

**Albany Municipal Civil Service Commission  
City Hall Room 301  
Albany, New York 12207  
Telephone: (518) 434-5049**

**PLEASE POST CONSPICUOUSLY**

**AN OPEN COMPETITIVE EXAMINATION FOR FIREFIGHTER, EXAM #68-788**

**FILING FEE:** \$30.00 NON-REFUNDABLE filing fee for each application submitted. Make check or money order payable to the **Albany City Treasurer**. *Include exam number and last four (4) digits of your social security number on the check. **\*\*Fee waiver form available upon request. See page five (5) for eligibility.\*\****

**TO BE HELD:** Saturday, March 18, 2017. Candidates will be notified by mail of time and location.

**LAST FILING DATE:** Applications must be received in our office no later than 5:00 p.m. on Wednesday, February 22, 2017.

Individuals who are on military leave or recently discharged from military service are permitted to file for an examination up to ten days prior to the examination.

**VACANCY:** Resulting eligible list to be used to fill vacancies in the Albany Fire Department.

**STARTING SALARY:** \$41,821/year (2017 Salary Schedule)  
**\*\*Salary increase available for Paramedics with regional on line privileges.\*\***

**DUTIES OF THE POSITION:** This class performs general firefighting and fire prevention duties. Employees in this class perform standardized manual work in combating and preventing fires, often under hazardous conditions. Although an employee is subject to firefighting duty at any time, regular assignments include a substantial element of routine maintenance and custodial work on station and equipment. Regular assignments also include responding to emergency medical calls and rendering emergency medical service to members of the public. All work is performed under the general supervision of a fire officer and inspected upon completion.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications by the date of the examination.\*

- Graduation from high school or possession of a high school equivalency diploma.

*\*ANTICIPATED ELIGIBILITY: Candidates who expect to graduate from high school or possess a high school equivalency diploma by September 1, 2017, will be allowed to participate in this exam. Proof of graduation must be received before candidates are eligible for appointment.*

**SPECIAL REQUIREMENTS:**

- United States citizenship is required.
- A valid NYS Driver's License is required at the time of appointment and for the duration of employment.
- Possession of a valid New York State Health Department Emergency Medical Technician (EMT-B) Certification no less than five (5) weeks prior to appointment and for the duration of employment.

*Please visit [www.joinafd.org](http://www.joinafd.org) for information on local EMT training, sample written exams and preparation for the Candidate Physical Agility Testing (CPAT).*

**APPLICATION AND A COPY OF THIS ANNOUNCEMENT MAY BE SECURED AT THE ABOVE ADDRESS OR AT THE CITY OF ALBANY WEBSITE: <http://www.albanyny.gov>**

## GENERAL INSTRUCTIONS TO APPLICANTS

### #1 AGE LIMITS:

Unless otherwise specified in the examination announcement, there are no age restrictions. However there may be statutory restrictions on your employment if you are under 40 or over 70 years of age.

### #2 APPLICATION FORMS:

Forms can be obtained by visiting the:  
Civil Service Commission  
City Hall Room 301  
Albany, New York 12207  
Phone: (518) 434-5049  
<http://www.albanyny.gov>

A standard application must be filed for each examination. The applicant should be certain that every question is answered and that the application is complete in all respects, including the title of the examination.

### #3 VETERAN'S CREDITS:

For the purpose of claiming veteran's credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.

Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, provided they have not used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.

### #4 TRANSCRIPTS:

Whenever college transcripts or diplomas are requested, they should be submitted with the application for the examination or as soon thereafter as possible BEFORE the examination.

### #5 ADMISSIONS TO EXAMINATION:

The Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the office of the Commission.

Every candidate should bring his or her notice to appear, social security number and photo ID to the examination. Do not interpret a notice to appear for, or an actual participation in, the examination to mean

that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be verified until after the examination has been held. Those candidates not meeting the requirements are disqualified at that time.

Inquiries may be made as to character and ability of candidates. All statements made by candidates in their applications are subject to verification.

### #6 SATURDAY SABBATH OBSERVERS & HANDICAPPED PERSONS:

If special arrangements for testing are required, indicate this on your application form.

### #7 RATINGS REQUIRED:

This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations, will apply to this examination.

### #8 MEDICAL EXAMINATIONS:

Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

### #9 ELIGIBLE LISTS:

Eligible lists are established for a minimum duration of one year but may be extended by the Commission before expiration, for a total of no more than four years.

Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

### #10 CHILDREN OF POLICE/FIREFIGHTERS KILLED ON DUTY 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.

**FILE YOUR APPLICATION IMMEDIATELY  
AN EQUAL OPPORTUNITY EMPLOYER**

**RESIDENCE (to sit for examination):** Candidates must have been a legal resident of Albany County for at least thirty (30) days immediately preceding the date of the written examination.

\*\*\*Preference in appointment may be given to successful candidates who have been legal residents of the City of Albany for at least thirty (30) days immediately preceding the date of the written exam.

