

Computerized Testing Centers and located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf. This form gives important information about requesting an alternate test 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."

HOW TO QUALIFY: You may be given the 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: 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.

The high school diploma or its educational equivalent 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 for Higher Education Accreditation (CHEA).

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 Paper and submit it by the end of the filing period. You will not receive credit for education and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

Driver License Requirement: By the time you are appointed to this position, you must possess 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 Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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

REQUIRED FORMS:

1. **Application for Examination:** If you are applying online, follow the online instructions. If you are applying by mail, make sure that you follow all instructions included with your application, 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 online, follow the online instructions. If you are applying by mail, write your social security number and the examination title and number on the cover page and on each of the remaining pages of this form.
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 on a computer terminal or as a paper and pencil format, and an education and experience test. You will be informed of the format of the multiple-choice test on your Admission Card. 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 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.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

Number Facility: adding, subtracting, multiplying and dividing quickly and correctly.

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.

Note: 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. 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/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 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.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test Paper and submit it by the end of the filing period. You will not receive credit for education and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

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 a 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.

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 Computerized Testing 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