

CITY OF NORWICH ANNOUNCES

Fire Chief

**Civil Service Exam held in the City of Norwich.
(Open Competitive)**

<u>Exam Date</u>	<u>Exam Number</u>	<u>Application Fee</u>	<u>Application Deadline</u>
April 5, 2025	75838010	\$20.00 for City Residents \$25.00 for non-residents	February 27, 2025

*The non-refundable Application and Administrative Fee must be submitted at time of application.

A “fee waiver” is available to candidates who meet the requirements.

It is the applicant’s responsibility to clearly show that they meet the minimum qualifications for the position.

Salary: \$97,490 - \$113,088

Vacancy: This examination is being held to establish an Eligible List to fill all future Full-time vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from the Eligible List. Once appointed, there will be a probation period of 8-52 weeks based on performance of duties.

Residency Requirements: Candidates must be legal residents in the State of New York for at least one month immediately preceding the date of the written test and reside within thirty (30) miles of the central fire station. Preference in certification for appointment may be given to successful candidates who have been residents of the municipality in which appointment is to be made for at least one month immediately preceding the date of the written test.

Minimum Qualifications:

1. Ten (10) years of fire service experience, or its part-time equivalent, which must have included three (3) years of supervisory experience in a combination fire department (paid/volunteer), a paid fire department, or a volunteer fire department, as a Fire Chief, Assistant Fire Chief or Deputy Fire Chief; or
2. Ten (10) years of fire service experience, or its part-time equivalent, which must have included five (5) years of supervisory experience in a combination fire department (paid/volunteer), a paid fire department, or a volunteer fire department, as a Fire Captain.

AND; Per New York State Civil Service Law §58-a:

1. Possess National Certification as a Fire Officer 3, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications;
2. Maintain fitness standards in compliance with OSHA 29 CFR 1910.134 Respiratory Protection Standard, 29 CFR 1910.156 Fire Brigade Standard and any established by the Authority Having Jurisdiction (AHJ); and,

3. The following education and experience may be substituted for NFPA 1021 Fire Officer3 Certification, upon the approval of the State Fire Administrator:

(a) NYS Supervisory Level I certification pursuant to 19 NYCRR 426.9 (i.e. NYS Fire Officer I certification) and 10 or more years of service as fire chief in a civil service position; or

(b) Possess National Certification as a Fire Officer 2, pursuant to NFPA 1021;

and

i. 10 or more years of progressive supervisory responsibility in the field of fire or emergency services and 60 college credits; or

ii. 5 or more years of progressive supervisory responsibility in the field of fire or emergency services and 120 college credits; or

iii. 5 or more years of service as fire chief, in a civil service position; or

iv. 5 or more years of service as a chief officer (Assistant Chief, Battalion Chief, Deputy Chief) in a civil service position and completion of the National Fire Academy, Executive Fire Officer Program or the Center for Public Safety Excellence, Chief Fire Officer designation.

Anticipated Eligibility: Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualification must be submitted prior to the establishment of the eligible list.

Job Description: Performs a variety of technical, administrative and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Works under the general guidance and direction of the Mayor. Supervises all department personnel.

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, criminal history and other record checks as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification.

Subject of Examination:

Educating and interacting with the public: These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

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 administration job simulation exercise: This job simulation exercise tests for the ability to develop and maintain fire department programs and activities. The questions will be based on a simulated set of administrative issues that a Chief Officer may be asked to analyze and respond to in a working day. The questions cover such areas as organizational relationships, planning, staffing, managing resources, budgeting, public relations, rules and regulations, and political and social concerns impacting the fire service.

Fire emergency job simulation exercise: This job simulation exercise tests for the ability to manage an emergency incident. The emphasis is on command-level actions and decisions in handling the incident from start to finish. The questions will cover such areas as principles and tactics of firefighting, accountability at a fire scene, hazardous materials, cause investigation, emergency medical care, community relations, and the incident command system, including interacting with other agencies and the media.

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 their 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.

Use of calculators is allowed.

Test guide: A Guide for the Written Test for **Fire Chief/Assistant Fire Chief** 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.

Applications and further information may be obtained by visiting the City of Norwich Department of Human Resources website at <https://www.norwichnewyork.net/government/human-resources.php>.

It is the candidate's responsibility to keep their contact information (email address, phone number & USPS mailing address) current. To be considered for preference in certification based on residency, you must include the city you live in.

If candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources directly.

Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "**Religious Accommodation**". We will make arrangements for you to take the test on a difference date (usually the following business day).

Disabled persons: If special arrangements for testing are required, indicate this on your applications form.

CROSSFILER: Applying for Civil Service Examinations in Multiple Agencies When the Exams are Scheduled on Same Date: If you have applied to take a written test for other local jurisdictions (county, town, city) scheduled on the same test date as this written test, you must notify each of the local jurisdictions no later than **two weeks** before the test date of the test site at which you wish to take your examination, 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. You must provide a list of all exam titles, numbers and locations for which you have applied.

*The required **NON-REFUNDABLE application and administrative fees** must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b) an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be at the City of Norwich, One City Plaza Norwich NY 13815 or online at <https://www.norwichnewyork.net/pdfs/Civil-Service-Fee-Waiver.pdf>.

Special requirement for appointment in school districts or 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.

In conformation 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.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

Evaluation of foreign post-secondary education: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service, you must pay the required evaluation fee.

Public Service Loan Forgiveness Program (PSLFP) – The PSLFP Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying

payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

The City of Norwich is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and in certain circumstances pursuant to Executive Law 295, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Posted: 1/2/2025