\*\*\***RESIDENCY REQUIREMENTS** (*Residence Preferred List Requirement*)

- 1) An applicant for competitive examination must be a legal resident on the date of the examination and must have been a legal resident of the City of Albany for at least thirty (30) days immediately preceding the date of such examination, unless otherwise mandated by law. This residence requirement may be suspended or reduced by the Commission in cases where recruitment difficulties make such requirement disadvantageous to the public interest.
- 2) When preference in certification is given to residents of the City of Albany, in order to be included in certification as a resident of such municipality an eligible must be a legal resident on the date of the examination and must be a legal resident of the City of Albany at the time of certification and at the time of appointment.

**SCOPE OF THE EXAMINATION**

There will be a written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. Advising and interacting with others**

These questions test for the ability to interact with other people, to gather and present information, and to provide assistance and advice in a courteous and professional manner.

**2. Using logical reasoning to draw valid conclusions**

These questions test for the ability to examine true statements and logically evaluate conclusions based on the information in the statements.

**3. Mechanical reasoning**

These questions will be accompanied by drawings or descriptions of various mechanical devices, such as gears, pulleys, levers, hand tools, and gauges. You will be required to demonstrate an understanding of how the devices work and the underlying mechanical principles involved. These devices are not limited to use in the fire service.

**4. Understanding and interpreting written material pertaining to fire**

The questions in this subtest test how well the candidate comprehends written material. The candidate is provided with brief reading selections, followed by a set of alternative statements relating to each selection. The candidate is to indicate the most appropriate statement relating to the selection on the basis of whether it:

- a. accurately paraphrases portions of the selection; or
- b. adequately summarizes the selection; or
- c. presents an inference that can reasonably be drawn from the selection.

The reading selections are drawn from a variety of sources related to the fire fighting field. Knowledge of the subject matter of the reading selection is generally not related to successfully answering the questions.

*A Guide for the Written Test for Firefighter is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://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.*

**NOTE:** Candidates are **ALLOWED** to use a quiet, hand-held, solar or battery powered calculator. Devices with typewriter keyboard, spell checkers, personal digital assistants, address books, language translators, dictionaries or any other similar devices are prohibited. **YOU MAY NOT BRING PENS, HIGHLIGHTERS, FIREARMS, BOOKS OR OTHER REFERENCE MATERIAL TO THE TEST.**

**CITIZENSHIP** – It shall be a condition of employment that candidates possess United States citizenship at the time of appointment and maintain said citizenship throughout their career.

**BACKGROUND INVESTIGATION** – Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment and criminal history, as well as other records checks as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicants will be required to submit the necessary fees for the fingerprint processing, where required.

**CANDIDATE PHYSICAL AGILITY TEST (CPAT)** – It shall be a condition of employment that candidates successfully pass a functional capacity test. A candidate who fails the Candidate Physical Agility Test (CPAT) will be able to retest in the next round of hiring from the current list.

*SPECIAL NOTE: Any candidate who successfully passes a Candidate Physical Agility Test (CPAT), certified by the New York State Office of Fire Prevention & Control, within an eighteen (18) month period prior to appointment date will not be required to test. Candidates must provide adequate proof to the City of Albany Civil Service Commission to be waived from further testing.*

**MEDICAL TESTING** – It shall be a condition of employment that candidates successfully pass a medical examination. It shall be a condition of continued employment in the Albany Department of Fire and Emergency Services that employees submit to and successfully pass these examinations throughout their career.

**PSYCHOLOGICAL EVALUATION** – Candidates who pass the written test will be required to pass a qualifying psychological examination(s) prior to appointment. Candidates who do not successfully complete the psychological evaluation are reinstated to the eligible list after one year from initial evaluation.

**DRUG TESTING** – It shall be a condition of employment that candidates submit to and successfully pass a urinalysis test for the detection of drug and/or substance abuse at the time of appointment. Evidence of drug and/or substance abuse shall be grounds for disqualification from appointment.

**CROSS-FILER STATEMENT:** If you have applied for other Civil service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must notify the City of Albany of your intent to take both a State and a local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government examinations, call or write to each Civil Service agency to make arrangements. You must make your request for these arrangements by calling our office at (518) 434-5049 no later than 14 days before the date of the examination. You must notify all local government Civil Service agencies with which you have filed an application of the site where you wish to take your examinations. A cross-filer application must be completed for City of Albany examinations.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, 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 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.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a 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 can verify eligibility for application 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. "Request for Application Fee Waiver and Certification" forms may be obtained at the Albany Municipal Civil Service Commission Office: Albany City Hall Room 301, Albany, New York 12207**

**New York State  
Department of Civil Service**

*Committed to Innovation, Quality, and Excellence*

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*A Guide to the Written Test*

for the

**Firefighter Series**

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**Department of  
Civil Service**

Andrew M. Cuomo  
Governor

## **INTRODUCTION**

The New York State Department of Civil Service has developed this test guide to familiarize you with the written test for the Firefighter Series. This test guide provides a general description of the subject areas which will be tested and an explanation of the different types of questions that will be presented.

The written test for these examinations has an overall time allowance of 5 hours.

