

# HERKIMER COUNTY DEPARTMENT OF PERSONNEL

## Announces

### Promotion Examination

Open to the Village of Ilion Fire Department Employees

## FIRE LIEUTENANT

Examination Number 70005620

Date of Examination: June 28, 2025

### FILING DEADLINE

Applications must be received or postmarked by: May 9, 2025

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver

**A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION**

**\$25.00 MONEY ORDER ONLY - payable to the Herkimer County Treasurer.**

**Cash accepted only if paying in person; you must have the exact dollar amount.**

**Personal checks will NOT be accepted.**

**Salary: \$56,014/YR OR \$26.93/HR (Village of Ilion)**

**Vacancies:** The eligible list established as a result of this examination will be used to fill appropriate vacancies as they exist/occur in the Village of Ilion Fire Department.

**Herkimer County Residency is WAIVED for this Promotional Examination**

**MINIMUM QUALIFICATIONS:** Three (3) years of permanent competitive class status in the title of Firefighter.

**Special Requirement:** Must possess National/Pro Board Certification as a Fire Officer 1, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications within 24 months of permanent appointment.

*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.*

**Duties:** The work involves responsibility for directing the work of a small number of Firefighters engaged in responding to alarms, fighting fires, performing the fire prevention and code enforcement inspections or while on duty at the fire station. An employee in this class may assist in code enforcement inspections. An employee in this class may also be responsible on a rotating basis for supervising the activities of the Fire Department's alarm receipt and dispatch functions on an assigned shift. In the absence of a superior officer, an employee in this class may exercise command responsibilities. Work assignments are received from superior officers who review work performance by inspection or comment at the scene of fires. Supervision is exercised over a small number of subordinates. Does related work as required.

**Subjects of examination:** A test designed to evaluate knowledge, skills and /or abilities in the following areas.

#### **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.

#### **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.

#### **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.

#### **On-the-job training of fire personnel**

These questions test for a knowledge of the principles and practices of on-the-job training of fire personnel. The questions cover such areas as determining the necessity for training, selecting appropriate training methods, overcoming obstacles to learning, and evaluating the effectiveness of training.

#### **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.

## Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

### 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.

## Use of Calculators is PROHIBITED.

**SENIORITY RATING:** Seniority points will be added on promotional exam scores to all passing candidates. Seniority rating is based on the length of continuous classified service in the jurisdiction in which you are employed as follows:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 yrs	3 points
Over 16 years up to 21 yrs	4 points
Over 21 years up to 26 yrs	5 points