

PLEASE POST CONSPICUOUSLY  
LACKAWANNA CIVIL SERVICE COMMISSION

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Commissioner

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Commissioner

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**CITY OF LACKAWANNA**

**PROMOTIONAL EXAMINATION FOR:**

**FIRE CAPTAIN**

Exam No 74210

\$25.00 Filing Fee  
(Check or Money Order)

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Promotional Examination, **FIRE CAPTAIN**, CITY OF LACKAWANNA, Department of Public Safety

The eligible list resulting from this examination will be used to fill any future vacancies that occur in the title of Fire Captain in the City of Lackawanna.

FIRE CAPTAIN

Starting Salary **\$88,399.20\***

\*Salary listed is based on current union contract year.

**EXAMINATION DATE**

**LAST DATE FOR FILING APPLICATION**

**June 24, 2023**

**May 5, 2023**

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**MINIMUM QUALIFICATIONS:** Candidates must be permanently employed in the City of Lackawanna Fire Division and must be serving on a permanent basis in the competitive class of Fire Lieutenant for at least One (1) year of satisfactory, permanent service as a Fire Lieutenant immediately preceding the date of the examination.

**SPECIAL REQUIREMENTS:** Appointees to the position of Fire Captain shall be certified as an Emergency Medical Technician/Defibrillation and remain certified as a condition of employment for the duration of his appointment. **Appointees must successfully complete the Fire Officer II National Certification course within one (1) year of permanent appointment.**

**DRIVERS LICENSE:** Candidate must possess a valid New York State Operator's license at time of appointment and must maintain it throughout employment.

**GENERAL STATEMENT OF DUTIES:** Has responsible charge of all fire stations in the City on an assigned shift; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory firemanic work involving responsibility for directing the activities of all personnel on his shift. The work is performed in accordance with established policies and requires the exercise of good judgment in emergencies.

**COMPLETED APPLICATIONS MUST BE POSTMARKED ON OR BEFORE**  
**FRIDAY MAY 5, 2023**  
**IN-PERSON APPLICATIONS TO BE SUBMITTED IN CITY HALL LOBBY LOCKBOX**  
**BY CLOSE OF BUSINESS MAY 5, 2023 BY 4:00 PM EST**

**EXAMPLES OF WORK (Illustrative Only):** Responds to all alarms assigned to his company while on duty; Supervises, and assists when necessary, over-all firefighting activities; Assigns, and assists when necessary, individuals to layout and connect hose lines and nozzles, turn water off and on, raise ladders and ventilate buildings; Supervises, and assists when necessary, the work of lieutenants and firefighters at the scene of a fire and in the fire stations; Directs, and assists when necessary, salvage operations during and immediately following a fire; Inspects property at the scene of a fire to prevent re-ignition; Supervises, and assists when necessary, the cleaning, checking, and replacement of tools and equipment after a fire; Inspects equipment, grounds, and fire station to insure proper order and condition; Inspects buildings and premises for fire hazards; Directs, and assists when necessary, custodial and maintenance activities of all City fire stations; Directs, and assists when necessary, the maintenance and repair of all hose, nozzles, hydrant gates, fire extinguishers, and other emergency equipment; Maintains discipline; Plans and supervises the work of subordinates; Makes reports of personnel and activities; Trains and drills firefighters.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern firefighting and fire prevention methods; Good knowledge of the City's fire prevention laws and ordinances; Good knowledge of the geography of the City; Good knowledge of first aid methods (See *SPECIAL REQUIREMENT section*); Good knowledge of safety precautions involved in firefighting; Ability to recognize fire hazards; Good knowledge of the City's buildings codes; Good knowledge of the Department's rules, regulations, and policies; Possess resourcefulness; Possess good judgment; Be in good physical condition.

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

1. Preparing written material
2. Administrative supervision
3. Fire Prevention
4. Firefighting practices and equipment
5. Rescue techniques and basic emergency medical response
6. Principles and practices of staff development and training

**NOTE: SEE EXPANDED SCOPE STATEMENT ATTACHED**

**USE OF CALCULATORS IS PROHIBITED**

**TEST GUIDE:** A Guide for the Written Test for **Lower Level Fire Promotion** 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.

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Sec. 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.

**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.

**Veterans:** Disabled and Non-disabled veterans as defined in Sec. 85 New York State Civil Service Law, will have 10 and 5 points respectively added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits, you may not use them again. **Special Notice to Active-Duty Members of the Armed Forces:** Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

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 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.

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

**New Hire Physical/Drug Screen:** All newly hired city employees, as a condition of employment, shall agree and consent in writing to the city's right to the employees' present and past medical history and to submit to a physical examination and drug/alcohol testing by a physician designated by the city, who shall evaluate his/her/their health qualifications. All new employees must consent to submit to drug and alcohol testing at any time, at the request of the employee's supervisor, while the employee is on a "probationary basis." Any illegal controlled substance or alcohol abuse discovered during testing subjects the employee to immediate termination.