### **FOR ALL MUNICIPALITIES EXCEPT WHITE PLAINS, MT. VERNON, AND NEW ROCHELLE:**

The test questions will cover the following four subject areas (for a full description of each subject area, see the appropriate subject area section of this test guide):

1. Using logical reasoning to draw valid conclusions
2. Advising and interacting with others
3. Mechanical reasoning
4. Understanding and interpreting written material pertaining to fire

### **FOR WHITE PLAINS, MT. VERNON, and NEW ROCHELLE ONLY:**

The test questions will cover the following five subject areas (for a full description of each subject area, see the appropriate subject area section of this test guide):

1. Mechanical reasoning
2. Understanding and interpreting written material pertaining to fire
3. Solving problems involving numbers
4. General science
5. Reasoning clearly and selecting a proper course of action in firefighting situations

These are the only subject areas that will be included on the written test. Specialized knowledge of firefighting is not required.

The remainder of this test guide explains how you will be tested in each of the subject areas listed above. A **TEST TASK** is provided for each subject area. This is an explanation of how a question will be presented and how to correctly answer it. Read each explanation carefully. This test guide also provides at least one **SAMPLE QUESTION** for each subject area. The sample question is similar to the type of questions that will be presented on the actual test. This test guide provides the **SOLUTION** and correct answer to each sample question. You should study each sample question and solution in order to understand how the correct answer was determined.

## SUBJECT AREA

**USING LOGICAL REASONING TO DRAW VALID CONCLUSIONS:** These questions test for the ability to examine true statements and logically evaluate conclusions based on the information in the statements.

**TEST TASK:** Each question presents a paragraph made up of factual statements, followed by four listed conclusions – the choices. You must evaluate the factual information and the conclusions, and then select the one conclusion that is definitely true (valid) according to the factual statements. You should base your answer to each question only on the information provided, NOT on what you may happen to know about the subject discussed.

Some of the questions contain true statements that begin with or include the term “All,” “Some,” or “None” (See Sample Question 1). Other questions contain true statements that begin with or include the term “If,” “Either,” “Unless,” or “Only if”. (See Sample Question 2).

### **SAMPLE QUESTION 1:**

Three firefighters from the city's largest fire station responded to a residential fire on Miller Street earlier today and extinguished the fire. All protective gear that the three firefighters wore at the Miller Street fire is ready to be cleaned. None of the injuries incurred by residents at the Miller Street fire were fatal.

Based on the information above, which one of the following conclusions **MUST** be true?

- A. All protective gear that is ready to be cleaned is protective gear that the three firefighters wore at the Miller Street fire.
- B. Some of the protective gear that the three firefighters wore at the Miller Street fire is not ready to be cleaned.
- C. All of the injuries incurred by residents at the Miller Street fire were non-fatal.
- D. Some fatal injuries were those incurred by residents at the Miller Street fire.

*The correct answer to sample question 1 is C.*

**SOLUTION:** *To answer this question correctly, you must be able to logically evaluate the statements in the paragraph and the four conclusions.*

**Choice A** states, “All protective gear that is ready to be cleaned is protective gear that the three firefighters wore at the Miller Street fire.” This is not definitely true. It is possible that the protective gear that is ready to be cleaned includes gear other than the gear worn by the three firefighters at the Miller Street fire. For example, other firefighters from this large fire station may have responded earlier today to a different fire, and their protective gear may also be ready to be cleaned. Although this Choice A conclusion may be true, it is not definitely true, and is therefore not the correct answer to this sample question. As a candidate, it is important for you to make this distinction between a conclusion that may be true and a conclusion that is definitely true.

**Choice B** states, “Some of the protective gear that firefighters wore at the Miller Street fire is not ready to be cleaned.” This conclusion contradicts the paragraph statement, “All protective gear that the three firefighters wore at the Miller Street fire is ready to be cleaned.” Choice B is not true, and is therefore not the correct answer to this sample question.

**Choice C** states, “All of the injuries incurred by residents at the Miller Street fire were non-fatal.” This is a logical conclusion drawn from the paragraph statement, “None of the injuries incurred by residents at the Miller Street fire were fatal.” If we know that none of the injuries from this fire were fatal, it is certain that all injuries from this fire were non-fatal. Choice C is definitely true, and is therefore the correct answer to this sample question.

**Choice D** states, “Some fatal injuries were those incurred by residents at the Miller Street fire.” This conclusion contradicts the paragraph statement, “None of the injuries incurred by residents at the Miller Street fire were fatal.” Choice D is not true, and is therefore not the correct answer to this sample question.

## **SUBJECT AREA**

### **USING LOGICAL REASONING TO DRAW VALID CONCLUSIONS (cont.)**

#### **SAMPLE QUESTION 2:**

At the scene of an arson fire, evidence is usually left behind. That evidence can usually be identified by a trained technician. For example, if a fire is started with a chemical accelerant, some trace of a chemical accelerant is left behind. This trace can be detected. Also, a trained technician can gather evidence by observing the burn pattern left behind at a fire scene. For example, if a fire is started by pouring diesel fuel on a vinyl floor, a distinctive pattern is left behind.

Based on the information above, which one of the following conclusions **MUST** be true?

