



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE ST, 14<sup>th</sup> FLOOR  
NEW YORK, NY 10007

**REQUIRED FORMS**

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER  
FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

EDNA WELLS HANDY  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**FIRE PROTECTION INSPECTOR  
Exam No. 2002**

**WHEN TO APPLY:** From: August 3, 2011 To: August 23, 2011  
**APPLICATION FEE: \$54.00**  
*If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.*

**THE TEST DATE:** The qualifying multiple-choice test is expected to be held on **Saturday, November 5, 2011.**

**WHAT THE JOB INVOLVES:** Fire Protection Inspectors, under supervision, perform work in the conduct of inspections to detect violations of laws, rules and regulations which 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 rangehood 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; check for presence of fire extinguisher which meets Fire Department Code requirements; and 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 that you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including, but not limited to, Google, Yahoo, Hotmail and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will have hours Monday through Saturday from 9:00 A.M. to 5:00 P.M.:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**Special Circumstances Form:**

This form is included in the application package available at the DCAS Computerized Testing Centers and is located on the DCAS website at [http://www.nyc.gov/html/dcas/html/employment/civilservice\\_exams.shtml#examinationforms](http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms). This form gives important information about requesting an alternate date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Form that pertain to you when you complete your "Application for Examination."

You may be given the test before we review 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## HOW TO QUALIFY:

**Education and Experience Requirements:** By the last day of the Application Period, you must have:

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, 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) 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 accredited trade/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.

If you were educated outside the United States, you must have your foreign education evaluated at your own expense to determine its equivalence to education obtained in the United States.

**Driver License Requirement:** You must possess a valid NYS motor vehicle driver license at the time of appointment. 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.

**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 N.Y.S. Public Officers Law, United States citizenship is required at the time of appointment.

**Residency Requirement:** Pursuant to N.Y.S. Public Officers Law, you may have to be a resident of the City of New York at the time of appointment. Please consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

**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.

**Medical Requirement:** Medical guidelines have been established for the position of Fire Protection Inspector. You will be examined to determine whether you 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.

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

## REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out Sections A.1, A.2, A.3, A.4, A.5, A.6, B and C. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying by mail,** write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying online,** follow the online instructions.

3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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 Fact Sheet included with your application packet. 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 and an education and experience test. You must achieve a score of at least 70.000% to pass the qualifying multiple-choice test. Only those candidates who pass the qualifying multiple-choice test will have their Education and Experience Test Paper rated. Your score on the education and experience test will determine 100% of your final score.

**The multiple-choice test may include questions on any of the following abilities:**

**Written Comprehension:** understanding written sentences and paragraphs

**Written Expression:** using English words or sentences in writing so that others will understand.

**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.

**Deductive Reasoning:** applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense.

**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.

**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.

**Spatial Orientation:** determining where you are in relation to the location of some object or where the object is in relation to you.

**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.

**Note:** You are not permitted to enter the test site with calculators, cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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.

**On the education and experience test,** you will receive 70 points for meeting the requirements specified in the Education and Experience Requirements section above. After the requirements are met, you will receive 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 a .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/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 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 qualification requirements cannot be used to gain additional credit.

Education and experience must be obtained by **the last day of the application period.**

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass 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.

**ADDITIONAL INFORMATION:**

**Investigation:** The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$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.

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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 in the Application Unit of the Division of Citywide Personnel Services, 1 Centre St, 14<sup>th</sup> Floor, NY, NY 10007.

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](http://nyc.gov/dcas)