



**CITY OF WATERVLIET
MUNICIPAL CIVIL SERVICE COMMISSION**
City Hall - 2 Fifteenth Street – Watervliet, NY 12189
518-270-3800 Ext. 114
www.watervliet.com

**Announces an OPEN-COMPETITIVE Examination
Firefighter**

Examination # 60051420

Examination Date	January 10, 2026
Last Filing Date	December 19, 2025
Starting Salary	Approximately \$47,967.00

VACANCIES: Lists will be used to fill vacancies in the Watervliet Fire Department.

APPLICATION FEE: A fee of \$25.00 is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the WATERVLIET CIVIL SERVICE COMMISSION. DO NOT SEND CASH. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.
[civil service app.pdf \(watervliet.com\)](#)

****PROOF OF BIRTH IS REQUIRED WITH EACH APPLICATION****

DUTIES: Employees in this class perform firefighting duties as assigned. Performs standardized manual fire prevention work of a hazardous nature, controlling hazardous chemical incidents, administering first aid and interacting in any other emergency they are called to assist with. May perform inspections as assigned; performs routine maintenance of firefighting equipment, vehicles, fire stations and grounds. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma at the time of application.

SPECIAL REQUIREMENTS:

Training: Permanent appointment to the Department will be contingent upon successful graduation of the 228-hour State-mandated training course within eighteen (18) months of appointment.

Citizenship: Candidates must have United States citizenship at the time of appointment.

Driver’s License: To be eligible for appointment and hold the position, candidates must possess and maintain throughout, a valid New York State driver’s license.

Certified EMT: Permanent appointment to the Department will be contingent upon successful completion as a Certified NYS Emergency Medical Technician within eighteen (18) months of appointment.

Medical Testing: Candidates are required to meet pre-employment medical standards. Candidates must pass the written

civil service examination to be scheduled for qualifying medical test. The Watervliet Civil Service Commission reserves the right to call the medical test based on the number of candidates needed to fill anticipated vacancies. Failure to appear for the medical test when called upon and/or failure to apply and receive an approved absence and/or alternate test date by the Watervliet Civil Service Commission will remove your name from further consideration for appointment.

Psychological Evaluation: You will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for psychological assessment as needed to fill existing and anticipated vacancies.

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

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.

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.

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.

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.

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.

GENERAL INSTRUCTIONS TO APPLICANTS

APPLICATION FORMS: The City of Watervliet Civil Service Examination 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. **Education and work experience should be documented on the application regardless if the candidate has elected to attach a resume. A RESUME IS NOT A SUBSTITUTE.** All statements made by candidates in their applications are subject to verification.

It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the **Watervliet Civil Service Office, City Hall, 2 Fifteenth Street, Watervliet, NY, 12189** or postmarked by the United States Postal Service by the last filing date stated for the examination. The Watervliet Civil Service Office is not responsible for lost or late applications sent via interoffice mail/courier or applications lost or misdirected by postal or common carrier.

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 exam.

SENIORITY: Points will be added to an eligible promotional score as follows:

Seniority calculation*.....0.1.....for each six (6) months of service.

*Rating of seniority is based on the length of continuous, permanent competitive class service in the jurisdiction covered by Watervliet Civil Service Commission, up to the maximum of 20 years.

* Provisional appointments shall not constitute a break in service; however, no seniority credit shall be granted to any candidate for anytime served as a provisional appointee.

VETERANS CREDITS: For the purpose of claiming veterans 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.

Veterans or disabled veterans who are eligible for additional credit must submit a copy of their separation papers (DD-214) within two months of the last filing date for the examination. 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 examination. 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.

ADDITIONAL CREDITS 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.

ALTERNATE TEST DATE REQUEST FORM: This policy and the required application can be found on our website, [Civil Service - City of Watervliet | The Arsenal City](#). The policy clearly states the specific circumstances whereby a candidate may be able to reschedule his/her test, as well as the procedure that must be followed. The candidate will be notified by mail if the application was or was not approved. If approved, the alternate test date will be specified.

MULTIPLE EXAMINATIONS SCHEDULE FOR SAME DAY: If you have applied for other local Civil Service examinations to be given on same day, you must file a cross-filer application <https://watervliet.com/wp-content/uploads/2022/05/14-Cross-Filer-Examination-Form.pdf> . Such statement must be filed no later than two weeks before the date of the examination. You must notify all local Civil Service agencies with which you have filed an application of the test site at which you wish to take your examination.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

ADMISSION TO EXAMINATION: Watervliet Civil Service Office 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 admission notice by this deadline should contact Watervliet Civil Service Office at 518-270-3800. Ext. 114.**

Every candidate should bring their notice to appear and social security number to the examination. Do not interpret a notice to appear for, or actual participation in, the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination based on 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.

It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the Watervliet Civil Service Office or postmarked by the United States Postal Service by the last filing date for the examination. The Watervliet Civil Service Office is not responsible for lost or late applications sent via interoffice mail/courier, or and lost or late applications misdirected by any postal or common carrier.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND 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. Eligible candidates may be required to pay a fingerprint processing fee associated with this special requirements.

RELIGIOUS ACCOMMODATION: 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, submit a written request for an alternate test date with your application. We will make arrangements for you to take the test on an alternate date (usually the following business day).

REASONABLE ACCOMMODATIONS IN TESTING: In addition, it is the policy of the Watervliet Civil Service Commission in accordance with the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to enjoy equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application.

RATINGS REQUIRED: Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

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.

ELIGIBLE LISTS: Eligible lists are established for a minimum duration of no less than one year but no more than four years. When established for less than four years an eligible list may be extended, before expiration, for a total of no more than four years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those originally announced.

PREFERENCE IN APPOINTMENT: Pursuant to New York State Civil Service Law § 23-4a, preference in appointment may be given to eligible candidates who have been legal residents of the civil division where the vacancy, or anticipated vacancy exists, for four (4) months prior to the date of examination.

EXAMINATION ANNOUNCEMENTS, APPLICATIONS, AND STUDY GUIDES: When offered, are available at the Watervliet Civil Service website.

EQUAL OPPORTUNITY EMPLOYER: It is the policy of the City of Watervliet to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, or arrest and/or criminal record unless based upon a bona fide occupational qualification or other exception.