- A. If a chemical accelerant is not used to start a fire, some trace of a chemical accelerant is left behind.
- B. Some trace of the chemical accelerant is left behind if a chemical accelerant is used to start a fire.
- C. If a fire on a vinyl floor is not started with diesel fuel, a distinctive pattern is not left behind.
- D. A distinctive pattern is not left behind if a fire on a vinyl floor is started with diesel fuel.

*The correct answer to sample question 2 is B.*

**SOLUTION:** *To answer this question correctly, you must be able to logically evaluate the statements in the paragraph and the four conclusions.*

**Choice A** states, "If a chemical accelerant is not used to start a fire, some trace of a chemical accelerant is left behind." This choice is not reasonable. The paragraph states, "If a fire is started with a chemical accelerant, some trace of a chemical accelerant is left behind." This statement says nothing about what occurs when a chemical accelerant is not used to start a fire. There is no logical support for Choice A, so Choice A is not the correct answer to this sample question.

**Choice B** states, "Some trace of the chemical accelerant is left behind if a chemical accelerant is used to start a fire." This is an accurate restatement of the paragraph statement, "If a fire is started with a chemical accelerant, some trace of a chemical accelerant is left behind." Choice B is definitely true, and is therefore the correct answer to this sample question.

**Choice C** states, "If a fire on a vinyl floor is not started with diesel fuel, a distinctive pattern is not left behind." We know from the paragraph example that, "if a fire is started by pouring diesel fuel on a vinyl floor, a distinctive pattern is left behind." But this statement says nothing about the Choice C situation, a fire on a vinyl floor started in some other way. For Choice C to be true, every possible material other than diesel fuel, when used to start a vinyl floor fire, would leave no distinctive pattern behind. The paragraph does not tell us about the effect of every possible material used to start such a fire, so we cannot conclude that a distinctive pattern is never left behind. Therefore, Choice C is not the correct answer to this sample question.

**Choice D** states, "A distinctive pattern is not left behind if a fire on a vinyl floor is started with diesel fuel." This statement contradicts the paragraph statement, "if a fire is started by pouring diesel fuel on a vinyl floor, a distinctive pattern is left behind." Choice D is not true, and is therefore not the correct answer to this sample question.

## **SUBJECT AREA**

**ADVISING AND INTERACTING WITH OTHERS:** These questions test for the ability to interact with other people, to gather and present information, and to provide assistance and advice in a courteous and professional manner.

**TEST TASK:** You will be presented with a variety of situations in which you must apply knowledge of how best to interact with other people.

### **SAMPLE QUESTION:**

A person approaches you expressing anger about a recent action by your department. Which one of the following should be your **first** response to this person?

- A. Interrupt to say you cannot discuss the situation until he calms down.
- B. Say you are sorry that he has been negatively affected by your department's action.
- C. Listen and express understanding that he has been upset by your department's action.
- D. Give him an explanation of the reasons for your department's action.

*The correct answer to this sample question is C.*

### **SOLUTION:**

**Choice A** is not correct. It would be inappropriate to interrupt. In addition, saying that you cannot discuss the situation until the person calms down will likely aggravate him further.

**Choice B** is not correct. Apologizing for your department's action implies that the action was improper.

**Choice C** is the correct answer to this sample question. By listening and expressing understanding that your department's action has upset him, you demonstrate that you have heard and understand his feelings and point of view.

**Choice D** is not correct. While an explanation of the reasons for the action may be appropriate at a later time, at this moment the person is angry and would not be receptive to such an explanation.

## SUBJECT AREA

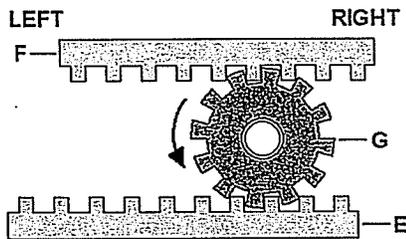
**MECHANICAL REASONING:** These questions will be accompanied by drawings or descriptions of various mechanical devices, such as gears, pulleys, levers, hand tools, and gauges. You will be required to demonstrate an understanding of how the devices work and the underlying mechanical principles involved. These devices are not limited to use in the fire service.

**TEST TASK:** For each question, you will be presented with a sketch or description of one or more mechanical devices, hand tools, dials or gauges. You must understand how the devices work, how the devices are used, or how to read the devices, in order to answer the questions correctly.

### **SAMPLE QUESTION 1:**

In the diagram below, how will the two racks, E and F, move when gear G is rotated on its fixed axis in the direction indicated by the arrow?

- A. Both racks will move to the left.
- B. Rack F will move to the left while rack E moves to the right.
- C. Rack F will move to the right while rack E moves to the left.
- D. Both racks will move to the right.



