength, dynamic flexibility, speed of limb movements and cardiovascular endurance.
- Station 10 – Simulated Search & Rescue: evaluates cardiovascular endurance and ability to operate in confined spaces with limited vision.

MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

RELIGIOUS OBSERVER:

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

SPECIAL ACCOMMODATIONS:

If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

MILITARY/ACTIVE DUTY:

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

VETERANS CREDITS:

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran’s credits. The applications for veteran’s credits are available in the Auburn Civil Service Office. All veteran’s credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

ADDITIONAL CREDITS FOR 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 (10) 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 when you submit your application for examination. 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.

HOW TO APPLY:

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed (\$1.38 postage) envelope to:

Auburn Civil Service Commission
Memorial City Hall, Room 208
24 South Street
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: www.auburnny.gov under Job opportunities.

APPLICATION FEE WAIVER:

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

BACKGROUND INVESTIGATION:

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

TIME AND PLACE OF EXAMINATION:

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the "Application for Examination" will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

Auburn Civil Service Commission:

**John C. Hardy
Mikel Zank
Christina Tomasso**

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