



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

REQUIRED INFORMATION

APPLICATION
EDUCATION AND EXPERIENCE
TEST
FOREIGN EDUCATION
EVALUATION GUIDE
(IF APPLICABLE)

BILL DE BLASIO
Mayor

STACEY CUMBERBATCH
Commissioner

**NOTICE
OF
EXAMINATION**

FIRE PROTECTION INSPECTOR

Exam No. 6021

WHEN TO APPLY: From: November 4, 2015

APPLICATION FEE: \$54.00

To: November 24, 2015

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

THE TEST DATE: The qualifying multiple-choice test is expected to be held on **Wednesday, February 17, 2016.**

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Fire Protection Inspectors, under supervision, perform work in the conduct of inspections to detect violations of laws, rules and regulations that are intended to reduce or eliminate fire hazards or assist in extinguishing fires. They inspect standpipe systems, oil filling/automotive service stations, fuel oil burner units, air conditioning units, the installation of range hood suppression systems, sprinkler systems, carbonated gas systems, air valves and emergency fuel shut-offs on tank trucks, tank compartments and lids on tank trucks; witness flow and pressure test of standpipe systems; complete and issue violation forms, orders and/or summonses; fill out appropriate forms as required; observe and inspect the surroundings of a structure for hazardous conditions; testify in court, when required; operate a motor vehicle; check owner's Certificate of Fitness; research applicable codes; receive complaints from the public and governmental agencies with regard to possible fire hazards; refer complaints to appropriate agency when non-Fire Department related; and check for presence of fire extinguishers which meet Fire Department Code requirements. All Fire Protection Inspectors perform related work.

Some of the physical activities performed by Fire Protection Inspectors and environmental conditions experienced are: walking to and from inspection sites and during the inspection; climbing or descending ladders or stairs to get to the areas of inspection that must be checked; driving vehicle to and from inspection sites; walking over unusual surfaces such as slippery, uncertain, or metal grid surfaces; kneeling or crouching in order to verify information listed on an air conditioning compressor, or other machinery; standing for an extended period of time while conducting an inspection; communicating orally; maintaining balance while walking over narrow walkways or areas that are elevated; carrying clipboard, account files and inspection forms in order to write notes during an inspection; working in confined areas that may be damp, dusty, dark, smoky, or acrid; working outdoors in all kinds of weather; and climbing around and over various objects.

Special Working Conditions: Fire Protection Inspectors may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$39,401 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The Computer-based Testing & Application Centers will be closed on Wednesday, November 11, 2015.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: You may be given the multiple choice test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Education and Experience Requirements:

1. Three years of satisfactory full-time experience in one or any combination of the following areas:
 - a. design, installation, operation, repair, testing or inspection of fire suppression and/or extinguishing systems; and/or refrigeration or air conditioning systems with a minimum of 5 horsepower; **or**
 - b. installation and repair of fuel oil heating systems; **or**
 - c. formulation, enforcement or implementation of safety standards and programs in the manufacture and/or storage of materials which are potential fire hazards; **or**
 - d. inspection of premises where materials which are potential fire hazards are manufactured or stored to detect the potential for fire and/or explosion; **or**
 - e. inspection of facilities for compliance with fire and building codes and other safety standards and enforcement of these codes and standards for governmental agencies; **or**
2. Three years of satisfactory full-time experience as a NYC Certified Fire Safety Director, at least one year of which involved regularly performing any combination of the duties described in "1" above; **or**
3. 30 semester credits from an accredited college or university, in one or more of the following areas: fire science technology; fire protection engineering, chemical, civil, mechanical, environmental, electrical, or marine engineering, or chemistry; **or**
4. A certificate of completion from an approved union-sponsored plumbing apprenticeship program or satisfactory completion of a course of study in plumbing from an approved trade school, technical school, or vocational high school **and** two years of satisfactory full-time experience in general plumbing involving water supply, drainage and gas appliance installation, or in the areas described in "1," above; **or**
5. A satisfactory combination of education and/or experience that is equivalent to "1," "2," "3," or "4" above. College credit in the areas listed in "3" above may be substituted for experience on the basis of ten (10) semester credits from an accredited college for one year of the experience described in "1" above.

The approved trade school, technical school, or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council of Higher Education Accreditation (CHEA).

The education requirement must be met by January 31, 2016. The experience requirement must be met by the last day of the Application Period (November 24, 2015).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information that you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test. You will not receive credit for education which you obtain after January 31, 2016 or experience which you obtain after the end of the Application Period.

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Fire Protection Inspector. Candidates will be examined to determine whether they can perform the essential functions of the position of Fire Protection Inspector. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency Requirement: Pursuant to New York State Public Officers Law, you must be a resident of the City of New York at the time of appointment. However, if you have completed two years of employment with the City of New York, you may be a resident of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

Character and Background: Pursuant to Criminal Procedure Law Section 2.10, the position of Fire Protection Inspector is designated as a Peace Officer position. Accordingly, proof of good character is an absolute prerequisite to appointment since eligibles must meet the requirements for Peace Officer status after successful completion of a prescribed training course. The following are among the factors which may be cause for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder, or which is punishable by one or more years of imprisonment; (b) two or more convictions of an offense, where such convictions indicate disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces.

Peace Officer Training Certification Requirement: You must satisfy the training requirements established by the State of New York for Peace Officers. Once obtained, this certification must be maintained for the duration of your employment.

Citizenship Requirement: Pursuant to New York State Public Officers Law, United States citizenship is required at the time of appointment.