*The correct answer to sample question 1 is B.*

**SOLUTION:** *To answer this question correctly, you should look at each part of the mechanism separately:*

- *What will happen to rack F when gear G moves in the direction indicated by the arrow? The teeth in gear G will lock with the teeth in rack F and cause rack F to move to the left.*
- *What will happen to rack E when gear G moves in the direction indicated by the arrow? The teeth in gear G will lock with the teeth in rack E and cause rack E to move to the right.*

## SUBJECT AREA

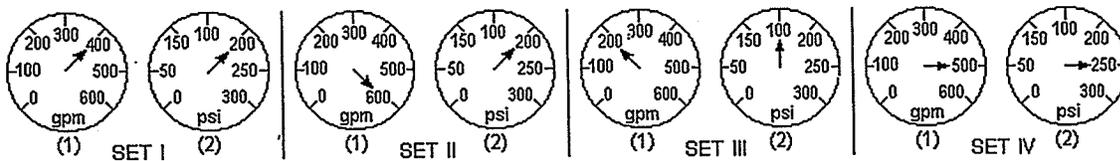
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### MECHANICAL REASONING (cont.)

#### SAMPLE QUESTION 2:

The diagram below shows four sets of dials. Dial (1) in each set displays gallons per minute (gpm) flow rate. Dial (2) in each set displays pressure per square inch (psi). If a pump works most efficiently at a flow rate of less than 500 gpm and a pressure of 200 psi, which one of the sets of dials indicates a pump that is working most efficiently?

- A. SET I
- B. SET II
- C. SET III
- D. SET IV



The correct answer to sample question 2 is A.

**SOLUTION:** To answer this question correctly, you must apply the information given in the problem to the readings on the dials, in order to determine which set of dials indicates a pump that is working most efficiently:

- The problem tells you that a pump works most efficiently at a flow rate of less than 500 gpm and a pressure of 200 psi.
- The problem also tells you that dial (1) in each set displays gallons per minute (gpm) and dial (2) in each set displays pressure per square inch.
- Of the four sets, SET I is the only set that has a flow rate less than 500 gpm and a pressure of 200 psi (reading on dial (2)).

## **SUBJECT AREA**

**UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL PERTAINING TO FIRE:** The questions in this subtest test how well the candidate comprehends written material. The candidate is provided with brief reading selections, followed by a set of alternative statements relating to each selection. The candidate is to indicate the most appropriate statement relating to the selection on the basis of whether it: a) accurately paraphrases portions of the selection; or b) adequately summarizes the selection; or c) presents an inference that can reasonably be drawn from the selection.

The reading selections are drawn from a variety of sources related to the fire fighting field. Knowledge of the subject matter of the reading selection is generally not related to successfully answering the questions.

**TEST TASK:** For each question, you will be provided with a brief selection of written material pertaining to fire, followed by a question and a set of alternative statements relating to the written material. You must choose the statement that best answers the question.

### **SAMPLE QUESTION:**

"Oxidizing materials shall include a substance that yields oxygen readily to stimulate the combustion of organic matter. Oxidizing materials shall be stored in cool, dry, ventilated locations, and separated from stored organic materials. Oxidizing materials shall be stored separately from flammable liquids, flammable solids, combustible materials, hazardous chemicals, corrosive liquids, and other such non-compatible materials. Bulk oxidizing materials shall not be stored on or against wooden surfaces."

Which one of the following statements is correct, based on the written material provided above?

- A. Organic materials should be stored on wooden piles.
- B. Oxidizing materials should be stored with flammable solids.
- C. Corrosive liquids should be stored with hazardous chemicals.
- D. Oxidizing materials should be stored away from organic materials.

*The correct answer to this sample question is D.*

**SOLUTION:** *To answer this question correctly, you must evaluate each choice given, against the written material provided, in order to determine which choice is correct.*

**Choice A** states, "Organic materials should be stored on wooden piles." Although the written material states that "oxidizing materials shall be stored... separated from stored organic materials," the written material does not state where organic materials should be stored. Therefore, choice A is not the correct answer to this sample question.

**Choice B** states, "Oxidizing materials should be stored with flammable solids." However, the written material states, "Oxidizing materials shall be stored separately from... flammable solids,..." Therefore, choice B is not the correct answer to this sample question.

**Choice C** states, "Corrosive liquids should be stored with hazardous chemicals." However, the written material does not state where corrosive liquids should be stored. Therefore, choice C is not the correct answer to this sample question.

**Choice D** states, "Oxidizing materials should be stored away from organic materials." The written material states, "Oxidizing materials shall be stored... separated from stored organic materials."

## **SUBJECT AREA**

**SOLVING PROBLEMS INVOLVING NUMBERS:** This subtest requires the candidate to use addition, subtraction, multiplication, and division to solve problems that might be encountered in fire service activities. In some of the questions, sketches of simple geometric figures may be shown or simple geometric terms used. The problems are presented in the context of the job. Knowledge of fire fighting is not required. Formulas or equations will be provided where required.

**TEST TASK:** For these questions, you will be presented with various problems, involving numbers, that might be encountered in fire service activities. Formulas will be provided where needed. You will be allowed to use a calculator for this part of the test.

### **SAMPLE QUESTION 1:**

A pump discharges water at a rate of 184 gallons per minute. Which one of the following is the number of gallons of water this pump will discharge in an hour?

