

City of Oneida Civil Service Commission
109 N. Main Street Oneida, NY 13421

Announces a Promotional Exam for:

FIRE CHIEF #78825

Date of Exam: January 20, 2018

REVISED: November 8, 2017

Salary: Per agreement

Last Date to File: December 13, 2017

(Must be received be close of business -

NOT Postmarked)

A \$20.00 fee is required for this exam. The fee must accompany the application and is non-refundable. Check or money order should be made out to: CITY CHAMBERLAIN.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the competitive class in the Oneida City Fire Department on the date of the written test and must have served continuously on a permanent basis for twenty-four (24) months as a Deputy Fire Chief OR forty-eight (48) months as a Fire Lieutenant

SENIORITY POINTS: Points will be added to an eligible score as follow: rating of seniority is based on the length of continuous competitive class service and is computed on the basis of one point (1) for each credited five (5) year period

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for planning and coordinating all firefighting and fire prevention activities. The position entails responsibility of the highest order for the protection of lives and property. The instruction and training of recruits, as well as the maintenance of high standards of performance throughout the force are final responsibilities of the Chief. The work is performed in accordance with policy and objectives established by the Commissioner of Public Safety allowing wide leeway for the exercise of independent judgment in carrying out the activities of the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reports to and assumes command at all major fire and extraordinary emergencies;

Plans, coordinates and directs the overall activities of all firefighting units;

Assigns personnel to perform specialized firefighting and fire prevention duties;

Supervises the investigation and determination of causes of fires;

Directs the inspection of buildings for fire hazards to insure compliance with fire prevention ordinances;

Maintains discipline and promote the morale of the fire department;

Reviews reports and makes inspections to determine the condition and efficiency of all firefighting units;

Directs the training of Fire Department personnel;

Prepares and presents the annual budget for the Fire Department;

Recommends the purchase of supplies and equipment and the replacement of deficient firefighting equipment;

Attends meetings and conferences and addresses interested groups regarding fire prevention and firefighting activities;

Studies and sets up plans for dealing with possible configurations and other emergencies;

Initiates and develops public relations policies for the department;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES and PERSONAL

CHARACTERISTICS: Comprehensive knowledge of modern firefighting and fire prevention methods and equipment: thorough knowledge of the city building code and fire prevention laws and regulations: thorough knowledge of the geography, building conditions and major fire hazards of the municipality; thorough knowledge of safety conditions used in firefighting; thorough knowledge of current trends regarding the administration of fire prevention and firefighting activities; demonstrated ability to plan, coordinate and direct firefighting and fire prevention activities; ability to maintain discipline and promote morale; ability to develop cooperative relations with the public, initiative; resourcefulness; dependability; sound judgment in emergencies; physical condition commensurate with the demands of the position.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Administrative supervision: These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.
2. Educating and interacting with the public: These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.
3. Fire administration job simulation exercise: This job simulation exercise tests for the ability to develop and maintain fire department programs and activities. The questions will be based on a simulated set of administrative issues that a Chief Officer may be asked to analyze and respond to in a working day. The questions cover such areas as organizational relationships, planning, staffing, managing resources, budgeting, public relations, rules and regulations, and political and social concerns impacting the fire service.
4. Fire emergency job simulation exercise: This job simulation exercise tests for the ability to manage an emergency incident. The emphasis is on command-level actions and decisions in handling the incident from start to finish. The questions will cover such areas as principles and tactics of firefighting, accountability at a

fire scene, hazardous materials, cause investigation, emergency medical care, community relations, and the incident command system, including interacting with other agencies and the media.

5. Preparing written material: These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

A Guide for the Written Test for Fire Chief/Assistant Fire Chief 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 copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM

VETERAN CREDITS: Veterans or Disabled Veterans who have served on active duty during the creditable periods of war (see application) will be eligible for veteran credits. Eligible veterans must submit with their application for veteran credits a certified copy of their DD-214 from the Armed Forces of the United States.

General Instructions and Information

1. Falsification of any part of the application 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 (3) candidates willing to accept appointment. The duration of the eligible list may 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 City of Oneida Civil Service Commission of any change of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this exam is 70.

Saturday Sabbath Observers – Disabled Persons and Military Personnel called to Active Duty: If special arrangements for testing are required, indicate this on your application form.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer
Applications and additional information are available in the Civil Service Office, 109 N. Main Street, Oneida, NY 13421 by phone 315-363-1561 or at our website at oneidacity.com

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By: Dawn Andrews