



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:

Title: Firefighter

Number: 60013470

Salary: \$36,500-57,606 – Salary varies with each Fire District

Date of Examination: 03/01/2025

Applications Accepted Until: 01/16/2025

Applications postmarked 01/16/2025 will be accepted.

Applications accepted until 4:30 p.m. Monday through Friday.

Administration of an exam does not imply a vacancy exists.

A \$25.00 fee and examination application are required for each separately numbered examination: Application processing fee is payable by check, money order or credit card. Cash is **NOT** accepted. Check or money order must be made payable to “Commissioner of Finance” with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will NOT be refunded to disapproved applicants.**

VACANCY: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in all fire districts under the jurisdiction of the Dutchess County Department of Human Resources.

RESIDENCE PREFERENCE: At this time most agencies give preference in appointment to candidates who are residents of their district for at least 30 days prior to the date of certification of the eligible list. Such residence preference is the policy of each individual fire agency and not subject to the control of the Dutchess County Department of Human Resources.

MINIMUM QUALIFICATIONS: On or before March 1, 2025, to be eligible for this examination, applicant must meet the following minimum qualifications: Graduation from high school or possession of a high school equivalency diploma, **AND MUST ALSO MEET THE FOLLOWING REQUIREMENTS AT TIME OF APPOINTMENT:**

- EITHER: (A) Completion of fifteen (15) college credits;
OR: (B) One (1) year of full-time, post-high school work experience;
OR: (C) One (1) year of satisfactory military service;
OR: (D) An equivalent combination of training and experience within the limits of (A) through (C) above.

Anticipated Eligibility – Age and Educational Requirements:

According to Civil Service Law, section 54 which became effective September 4, 2024, 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.

NOTE: Unless otherwise specified, part-time experience will be pro-rated towards meeting the fulltime experience requirement.

SPECIAL REQUIREMENTS:

1. **Age:** Candidates shall not be less than 18 years of age at time of appointment.
2. **Physical Fitness:** Candidates must meet standards established by the Commissioner of Human Resources.
3. **Driver License:** Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.
4. **Emergency Medical Technician:** Appointments with the following agencies require certification by New York State Department of Health as an Emergency Medical Technician at time of appointment. This certification must be maintained during the course of service.
 - Arlington Fire District
 - City of Beacon
 - Fairview Fire District
 - LaGrange Fire District

DUTIES: The work involves responsibility for fighting fires and responding to other emergency situations. An employee in this class will also be required to drive motorized fire apparatus and perform routine fire station maintenance. The work is performed under the direct supervision of supervisory fire fighting personnel. Supervision of the work of others is not a normal feature of this class. **EXAMPLES OF WORK (Illustrative Only):** Responds to fire alarms and emergency calls with fire company and performs a variety of dangerous fire fighting activities; drives and operates motor-driven fire fighting equipment; connects hose lines and nozzles; operates volume and pressure pumps; raises and climbs ladders and enters burning buildings; makes necessary openings in burning buildings for ventilation, entrance and egress; removes persons from burning buildings; performs salvage operations at scenes of fires, such as covering furniture with tarpaulins and cleaning debris; learns and practices new methods; performs miscellaneous clerical work when assigned; assists in giving emergency first aid treatment to injured persons; cleans and maintains fire fighting equipment; performs a variety of tasks in connection with the maintenance and repair of buildings and grounds; performs fire inspections for fire prevention; may function as an Emergency Medical Technician; does related work as required.

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

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.

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**.

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.

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.

The use of calculators is **RECOMMENDED** for this exam.

QUALIFYING MEDICAL AND PHYSICAL FITNESS EXAMINATIONS: Candidates who pass the written test must also take the qualifying physical fitness (SEE BELOW FOR PHYSICAL ABILITY TEST STANDARDS AND PROCEDURES) and medical (including substance abuse screening) to ensure that they are able to satisfactorily perform the duties of this position. The Dutchess County Department of Human Resources reserves the right to give the qualifying physical fitness test to only as many candidates as are needed to fill current vacancies. The medical examination will be given to candidates when they are considered for appointment.

FAILURE TO MEET THE PHYSICAL FITNESS STANDARDS WILL RESULT IN DISQUALIFICATION. The Physical Fitness Screening Test will be administered every two years. Candidates who do not re-take the Physical Fitness Screening Test when offered will not be considered for appointment by an appointing authority. If you do not pass each component of the Physical Fitness Examination you will be deemed to have failed this portion of the examination. While retesting is generally not allowed, the County reserves the right to offer retesting to candidates who fail the physical fitness exam should the eligible list become exhausted before the establishment of another eligible list.