- A. 1,104 gallons
- B. 1,840 gallons
- C. 2,208 gallons
- D. 11,040 gallons

*The correct answer to sample question 1 is D.*

**SOLUTION TO SAMPLE QUESTION 1:** *First, you must know that there are 60 minutes in an hour. Then, you must multiply 184 gallons (the amount the pump discharges in one minute), by 60 minutes (the number of minutes in an hour), in order to calculate the number of gallons the pump discharges in one hour.*

### **SAMPLE QUESTION 2:**

"Back pressure" is the pressure, measured in pounds per square inch (psi), which a column of water exerts against the engine or hydrant, which is forcing the water through a pipe system or a hose stretched to a height. Back pressure can be found by multiplying 0.434 by the height of the pipe system, in feet.

If the height of the pipe system is 180 feet, which one of the following is most nearly the back pressure?

- A. 7.8 psi
- B. 78.1 psi
- C. 708.2 psi
- D. 7812.0 psi

*The correct answer to sample question 2 is B.*

**SOLUTION TO SAMPLE QUESTION 2:** *Since this problem tells you that back pressure can be found by multiplying 0.434 by the height of the pipe system, in feet, to answer this question correctly, you must multiply 0.434 by 180 feet, and know where the decimal point should be placed.*

## SUBJECT AREA

**GENERAL SCIENCE:** This subtest requires the candidate to demonstrate knowledge of the basic principles of physics and chemistry, or the definitions of relevant terms, properties and processes; or to apply the knowledge to given situations. The questions cover, but are not necessarily limited to, properties of common substances encountered in fire fighting, basic principles of electricity, and basic principles of combustion and heat transfer.

**TEST TASK:** You will be presented with questions which require a knowledge of general science, or the application of basic science principles to given situations, to answer correctly. Specialized knowledge of firefighting is not needed to answer the questions.

### **SAMPLE QUESTION 1:**

The density of a substance refers to which one of the following qualities?

- A. solubility
- B. compactness
- C. alkalinity
- D. weight

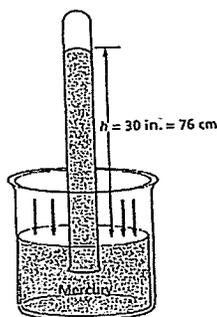
*The correct answer to sample question 1 is B.*

**SOLUTION TO SAMPLE QUESTION 1:** *To answer this question correctly, you must know that density is the amount of mass in a definite volume, or how compact or crowded a substance is*

### **SAMPLE QUESTION 2:**

The diagram below shows a filled test tube of mercury inverted in a beaker of mercury. Which one of the following is responsible for supporting the column of mercury?

- A. air temperature
- B. atmospheric pressure
- C. salinity of the mercury
- D. viscosity of the mercury



*The correct answer to sample question 2 is B.*

**SOLUTION TO SAMPLE QUESTION 2:** *To answer this question correctly, you must know that force is required to support the weight of the column of mercury, and that the force needed is atmospheric pressure. Atmospheric pressure on the surface of the mercury in the beaker is supporting the column of mercury in the tube.*

## **SUBJECT AREA**

### **REASONING CLEARLY AND SELECTING A PROPER COURSE OF ACTION IN FIREFIGHTING**

**SITUATIONS:** The questions in this subtest describe situations which a firefighter may encounter on the job. The candidate must evaluate the situation and either select the most appropriate course of action or select the best reason in support of a particular course of action. The questions cover such areas as interpersonal factors related to dealing with other firefighters, superior officers or the general public. Specialized or detailed knowledge of firefighting is not required.

**TEST TASK:** For each question, you will be presented with a brief description of a situation which a firefighter may encounter on the job, followed by four alternative courses of action. You must evaluate the situation given and select, from among the four choices given, the most appropriate course of action or best answer to the question.

### **SAMPLE QUESTION:**

You have been on the job as a firefighter for six months. After your company returns to the station from a fire alarm, your supervisor, the company officer, tells you to perform a safety check of the fire vehicle just used. On your way to conduct the safety check, the fire chief approaches you and informs you that city officials will be coming for a tour of the fire department, and that he would like you to wash the fire vehicle immediately.

Which one of the following would be the best course of action for you to take in this situation?

- A. Say nothing and wash the fire vehicle as ordered.
- B. Say nothing and proceed with the safety inspection of the fire vehicle.
- C. Inform the fire chief of the order you were given by the company officer.
- D. Tell the fire chief that you will wash the fire vehicle right after you complete its safety inspection.

*The best answer to this sample question is C.*

**SOLUTION:** *In the situation described, you receive conflicting orders from your immediate supervisor (the company officer) and the fire chief. The order from your immediate supervisor is a safety matter; the order from the fire chief is a public relations matter. To answer this question correctly, you must evaluate the situation and realize that the most appropriate action for you to take is to inform the fire chief of the order you were given by the company officer. The fire chief can then decide what to do.*

## **TEST SECURITY**

The test you will be taking is the property of the New York State Department of Civil Service. Candidates may not remove test material from the test site and may not reproduce, reconstruct, or discuss the test content with others. Unauthorized possession or disclosure of the test material is prohibited by law and punishable by imprisonment and/or a fine. Additionally, candidates may be disqualified from appointment to the positions for which the examination is being held and from being a candidate for any civil service examination for five years. After you take the test, other individuals may want to talk with you about the test. You should not discuss the questions and answers, even in general terms. You should be careful that you do not inadvertently violate test security and put yourself at risk.

## **CONCLUSION**

Your attitude and approach to the test will influence how well you perform. A positive attitude will help you do your best.

### **Before the test ...**

- Study and review this guide to familiarize yourself with what the test will cover.
- Study and review the subject areas that will be covered on the test.

### **On the day of the test ...**

- Arrive at the test site on time.
- Bring your Admission Notice, two No. 2 pencils, a photo ID containing your signature, a quiet lunch or snack, and any other **allowed** materials.
- Do **NOT** bring this test guide to the test site.

### **At the test site ...**

- Do **NOT** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site.
- The use of such devices anywhere on the grounds of the test site (this includes the test room, hallways, restrooms, building, grounds, and parking lots) could result in your disqualification.

### **During the test ...**

- Read and follow all directions on your Admission Notice, test booklets, answer sheets, and Candidate Directions.
- Follow the Monitor's instructions.
- Keep track of the time.

### **After the test ...**

- Do **NOT** remove any test materials from the test room.
- Do **NOT** paraphrase, reconstruct, or reproduce the test material in any way.
- Do **NOT** discuss the test material with others.

It is the policy of the New York State Department of Civil Service to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make this information available to you, please contact the New York State Department of Civil Service Public Information Office at (518) 457-9375.

Visit the New York State  
Department of Civil Service web site  
[www.cs.ny.gov](http://www.cs.ny.gov)

New York State  
Department of Civil Service  
Albany, NY 12239

2016

Leave this space blank

Exam #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

APPLICATION FOR EMPLOYMENT OR EXAMINATION

CITY OF ALBANY  
 MUNICIPAL CIVIL SERVICE COMMISSION  
 CITY HALL ROOM 301  
 ALBANY, NY 12207  
 (518) 434-5049

Leave this space blank

Number: \_\_\_\_\_

Approved By: \_\_\_\_\_

Disapproved By: \_\_\_\_\_

This application is part of your examination. Answer all questions fully and carefully in ink or typewritten. Attach additional sheets if necessary in order to give complete and detailed information.

<p>1. Title or Position and Exam Number</p> <p>2. Last Name, First Name, MI</p> <p>3. Phone Number</p> <p>( ) ( )        Home Work</p>	<p>5. Mailing Address</p> <p>No., Street, Apt: _____</p> <p>City, State, ZIP: _____</p> <p>Permanent Address (if different)</p> <p>No., Street, Apt: _____</p> <p>City, State, ZIP: _____</p> <p style="font-size: small;">Immediate notice should be given of any change in address.</p>
<p>4. Social Security Number</p> <p>_____ - _____ - _____</p>	

6. Residence: Fill in the names of the city and county of which you are an actual permanent legal resident. List how long you have continuously lived in each residence immediately preceding the date of this application.

	NAME	YEARS	MONTHS
CITY			
COUNTY			

8. Police Officer & Firefighter Applicants Only

Are you a U.S. Citizen? Yes No

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

9. Special Accommodations in Testing:  
 We provide reasonable accommodations for individuals with disabilities or for those who are Saturday Religious observers.

Do you require special accommodations due to a disability? Yes No

Do you require special accommodations due to Saturday Religious observance? Yes No

7. Have you ever served in the U.S. armed forces? Yes No

If "Yes", did you receive an honorable discharge? Yes No

Have you previously used veterans' credits? Yes No

Do you claim additional veterans' credits?

Yes, as a non-disabled war veteran.  
 Yes, as a disabled war veteran.  
 No.

If claiming additional veterans' credits, you must submit a copy of your separation papers (DD214) within two months of the last filing date for the examination.

Are you the child of a City of Albany Firefighter or Police Officer killed in the line of duty? Yes No

10. Have you ever been convicted of a crime (felony or misdemeanor)? Yes No

Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? Yes No

Are you now under any charges for any crime? Yes No

If you answered "Yes" to any of the questions in this section, explain on an additional sheet.

None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position.

11. Have you ever been dismissed from employment for disciplinary reasons? Yes No

If "Yes", explain on an additional sheet.

12. If you have a license, certificate or other authorization to practice a trade or profession, include that information below.

Name of Trade/Profession: \_\_\_\_\_

Licensing Agency: \_\_\_\_\_

Licensed From \_\_\_\_\_ To \_\_\_\_\_

13. Driver's License (If the position for which you are applying requires one.)

Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

14.

High School: \_\_\_\_\_ Highest Grade Completed: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

GED Issuing Government Authority: \_\_\_\_\_ Number: \_\_\_\_\_ Year Issued: \_\_\_\_\_

College, Professional or Technical Schools: Name & Location	Attendance Dates (mm/yy)		Total # of Credits	Did You Graduate?	Degree Type & Subject	Degree Date
	From	To				
	—	—				
	—	—				
	—	—				

15. Experience: Describe any employment or occupation you have had which includes experience that tends to qualify you for the position sought. Begin with your most recent employment and work backward consecutively to your first. You may be required to furnish satisfactory proof of experience claimed. Use additional sheets if necessary.

