



NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – G2  
Lockport, New York 14094

Malcolm A Needler  
Personnel Officer  
(716) 438-4071

## FIREFIGHTER / FIRE DRIVER

**No 60-000390 Examination Open to the Public**

**Salary Range: \$32.50 – \$38.55**

The examination will be held to establish an eligible list used to fill any appropriate vacancies in the North Tonawanda Fire Department that may occur during the life of the list. **The list established from this exam will supersede any existing list for this title.**

**RESIDENCE REQUIREMENTS:** Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination. **Preference in appointment may be given to successful candidates who are residents of the City of North Tonawanda.**

**MINIMUM QUALIFICATIONS:** Candidates must meet the following on or before the date of the written exam. If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded. **Anticipated Eligibility – Age and Educational Requirements: Applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.**

Graduation from high school or possession of an equivalency diploma.

**SPECIAL REQUIREMENTS:**

Age – candidates may not be less than eighteen (18) years of age. Eligibility for appointment from the eligible list begins when a candidate reaches his/her eighteenth (18<sup>th</sup>) birthday. See above Minimum Qualifications regarding Anticipated Eligibility for examination requirements.

**FIREFIGHTER/FIRE DRIVER EXAMINATION REQUIREMENTS POLICY:**

The City of North Tonawanda and Niagara County Civil Service require all Firefighter/Fire Driver candidates to pass a written civil service exam and a physical agility test. A copy of the Firefighter/Fire Driver Examination Requirements Policy is attached to this announcement. **ALL CANDIDATES MUST PASS A PHYSICAL AGILITY TEST THAT INCLUDES LADDER SKILLS, A TIMED STAIR CLIMB, AND A TIMED EQUIPMENT CARRY. THERE IS ONE PHYSICAL AGILITY RETEST TO BE SCHEDULED NO SOONER THAN SIX (6) MONTHS AFTER THE INITIAL FAILED TEST.**

**DUTIES:** This dual function position involves the performance of both fire service and emergency medical service activities. An employee in this class performs manual work of a hazardous nature in the fighting of fires. Detailed instructions are received from a superior officer. Routine maintenance and custodial work at a fire station and on fire equipment and apparatus are also performed under general supervision and inspected upon completion. A Firefighter may be called upon to provide pre-hospital emergency care to the basic life support level. Does related work as required.

**NOTICE TO CANDIDATES:** The use of calculators is **RECOMMENDED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones and smart watches are prohibited.**

**DRUG SCREENING:** Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

**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.

**FEE WAIVERS:** Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE. YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.**

FILING DEADLINE

**JANUARY 17, 2025**

A non-refundable \$25.00 application fee is required. Apply and pay online or submit a check or money order payable to: **Niagara County Civil Service**

ANNOUNCEMENT ISSUED: November 26, 2024

EXAMINATION DATE

**MARCH 1, 2025**

**SUBJECT OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

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.

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.

**SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:**

1. Possession of a valid New York State Motor Vehicle License at time of appointment and for the duration of employment;
2. **PHYSICAL FITNESS AND MEDICAL:** To be considered for appointment, candidates must meet the physical fitness and medical requirements established by the Niagara County Personnel Officer. Candidates who fail the medical and/or physical fitness requirements will be restricted from certification on the certified eligible list for a minimum of six (6) months. Candidates who fail the retest will be restricted from certification for the duration of the eligible list;
3. **DRUG-SCREENING TEST:** Prior to appointment, candidates will be required to participate in a drug-screening test. Candidates who fail the drug-screening test will be restricted from certification on the certified eligible list;
4. Candidates must be eligible for a certificate of training issued by the NYS Office of Fire Prevention and Control and must possess the required certificate within the seventy-eight (78) week probationary period;
5. Employees must obtain a New York State Emergency Medical Technician certificate within forty-five (45) days of the completion of an approved Firefighter Recruit Class.

**These special requirements will remain contingent upon the New York State laws pertaining to Firefighter.**

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** 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 arrangement for taking all tests at one test site. All examination for positions in State government will be held at a State Examination Center.