FIREFIGHTER PHYSICAL ABILITY TEST (FPAT) EVENTS: The Firefighter Physical Ability Test consists of eight events that require candidates to perform simulations of the activities that are part of the Firefighter's job. During all events, you will wear a weighted vest, which simulates the equipment and breathing apparatus that a Firefighter normally wears during these types of activities. In addition, the first event requires the candidate to carry an additional 25 pounds. **These events require cardiovascular fitness, muscle strength, muscular endurance and flexibility. This test is stressful and may be dangerous to your health.** Therefore, you will be required to get medical clearance from your physician before participating in this physical ability test. The events are described below.

1. **Stair Climb:** Candidate will need to show proficiency in climbing stairs while wearing an extra 25 pounds (75 pounds total) and then will be required to pull a rope through a window sill structure followed by pulling extra weight through the structure and placing it in the designated spot on the ground.
2. **Hose Drag:** Candidate will grasp nozzle of a 200 feet long extension of dry hose, place the hose line over the shoulder, and drag the hose for 100 feet making one 90 degree turn around an obstacle. Candidate will stop, drop to one or both knees and pull 50 additional feet of hose to the finish line.
3. **Equipment Carry:** Candidate will remove two saws from cabinet that is 48" off the ground, and place them on the ground. The candidate will then pick both saws up, one in each hand, and carry them while walking 75' around a cone then back to the starting point.
4. **Ladder Raise and Extension:** Candidate will walk to top rung of a 24 foot aluminum extension ladder which is lying on the ground, lift in a hand over hand fashion and place it against a wall. The candidate must then raise a secured ladder and extend it using the fly section and then lower it using a hand over hand, controlled fashion.
5. **Forcible Entry Simulation:** Candidate will use a 10 pound sledgehammer to strike an object in a horizontal direction with sufficient force to demonstrate a forcible entry.
6. **Search:** Candidate will navigate on hands and knees over and around obstacles through a darkened tunnel maze.
7. **Rescue:** Candidate will drag a 165-pound mannequin for 70 feet.
8. **Ceiling Push and Pull:** Candidate will alternately push and pull an overhead, hinged door using a pike pole for four repetitions of 3 pushes and 5 pulls.

Details on the protocol for the FPAT are available on the Dutchess County website www.dutchessny.gov. The FPAT is similar to the CPAT that is administered at the Fire Training Academy. The requirements for CPAT are available on www.calgary.ca (Search for CPAT).

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SEE PAGES 1 AND 3 FOR IMPORTANT EXAM RELATED INFORMATION

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

APPLY ONLINE AT WWW.DUTCHESSNY.GOV/JOBS

ISSUED: 12/19/2024

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE
AT <https://dutchess-portal.mycivilservice.com/> or dutchessny.gov/jobs**

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

RETURNED CHECK FEE: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

FINGERPRINTING: An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

MULTIPLE EXAMINATIONS: If you are applying for civil service examinations offered by other government jurisdictions (New York State, another county, city, etc.) that are being held on the same date as this examination, you must make arrangements to take all examinations at one test site. Note: If you have applied for both New York State and Dutchess County examinations, you must take all examinations at the State site. **You are required to complete and return a Cross-Filer Form**, available on the Dutchess County website www.dutchessny.gov, to the Dutchess County Department of Human Resources **no less than two (2) weeks prior to the examination date**. Failure to provide such information within this time frame may result in disqualification from one or more examinations.

ALTERNATE TEST DATES may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

RELIGIOUS ACCOMMODATION: – If you cannot take the test on the announced test date (most written exams held on Saturdays) due to a conflict with a religious observance or practice, indicate this on your application. You will be granted an alternate test date, usually during the following week.

SPECIAL ACCOMMODATION: If you require an accommodation or special assistance in taking an exam, indicate this on your application. Documentation will be required.

WEATHER: In case of inclement weather the morning of the examination, please call the Examinations Hotline at 845-486-2167 and select option 3. You may also listen to the following radio stations for possible delays or other updates:

WEOK/WPDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNV	WRWD/WBWBZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

COLLEGE CREDITS AND/OR DEGREE: Your degree or college credit 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 who 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.

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available on the website and upon request at the examination center. The completed forms and DD-214 (Member 4 Copy) must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

If you do not receive a notice three days prior to the date of examination informing you whether or not you are to be admitted to the examination, call the Dutchess County Department of Human Resources immediately at 845-486-2169.

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County Department of Human Resources, and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

NOTE: 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.

APPLICATIONS: May be obtained online at www.dutchessny.gov, by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., Monday through Friday).

"HOW TO TAKE A WRITTEN TEST" and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website www.cs.ny.gov/testing/localtestguides.cfm.