REQUIRED INFORMATION:

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.3 (if applicable), A.4 (if applicable), A.5 (if applicable), A.6 (if applicable), B (if applicable) and C (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- 3. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: You will be given a qualifying multiple-choice test at a computer terminal or a paper and pencil test, and a rated education and experience test. You must achieve a score of at least 70% to pass the qualifying multiple-choice test. Only those candidates who pass the qualifying multiple-choice test will have their Education and Experience Test rated. Your score on the education and experience test will determine 100% of your final score.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of a Fire Protection Inspector. Task areas to be tested are as follows: inspection and fieldwork; scheduling and planning; administrative duties and record keeping; collaboration and teamwork; and technical expertise.

The multiple-choice test may include questions requiring the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs. **Example:** A Fire Protection Inspector may use this ability when reading building plans, certificates of fitness, warning signs, instructional materials and standard forms.

Written Expression: using English words or sentences in writing so that others will understand. **Example:** A Fire Protection Inspector may use this ability when noting violations, completing standard forms and issuing summonses, violations and notice of violations.

Problem Sensitivity: being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem. **Example:** A Fire Protection Inspector may use this ability when noting violations and the reasons why the violation is present. This ability may also be used when anticipating future violations and notifying the public of these hazards.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. **Example:** A Fire Protection Inspector may use this ability when determining when to use a certain code to recognize a specific violation.

Inductive Reasoning: combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together. **Example:** A Fire Protection Inspector may use this ability when categorizing different types of violations in different buildings to establish specific safety rules.

Information Ordering: following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations. **Example:** A Fire Protection Inspector may use this ability when organizing an inspection or recording violations during inspection.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you. **Example:** A Fire Protection Inspector may use this ability when climbing to inspect gravity tanks or crouching to inspect systems in confined spaces. It may also be used when determining safe distances.

Visualization: imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out. **Example:** A Fire Protection Inspector may use this ability when looking for particular parts of sprinkler or standpipe systems.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. **Example:** A Fire Protection Inspector may use this ability when attempting to remember the violation codes and violation summonses.

Number Facility: adding, subtracting, multiplying and dividing quickly and correctly. **Example:** A Fire Protection Inspector may use this ability when determining distances, calculating pressures, time lengths, and locating pieces of machinery.

Mathematical Reasoning: understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. **Example:** A Fire Protection Inspector may use this ability when determining safe distances, voltages, horsepower, pressures and overall safe levels.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, or State issued identification card, or US Government issued Passport, or US Government issued Military Identification Card, or US Government issued Alien Registration Card, or Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

The Rated Education and Experience Test: Your score will be determined by an education and experience test. You will receive 70 points for meeting the requirements specified in the Education and Experience Requirements section on page 2. After the requirements are met, you will receive additional credit up to a maximum of 100 total points on the following basis:

Additional Points for Education:

For college courses completed in fire science technology or fire protection engineering from an accredited college or university you will receive 1 point for each semester credit up to a maximum of 25 points.

For college courses completed in chemical, civil, mechanical, environmental, electrical, or marine engineering, or in chemistry from an accredited college or university you will receive .5 point for each semester credit up to a maximum of 10 points.

The college credits must have been earned as a result of satisfactory completion of course work acquired at an accredited college or university; accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council of Higher Education Accreditation (CHEA).

Additional Points for Experience:

For full-time satisfactory experience, with a **governmental** agency, in any one or any combination of the following: design, installation, operation, repair, testing or inspection of any type of fire suppression and/or extinguishing system; and/or refrigeration or air conditioning system with a minimum of 5 horsepower, you will receive:

- 10 points for at least 1, but less than 2 years of experience; or
- 20 points for at least 2, but less than 3 years of experience; or
- 30 points for at least 3 or more years of experience.

For full-time satisfactory experience, with a **non-governmental** agency, in any one or any combination of the following: design, installation, operation, repair, testing or inspection of any type of fire suppression and/or extinguishing system; and/or refrigeration or air conditioning system with a minimum of 5 horsepower, you will receive:

- 8 points for at least 1, but less than 2 years of experience; or
- 16 points for at least 2, but less than 3 years of experience; or
- 24 points for at least 3 or more years of experience.

For full-time satisfactory experience, with a **governmental** agency, in the inspection of facilities for compliance with fire and building codes and other safety standards and the enforcement of these codes and standards, you will receive:

- 6 points for at least 1, but less than 2 years of experience; or
- 12 points for at least 2, but less than 3 years of experience; or
- 18 points for at least 3 or more years of experience.

For full-time satisfactory experience, with a **non-governmental** agency in the inspection of facilities for compliance with fire and building codes and other safety standards and the enforcement of these codes and standards, you will receive:

- 5 points for at least 1, but less than 2 years of experience; or
- 10 points for at least 2, but less than 3 years of experience; or
- 15 points for at least 3 or more years of experience.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category, which will be the highest appropriate category. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for education which you obtain after January 31, 2016 or experience which you obtain after the end of the Application Period.

Education must be obtained **by January 31, 2016** and experience must be obtained by **the last day of the Application Period (November 24, 2015).**

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Administration, Customer and Exam Support Group, 1 Centre Street, 14th Floor, New York, NY, 10007, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

THE TEST RESULTS: If you pass the education and experience test, in addition to passing the qualifying multiple choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Investigation: The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$89.75 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of a high school diploma or equivalent, date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

Probationary Period: The probationary period is 12 months. As part of the probationary period, probationers will be required to successfully complete a prescribed training course. Probationers who fail to successfully complete the training course may be terminated by the agency head.

SPECIAL ARRANGEMENTS:

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact the Administration, Customer and Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at nyc.gov/dcas and at the DCAS Computer-based Testing and Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 31661; Public Health and Safety Inspectional/Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas