

FIRE CHIEF (OC)
NYS #87-650 RC/EL #24106

Examination to be held **March 2, 2024**; Last filing date **February 13, 2024**

A \$30 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at:

<https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

POSITION EXISTS IN: The Tallman Fire District.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$104,000.00 annually for a 40-hour-workweek with the Tallman Fire District.

WHAT THE JOB IS LIKE: This is an administrative and supervisory position involving responsibility for planning and coordinating the overall activities of a municipal fire department. The incumbent is responsible for directing all activities from training to fire fighting and fire prevention activities and in enforcing all department rules and regulations. The work is performed under the administrative direction of a Board of Fire Commissioners in accordance with established policies and objectives with considerable leeway allowed for the exercise of independent judgment in directing the activities of the Fire Department. Supervision is exercised over the work of volunteer firefighters and other personnel. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS*: By examination date, you must have: Possession of a New York State or National Firefighting I Certification; and:

1. Graduation from high school or possession of an equivalency diploma and ten (10) years of full time paid or volunteer firefighting experience, five (5) years of which shall have been in an administrative supervisory rank with direction over subordinate levels of supervision; or
2. An Associate's degree or equivalent college credits (a minimum of sixty (60) credits) and eight (8) years of full time paid or volunteer firefighting experience, five (5) years of which shall have been in an administrative supervisory rank with direction over subordinate levels of supervision; or
3. A Bachelor's degree and six (6) years of full time paid or volunteer firefighting experience, five (5) years of which shall have been in an administrative supervisory rank with direction over subordinate levels of supervision.

NOTES:

1. The required experience as outlined above must be on a full-time basis.
2. Volunteer work experience must be documented on a form prescribed by the Rockland County Department of Personnel. Part-time volunteer work experience will be prorated in the same way as part-time paid work experience.

*In accordance with New York State Civil Service Law Section 58-a, all Fire Chiefs appointed on or after January 20, 2019 in any fire department or fire district that employs six (6) or more paid firefighters must meet the minimum qualifications as established by the State Fire Administrator of the New York State Office of Fire Prevention and Control (OFPC). Therefore, to be eligible for provisional or permanent appointment as Fire Chief on or after January 20, 2019, the candidate must meet the following qualifications:

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);
3. The following education and experience may be substituted for NFPA 1021 Fire Officer 3 Certification, upon the approval of the State Fire Administrator:
 - a. New York State Supervisory Level 1 certification pursuant to 19 NYCRR 426.9 (i.e. NYS Fire Officer 1 certification) and ten (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. Ten (10) or more years of progressive supervisory responsibility in the field of fire or emergency services and 60 college credits; or
 - ii. Five (5) or more years of progressive supervisory responsibility in the field of fire or emergency services and 120 college credits; or
 - iii. Five (5) or more years of service as Fire Chief, in a civil service position; or
 - iv. Five (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.

FIRE CHIEF (OC) #87-650 (CONTINUED)

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver’s license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver’s license which may be checked throughout the course of employment in this title.

NOTE: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date, April 13, 2024; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

SUBJECT OF WRITTEN EXAMINATION:

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. 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.
3. 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.
4. 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.
5. 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 RECOMMENDED FOR THIS EXAMINATION

TEST GUIDE: A Guide to the Written Test for the **Fire Chief/Assistant Fire Chief** is available at the New York State Department of Civil Service website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or RCEXAMS@co.rockland.ny.us.

Date Issued: 01/26/2024