**COLLEGE ACCREDITATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies that provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

This examination will be 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 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.

Please review **IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES**  
Exams/Jobs Portal - <https://niagara-portal.mycivilservice.com/>



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## **FIREFIGHTER/FIRE DRIVER EXAMINATION REQUIREMENTS POLICY NOVEMBER 26, 2024**

The City of North Tonawanda and Niagara County Civil Service require all Firefighter/Fire Driver candidates to pass a written civil service exam and a physical agility test.

### **Written Examination:**

- Successfully complete the written examination with a score of seventy (70) or better.

### **Physical Agility Test:**

- Candidates must pass the written examination in order to be scheduled for the qualifying Physical Agility Test.
- A candidate's physical and medical condition will be evaluated prior to appointment to ensure that s/he is able to satisfactorily perform the duties of this position with or without reasonable accommodation and is likely to successfully complete the candidate physical ability testing (CPAT) requirement of the fire academy.
- All elements of the agility test are scored on a pass/fail basis and candidates must satisfactorily complete each element of the test. Candidates who fail the agility test will be offered one retest no sooner than six (6) months after the failed test. Candidates will be restricted from certification on the Certified Eligible List until the physical agility test has been completed successfully. Candidates who fail the agility test twice will be restricted from certification for the duration of the eligible list.
- Prior to the candidate's scheduled Physical Agility Test, s/he must provide a statement from her/his physician on forms provided by the City of North Tonawanda Fire Department, stating that the candidate is physically capable of participating in the agility test. Physician certification will be good for six (6) months.
- Candidates who fail to appear for the scheduled Physical Agility Test will have failed the agility test and will be restricted from certification on the Certified Eligible List. Allowance may be made for military service (copy of military orders) or for a medical procedure/reason documented by a physician. Documentation must be submitted prior to the scheduled agility test date.
- Candidates who have successfully completed the agility test with the City of North Tonawanda Fire Department within one (1) year of the date of certification of the eligible list will not be required to undergo another agility test and will be eligible for a conditional offer of employment.

## QUALIFYING PHYSICAL AGILITY TEST

The purpose of having a physical assessment as part of entry-level Firefighter candidate testing is to identify those candidates who possess adequate physical ability in the form of agility, strength, coordination and endurance. These physical abilities are necessary in order to function effectively and safely as a firefighter. Additionally, as it is a requirement of the fire academy for each candidate to demonstrate sufficient physical ability based on rigorous standards in the form of candidate physical ability testing (CPAT), it is imperative that in carrying out the selection process, an adequate method of physical assessment is employed.

The following physical agility test components are based on similar procedures in the CPAT and were selected in order to provide each candidate a reasonable and fair opportunity to pass while also ensuring that those who do pass do likely possess the ability to successfully perform CPAT by the conclusion of the Fire Academy training.

**Standards:** Pass/Fail. Each candidate must complete the following in the order they are listed and within the maximum allotted time. If a candidate fails to complete any component, or exceeds the total time allotted, then that candidate will have failed the examination and will not be allowed to continue on with the remainder of the examination.

**Ladder Skills:** The candidate must demonstrate the ability to climb a ladder. This is untimed.

**Candidate has five (5) minutes and twenty (20) seconds to complete the following tests:**

**Timed Stair Climb:** Candidate will wear a fifty (50) pound weight vest to simulate the weight of a self-contained breathing apparatus (SCBA) and firefighter protective clothing, with an additional twenty-five (25) pounds to simulate the weight of a high-rise hose pack. After a twenty (20) second warm-up period on the step mill the candidate shall walk continuously for three minutes at a stepping rate of sixty (60) steps per minute. Candidates are not permitted to hold on to anything while performing the stair climb.

**Equipment Carry:** Upon exiting the stair climb, twenty-five (25) pounds are removed from the weight vest and the candidate will remove two saws (one at a time) from a tool compartment and places them on the ground and then picks up both saws (one in each hand) and while walking carries them seventy-five (75) feet and back to the starting point (tool compartment) where they are placed back into the tool compartment one at a time.