CITY OF ONEONTA
NEW YORK

MUNICIPAL CIVIL SERVICE COMMISSION
Physical Address: 24 Bertus Lauren Drive
Mailing Address: 258 Main Street
Oneonta, NY 13820-2589

Phone: (607) 432-0670
Fax: (607) 432-1706
Email: personnel@oneonta.ny.us
Web: www.oneonta.ny.us/hr
www.oneonta.ny.us/jobs

THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR THE POSITION OF:

FIREFIGHTER #60050-470

DATE OF WRITTEN EXAMINATION: January 10, 2026

APPLICATION FILING DEADLINE: Applications may be submitted in person at the City of Oneonta HR Office, located at 24 Bertus Lauren Drive in Neahwa Park, or may be submitted via mail to Oneonta Civil Service Commission, c/o City Hall, 258 Main Street, Oneonta, NY 13820. Applications submitted by mail must be postmarked no later than December 10, 2025. Applications submitted in person must be received at the HR office no later than 4:00 p.m. on December 10, 2025. Applications are available on our website, www.oneonta.ny.us/jobs or in person at the Human Resources/Civil Service Office. All applications must be original documents. We do not accept faxed, electronic or photocopied applications.

ALTERNATE TEST DATE POLICY: See below

FILING FEE: The Oneonta Municipal Civil Service Commission with approval from the City of Oneonta Common Council has waived fees for Civil Service Examinations scheduled for exam dates from January 1, 2025 through December 31, 2025.

VACANCIES: The eligible list established as a result of this examination will be used to fill future vacancies with the City of Oneonta Fire Department during the life of the eligible list.

SALARY: $52,000 (2026 hiring rate)

RESIDENCY REQUIREMENT: Candidates must be legal residents of New York State for a minimum of one (1) month immediately preceding the date of the examination.

NOTE: The use of a calculator is **RECOMMENDED** for this exam. **Candidates should bring a hand-held battery- or solar-powered calculator for use on this test. Candidates will not be permitted to use the calculator function on their cell phone.**

DISTINGUISHING FEATURES OF THE CLASS: This is hazardous manual work involving responsibility for fighting fires, performing salvage and rescue operations; driving ambulance and performing emergency medical work under the supervision of superior officers. Routine custodial and maintenance work on station equipment is performed and inspected upon completion. Operation of the County Radio Control Center as assigned under general supervision.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Responds to fire alarms and emergency calls with fire company;
- Responds to ambulance calls and performs emergency and routine first aid functions;

- Operates oxygen tank and related first aid functions;
- Transports patients from residence to ambulance and from ambulance to hospital;
- Lays and connects hose lines and nozzles, turns water on and off;
- Holds fire hose and directs stream;
- Operates a pressure pump;
- Erects and climbs ladders and enters burning buildings;
- Makes openings in burning buildings;
- Performs salvage operations such as removing contents of burning buildings; covering furniture with tarpaulin and cleaning debris;
- Learns and practices new methods of firefighting and prevention;
- Learns and practices new methods of emergency ambulance service and medical treatments;
- Drives and operates motor-driven firefighting equipment;
- Drives and operates motor-driven ambulance equipment;
- Performs miscellaneous clerical work when assigned;
- Cleans and maintains firefighting and ambulance equipment;
- Performs a variety of tasks in connection with the maintenance and repair of buildings and grounds;
- Performs fire prevention inspections.

MINIMUM QUALIFICATIONS: On or before the examination date, to be eligible for this examination, applicant must meet the following minimum qualifications; At the time of application, candidates must possess a valid high school or equivalency diploma.

SPECIAL REQUIREMENT: As of the date of the written examination, candidates must meet the following special requirements: (a) Possess a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintain said license for the duration of employment; and (b) Candidates must not be less than 20 years of age.

ADDITIONAL REQUIREMENTS:

1. **PHYSICAL FITNESS TEST:** All candidates are required to take and pass a qualifying physical fitness test in order to be eligible for appointment. See "Qualifying Physical Fitness Test" section below for more information.
2. **MEDICAL AND PSYCHOLOGICAL REQUIREMENTS:** Candidates must meet the medical standards prescribed by the Oneonta Municipal Civil Service Commission. Candidates who are offered employment as Firefighters will be required to pass this job-related medical examination, which verifies that the candidate is medically able to perform the essential duties of a Firefighter. Additionally, candidates will be required to undergo a psychological assessment to determine suitability for public safety employment. Employment offers will be conditional upon the successful completion of the medical examination and psychological assessment.
3. **BACKGROUND INVESTIGATION:** Applicants will be required to undergo a comprehensive background investigation, which may include a fingerprint check and review of criminal history, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.
4. **TRAINING REQUIREMENTS:** Candidates selected for employment must satisfactorily complete training through the New York State Fire Academy or other approved program, including successful completion of the New York State Candidate Physical Ability Test ("CPAT"), Paramedic program, and on-the-job training during the probationary period and annually as defined by Oneonta Fire Department in accordance with NYS Office of Fire Prevention and Control. Candidates selected for appointment will be required to satisfy the requirements of 19 NYCRR 426, *Minimum Standards for Firefighting Personnel*, in accordance with departmental policy. It is understood that this requirement includes successful completion of a basic training program for Firefighters through the New York State Academy

of Fire Science or other approved program, and successful completion of the Candidate Physical Ability Test ("CPAT").