**Military Service Members:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Lackawanna Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**SENIORITY:** Points will be added to an eligible score as follows: One point for each creditable five-year period up to a maximum of 5 points.

**Saturday Religious Observer:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

**Persons with Disabilities:** If special testing accommodations are required for testing, please indicate this on your application. Failure to do so may not give the agency enough time to prepare, and may lead to disqualification.

**How to Apply:** Application forms are available in the main lobby of Lackawanna City Hall as well as outside the Lackawanna Civil Service Commission Office, 714 Ridge Road Room 213 Lackawanna, NY 14218. Application forms must be filled out completely. Applications are also available to print from home, online <http://lackawannany.gov/government/civil-service/>. Applications and payments may be:

- dropped off in-person in the lockbox located in the main lobby of Lackawanna City Hall (714 Ridge Road) by **MAY 5, 2023 4:00 PM EST** OR
- mailed to Lackawanna City Hall, 714 Ridge Road, Room 213, Lackawanna NY 14218. Application and payment must be **POSTMARKED MAY 5, 2023**.

A separate application is needed for each exam a candidate wishes to take. Applicants who have filed an application for a previous holding of the same exam, or who have previously submitted applications when no exam was announced **must also apply for the current holding** and may do so by sending in a new and updated application plus fee. The Civil Service office does not accept responsibility for non-delivery or postal delay.

**Please contact the Civil Service Office (716-827-6467, [civilservice@lackny.com](mailto:civilservice@lackny.com)) if you are unable to print an application, if you cannot pickup an application in person, or if you have any questions.**

**Application Fee:**

There is a \$25 processing fee required for this exam. The required fee must accompany your application. Send check or money order made payable to: CITY OF LACKAWANNA and write the examination number(s) on your check or money order. **DO NOT SEND OR BRING CASH.** 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.

**Application Fee Waiver:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of 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 think you qualify for a 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. Failure to do so may lead to disqualification. A copy may be obtained online (<http://lackawannany.gov/government/civil-service/>) or in person at the Lackawanna Civil Service Office, 213 City Hall, Lackawanna, NY.**

**Applying For Examinations in Multiple Jurisdictions on The Same Date:** 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 three 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.

Due to **Coronavirus-19** the test date is *subject to change* based on social distancing guidelines. If the date needs to change you will be able to find the information online at our website, and mail will be sent to the address on file.

In regards to **inclement weather**, unless the county or city where the examination is to be held has declared a snow or weather-related emergency and the public has been advised to stay off the roads, the examination will be conducted as scheduled. If the exam needs to be cancelled due to the weather, you will be notified by phone at the number on your application on the day of the exam.

**Provide Civil Service Commission in writing of any changes in address or telephone number as soon as possible. Failure to do so may lead to disqualification.** Notifying the Post Office to forward mail is NOT effective to ensure that notices for examinations or appointments will reach you. Please request a change of address form from the Civil Service Commission Office by calling 716-827-6467 or email [civilservice@lackny.com](mailto:civilservice@lackny.com). (Forms are also available online: <http://lackawannany.gov/government/civil-service/>.) **RETURNED MAIL MAY RESULT IN THE REMOVAL OF YOUR NAME FROM THE ELIGIBLE LIST.**

**ADMISSION TO EXAMINATION:** Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

Original Published 04/05/2023

Closed 05/05/2023

# EXPANDED SCOPE STATEMENT

## 1. 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.

## 2. 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.

## 3. Fire prevention

These questions test for a knowledge of fire prevention methods, principles, practices, and equipment. The questions cover such areas as the following: alarm systems; automatic smoke/fire detectors; automatic sprinklers; standpipes; dealing with building owners and managers; fire hazards; fire prevention education; and inspection of buildings.

## 4. Firefighting practices and equipment

These questions test for a knowledge of firefighting methods, principles, practices, and equipment. The questions cover such areas as the following: aspects of the Incident Management System; building materials and construction types; direction of subordinate firefighters; communications at emergency incidents; accountability; fire cause and origin; building inspections; extinguishing agents and application procedures; fire behavior characteristics; fire suppression; hand and power tools; hazardous materials; weapons of mass destruction; hoses, nozzles, and water streams; ladders and elevating platforms; self-contained breathing apparatus (SCBA); fire scene size-up; and ventilation.

## 5. 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.

## 6. Principles and practices of staff development and training

These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs; instructional design; training methods and techniques; the use of training aids, materials, and technology; motivation; learning theory; classroom management; the evaluation of learning outcomes; and the usage of training-related data.

### Test guide:

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