

The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For

FIRE PROTECTION SPECIALIST - Grade 14



EXAMINATION NO: 65-289

EXAMINATION DATE: October 28, 2017

SALARY: Entry \$59,662

LAST FILING DATE: September 20, 2017

APPLICATION FEE: A fee of \$50.00 (fifty dollars) is required for this examination and a check or money order made out to the Town of Colonie must accompany each application. Note examination number on check or money order. (see explanation on page 3)

RESIDENCY: Candidates must be, at the time of examination and for at least four months immediately preceding the date of the written test, and continuously until date of certification for appointment, legal residents of the Town of Colonie.

VACANCIES: The eligible list resulting from this examination will be used to fill vacancies for the position of Fire Protection Specialist as they occur.

DESCRIPTION OF POSITION: A Fire Protection Specialist conducts investigations into the cause and origins of fires, complaints of natural gas or other odors, and inspections of buildings to assure compliance with the Town Fire safety code and related bodies of law. Work is performed under the general supervision of the Senior Fire Protection Specialist with some leeway in the planning of the work. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Fire Science, Civil Technology or related field and two (2) years of experience in the application of fire prevention laws and ordinances including NYS Building Code; **OR** Graduation from high school AND either five (5) years of full time paid experience as a fireman or ten (10) years of fully credited experience as a volunteer fireman.

SPECIAL NOTE: Incumbents are required to obtain within one year of appointment and maintain certification as the following:

- A) New York State Code Enforcement Official
- B) Hazardous Material (technician level)
- C) Fire Prevention and Control (Level II Investigators)

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

1. 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.

2. Fire prevention, fire inspections, and fire hazards - These questions test for a knowledge of the methods, principles, practices, and equipment of fire prevention, conducting fire inspections, and dealing with fire hazards. The questions cover such areas as the following: fire prevention campaigns; automatic and other extinguishment systems; alarms; dealing with building owners and managers; characteristics of combustible materials; recognizing proper and improper practices related to fire prevention; and codes and regulations related to fire prevention.

3. 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.

4. Understanding and interpreting fire codes - These questions test for the ability to comprehend written material related to fire prevention and inspection. You will be provided with a brief reading passage. You must then select the most appropriate statement relating to the passage on the basis of whether it:

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

The reading passages are drawn from existing New York State and national codes, regulations, and standards. Knowledge of the subject matter contained in the reading passages is generally not related to answering the questions successfully because all of the information needed can be found in the passages.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Department, Colonie Memorial Town Hall, 534 Loudon Road, (mailing address: PO Box 508) Newtonville, NY 12128-0508 – Telephone (518) 783-2721 OR via the internet at www.colonie.org (Civil Service Dept.) where applications can be viewed and downloaded from the web site.

SPECIAL NOTE: This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of the examinations will apply to this test.

Michael M. Burick
Personnel Officer
Town of Colonie
August 22, 2017

AN EQUAL OPPORTUNITY EMPLOYER