5. **RESIDENCY REQUIREMENTS:** Within six (6) months of appointment, Firefighters will be subject to residency requirements per local and state laws and/or as collectively bargained.
6. **EMT REQUIREMENT:** Appointees shall be required to attain certification as a New York State Paramedic (AEMT-P) within four years of the date of hire, and maintain such certification for the duration of employment.
7. **PROBATIONARY TERM:** Permanent status to the position of Firefighter made from the eligible list established as a result of this exam is conditioned upon a successful completion of a probationary term per Oneonta Municipal Civil Service Commission rules and regulations.

ANTICIPATED ELIGIBILITY: 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.

SUBJECTS OF EXAMINATION: The written test is designed to test for knowledge, skills, and/or abilities in the following areas:

1. Ability to learn and apply information: These questions test for the ability to learn new information and apply it to answer questions effectively. Candidates will read information presented in a Training Lesson and then answer questions regarding the information and procedures covered in the Training Lesson. All information needed to answer the questions will be provided in the Training Lesson, and candidates will be able to refer to the Training Lesson when answering the questions. Some of the questions may require candidates to combine information from different portions of what has been learned in the Training Lesson. No prior knowledge of any specific job or subject matter is needed.

2. Basic arithmetic: This section requires candidates to use basic arithmetic (add, subtract, multiply, divide) to find a missing value in a table of numbers. Candidates will not need to refer to the Training Lesson or any other section of the test to answer the questions in this section. All information needed to answer each question will be contained in this section. No knowledge of firefighting or any other job is required. Candidates should bring a hand-held battery- or solar-powered calculator for use on this test. Candidates will not be permitted to use the calculator function on their cell phone.

3. Reading comprehension: These questions test for the ability to understand written materials (e.g., sentences, passages) and answer questions about the information presented. Candidates will be provided with reading passages, followed by questions related to each passage. Each question will require candidates to demonstrate that they have read and understood the information contained in the passage.

4. Situational judgment: This section tests for the ability to identify appropriate and effective responses to work-related challenges. Candidates will be presented with several scenarios that reflect the types of challenges one could encounter in a work environment. They will then be asked to rate the effectiveness of a number of possible responses to each scenario.

QUALIFYING PHYSICAL FITNESS TEST: All candidates are required to take and pass a Firefighter Physical Ability Test (FPAT) in order to be eligible for appointment. The FPAT is designed to assess a candidate's capacity to perform the tasks ordinarily performed by a firefighter while on the job. This is accomplished by requiring the candidate to perform a series of events that both simulate firefighter activities and depend on the physical abilities required to perform the firefighter's job. These abilities include cardiovascular fitness, muscle strength, muscular endurance and flexibility. This test is physically demanding and requires you to be physically fit to be successful. To successfully pass the test, eight elements must be completed within an allotted overall timeframe. The eight elements to the FPAT are detailed below:

1. **Stair Climb:** Candidate will climb and descend an established number of stairs without skipping steps or using the handrail.
2. **Hose Drag:** Candidate will grasp the nozzle of an extension of dry hose, place the hose line over the shoulder, and drag the hose, making one 90 degree turn around an obstacle. Candidate will stop, drop to one or both knees and pull hose to the finish line.
3. **Equipment Carry:** Candidate will remove two pieces of equipment from a cabinet that is 48" off the ground, and place them on the ground. The candidate will then pick both pieces of equipment up, one in each hand, and carry them while walking around a cone then back to the starting point.
4. **Ladder Raise:** Candidate will walk to top rung of an aluminum extension ladder which is lying on the ground, lift in a hand over hand fashion and place it against a wall. The candidate must then lower the ladder using the same hand over hand technique.
5. **Search:** Candidate will navigate on hands and knees over and around obstacles through a series of dark tunnels.
6. **Forcible Entry Simulation:** Candidate will use the provided shot mallet to strike an object and moving it a pre-determined horizontal distance.
7. **Rescue:** Candidate will drag a full-sized weighted mannequin for 70 feet.
8. **Ceiling Push and Pull:** Candidate will alternately push and pull an overhead mechanism using the pole provided for three sets of 5 pushes and pulls.

The city reserves the right to require candidates to sign a hold-harmless agreement and require candidates to provide medical clearance from a personal physician prior to participating in the FPAT. The FPAT may be scheduled prior to the release of scores and establishment of an eligible list. If this is the case, all candidates who sat the exam will be invited. If the FPAT is held after the establishment of an eligible list, the city reserves the right to only invite reachable candidates.