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor Name & Title: \_\_\_\_\_  
(mm/yy) (mm/yy)

Duties of Position: \_\_\_\_\_

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor Name & Title: \_\_\_\_\_  
(mm/yy) (mm/yy)

Duties of Position: \_\_\_\_\_

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor Name & Title: \_\_\_\_\_  
(mm/yy) (mm/yy)

Duties of Position: \_\_\_\_\_

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor Name & Title: \_\_\_\_\_  
(mm/yy) (mm/yy)

Duties of Position: \_\_\_\_\_

Have you any objection to this department making inquiry regarding your character and qualifications from:  
 your present employer? Yes  No  your former employer? Yes  No

If you answered "Yes" to either of these questions, explain on an additional sheet.

**THIS DECLARATION MUST BE COMPLETED**  
 16. I declare, subject to the penalties of perjury, that the statements made in this application (including statements in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. I understand that all statements made by me in connection with this application are subject to verification. Omissions or vagueness will not be interpreted in your favor.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

The New York State Human Rights Law prohibits discrimination in employment because of the race, creed, color, religion, national origin, sex, disability, genetic predisposition, carrier status, marital status, sexual orientation or arrest record of a candidate.

It is the policy of the City of Albany to provide Equal Employment Opportunity to all persons, and to carry out Affirmative Action responsibilities. Further, it is the policy of the City of Albany to ensure that all persons, regardless of race, color, religion, age, gender, national origin, marital status, disability, sexual orientation, and status as a Vietnam Era Veteran are protected in all matters pertaining to employment.

Application Fee Waiver Request and Certification Form

Civil Service Law Section 50.5(b): "...fees shall be waived for candidates who certify to the state civil service department, a municipal commission or regional commission that they are unemployed and primarily responsible for the support of a household, or are receiving public assistance."

I request that my application fee(s) for the examination(s) listed below be waived in accordance with Section 50.5(b) of the State Civil Service Law.

Examination Title(s)	Exam No(s).	Examination Test Date

Check the box(es) below that apply to you:

I am currently unemployed and I am primarily responsible for support of a household
NOTE: Individuals who can be claimed as a dependent on any other person's tax return ARE NOT eligible for application fee waiver as head of household.

I am currently:

Eligible for Medicaid

Receiving Supplemental Security Income (SSI) payments

Receiving Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance): Enter Public Assistance Case Number

Certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency

\*\*\*\*\*Affirmation\*\*\*\*\*

I have read the above portion of Section 50.5(b) of the Civil Service Law relating to the waiver of application fees and certify that I am qualified to receive such waiver for the reasons indicated above. I understand that my claim for application fee waiver may be investigated and I may be disqualified from the listed civil service examination(s) if I make any false statement regarding my eligibility for application fee waiver.

Candidate's First and Last Name (Please Print)

Candidate's Social Security Number

Candidate's Signature

Date

Section 50.5(b) Civil Service Law as amended  
Effective October 15, 2006

“Notwithstanding the provisions of paragraph (a) of this subdivision, the state civil service department, subject to the approval of the director of the budget, a municipal commission, subject to the approval of the governing board or body of the city or county, as the case may be, or a regional commission or personnel officer, pursuant to governmental agreement, may elect to waive application fees, or to abolish fees for specific classes of positions or types of examinations or candidates, or to establish a uniform schedule of reasonable fees different from those prescribed in paragraph (a) of this subdivision, specifying in such schedule the classes of positions or types of examinations or candidates to which such fees shall apply; provided, however, that fees shall be waived for candidates who certify to the state civil service department, a municipal commission or regional commission that they are unemployed and primarily responsible for the support of a household, or are receiving public assistance.”

Draft Application Fee Waiver Announcement Statement

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a 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 can verify eligibility for application 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.**

**> NOTE: Local civil service offices will need to add specific information to inform the candidates as to where and how they can obtain a copy of the Application Fee Waiver and Certification Form. <**

**CITY OF ALBANY CIVIL SERVICE  
CROSS-FILER APPLICATION**

**Instructions**

- 1) Candidates who have applied with other municipalities (including the State of New York) to take civil service examinations to be held on the same date as the City of Albany's examination must complete and return this form at least 14 days prior to the date of the examination. Candidates must make arrangements to take all the examinations at one test site. Candidates must notify all local government Civil Service agencies with which they have filed an application of the site where they wish to take their examinations. This form should not be used if the candidate is taking multiple examinations administered by the City of Albany Civil Service.
- 2) If you have applied for both State and Local Government examinations, you must make arrangements to take all of your examinations at the STATE examination center by calling (518) 474-6470 no later than 14 days prior to the test date.

City of Albany

Examination Name & Number: **FIREFIGHTER, Exam #68-788**

Examination Date: **SATURDAY, MARCH 18, 2017**

List all other examinations you have applied to participate in on the above date:

<b>Civil Service Agency</b>	<b>Exam #</b>	<b>Examination Title</b>

Please indicate the Civil Service agency where you would like to take all of the above examinations:

\_\_\_\_\_   
 Examination Location

Cross-filer's Name: \_\_\_\_\_

Cross-filer's Address: \_\_\_\_\_  
\_\_\_\_\_

Cross-Filer's SS # \_\_\_\_\_

**(last four (4) digits only)**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date