PERFORMANCE RETEST POLICY: The Oneonta Civil Service Commission allows for the retesting of candidates. Candidates who fail the performance test will be permitted a (1) retest which will be given at a later date from the original performance test.

WAIVER POLICY - PERFORMANCE TEST ONLY: The Oneonta Civil Service Commission has established a performance waiver policy. If you have passed a Firefighter Physical Ability Test administered by another NYS civil service agency which is substantially similar to the parameters detailed above in the last one (1) year, or you have passed a Candidate Physical Ability Test (CPAT) administered by an agency certified to perform such a test in NYS in the last one (1) year, the performance test may be waived. If you request a waiver, you must submit verifiable evidence of qualifying. Information submitted must contain the parameters, title, location, and date of the performance test taken, as well as proof of passing.

TEST GUIDE: A Guide for the Written Test for **Firefighter** 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.

RELIGIOUS AND MILITARY MEMBERS ACCOMMODATION: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates who are called to military service after filing an application should send requests for an alternate test date to the City of Oneonta Civil Service/Human Resources Office as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. Please contact the Human Resources Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

PERSONS WITH DISABILITIES: Disabled candidates who require special accommodations to take the test should indicate the need for special arrangements with their application. Please contact the Human Resources Department for more information.

SECTION 23.2 STATEMENT: This examination will be prepared and rated in accordance with section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must apply 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 of service, 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 for Veteran's Credits are available at the Human Resources / Civil Service Office.**

CROSS-FILING FOR CANDIDATES APPLYING TO TAKE MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than three (3) weeks before the test date, so they can make arrangements for taking all tests at one site. All examinations for positions in State government will be held at a State examination center. You can find the cross-filing form on our website and may either submit with your application or up to ***three weeks*** before the date of the examination.

APPLICATION FEE: An application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send personal check, certified bank check, money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. Cash will be NOT be accepted. Applicants who do not submit the required fee or whose personal checks are returned for insufficient funds will be considered disqualified from taking the exam. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the 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. This form can be obtained at the Human Resources /Civil Service Office.

ADMISSION NOTICES: Candidates will receive admission letters indicating the date, time and location their exam is scheduled. If you have not received a notice to appear for the examination three (3) days before the test date, call (607) 432-0670 Civil Service/ Human Resources office. It is the responsibility of the candidate to notify the Civil Service/ Human Resources Office of any change in name or address. No attempt will be made to locate candidates who have moved.

ADDITIONAL CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the "Application for Employment" will result in disqualification.

2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

3. Candidates who wish to take more than one examination must complete the "Application for Employment" for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.

4. Appointments from an eligible list must be made in accordance with NYS Civil Service Law Section 61. This section of law prescribes the order in which candidates may be hired from an eligible list. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.

5. It is the responsibility of the candidate to notify the City of Oneonta Human Resources/Civil Service Department of any change in address. No attempt will be made to locate candidates who have moved.

CITY OF ONEONTA ALTERNATE TEST DATE POLICY

Candidates may be rescheduled for an alternate test date when they are unable to take a scheduled examination for one of the following reasons:

1. A death in the immediate family or the household in which the candidate resides within the week immediately preceding the announced written test date. Immediate family shall include the spouse, domestic partner, children, siblings, parents and grandparents of the candidate or of his or her spouse.

2. Religious beliefs that preclude a candidate from taking an examination on the announced date.

3. Military duty.

4. A conflict with a previously scheduled commitment to participate as a member of a ceremonial party, such as a wedding, baptism, bar mitzvah or graduation, or as a member of the immediate family or household of the individual for whom the ceremony is being held.

5. A conflict with a professional or educational examination, including Federal or New York State Civil Service or educational examinations. Examples of professional examinations include the Certified Public Accountant or Professional Engineer examination. Examples of educational examination include the Scholastic Aptitude Test and Graduate Record Examination.

6. A conflict with a previously scheduled vacation, professional conference or retreat for which a significant non-refundable deposit was made prior to the date the examination announcement was issued.

7. A conflict with a court ordered appearance.

8. Hospital confinement, medical emergency or health problem of the candidate or member of the immediate family or household in which candidate resides, if documented by attending physician.

9. Emergency weather conditions, verified by the local public safety agency, that result in the closing of specified roads, highways or independent transportation services, which prevent a candidate from reaching the test center.

10. A conflict with a previously established work schedule that cannot be rearranged.

11. A vehicle breakdown or traffic accident that prevents the candidate from reaching the test center, if documented by a police official or vehicle towing or repair station.

12. When a candidate's family member or a member of the candidate's household has been approved to take the same examination on an alternate test date, thereby making it mandatory that all candidates from the family or household participate in the examination on the alternate date.

13. Any other reason, considered on a case-by-case basis, determined by the Commission to be sufficient justification for granting an alternate date.

THE CITY OF ONEONTA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO WORKFORCE DIVERSIFICATION.

ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION
DATE ISSUED: October 17, 2025