

**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION**

**FIRE SAFETY DIRECTOR (Z-50)
NOTICE OF EXAMINATION**

- TITLE:** CONSOLIDATED FIRE SAFETY DIRECTOR (F-58/Z-50)
- DATE OF TEST:** Written tests are administered on an appointment basis only. Starting time for tests is 9:00 A.M. No test will be administered to applicants who arrive more than 15 minutes after the 9:00 A.M. starting time.
- TEST SITES:** **Written tests** are conducted at the Bureau of Fire Prevention's Examination Room. **On-site tests** are conducted at applicant's workplace.
- NOTE:** Applicants for both written and On-site tests are required to secure appointments prior to date of test. No test will be given without an appointment.

QUALIFICATION REQUIREMENTS

1. Applicants must be at least eighteen years of age.
2. Applicants must have a reasonable understanding of the English language and be able to answer satisfactorily such questions as may be asked of them upon examination
3. Applicants must present two pieces of satisfactory identification i.e., driver's license, passport, vehicle registration, library card, or equivalent.
4. Applicants must have five years of applicable experience in fire prevention, building service equipment or a satisfactory combination.

CERTIFICATE OF FITNESS

The certification process is a two-step procedure. The first is the **General Qualification** for Fire Safety Director given as a written test, and the second is the **Specific Qualification** for the particular building where the applicant is employed. The application procedures are as follows:

WRITTEN TEST APPLICATION PROCEDURE:

1. Applicants must satisfactorily complete (attend and pass) a training course for Fire Safety Director given by a school or other organization acceptable to the Fire Department.
2. Applicants must submit two (2) passport size photographs to the school which they attend at the end of the Fire Safety Director Course.
3. Applicants must obtain a passing score of 70% on the Graduation Test in order to apply for the Written Test.
4. Applicants must obtain a **passing score of at least 70%** on the Written Test in order to secure a certificate of completion.

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5. The successful completion of the Fire Safety Director's course qualifies the applicants to apply for the Written Test not more than twice. A third application will be accepted, only, after the applicant repeats the Fire Safety Director's course,

NOTE: Any entity offering a Fire Safety Director training program must be accredited by the New York City Fire Department pursuant to 3RCNY §§9-05 and 9-07.

ALL FEES MUST BE PAID BY CHECK OR MONEY ORDER

ON-SITE TEST APPLICATION PROCEDURES:

1. Applicants must have passed the Written Test.
2. Applicants must submit to the Hi-Rise Unit, a copy of the Fire Safety Plan of the building for which the applicants will be tested.
3. A variance approval must be obtained from the Fire Department if required experience is less than five years as specified above. **No variance will be considered for applicants with less than three (3) years of experience.**
4. Applicants must have employer or previous employer submit to the Fire Department a notarized affidavit confirming qualifying experience. Forms are available at approved schools and at the Bureau of Fire Prevention.

APPLICATION FEES

The fee for a Certificate of Fitness is \$25.00. The fee must be paid on the date of the Written examination. This fee provides for the issuance of a Certificate of Completion upon passing the Written examination. Unsuccessful applicants on the Written examination must pay \$25.00 for each subsequent application. There is a \$445.00 associated with the On-site test. This fee covers the services rendered by the Fire Department representative in conducting the On-site test, and it is separate from the cost for the Certificate of Fitness license.

RENEWALS:

Renewals are permitted after one (1) year from expiration date but before two (2) years from the expiration date meeting the following three (3) conditions:

- a) A letter must be submitted verifying employment at the original address appearing on the Certificate of Fitness.
- b) Applicants must pass a new written test administered by the Fire Department.
- c) A fee of \$25.00 must be paid upon applying for a renewal written test.

A CERTIFICATE THAT HAS EXCEEDED TWO (2) YEARS FROM EXPIRATION DATE CANNOT BE RENEWED. APPLICANTS MUST APPLY FOR A NEW WRITTEN AND ON-SITE TESTS PURSUANT TO THE "APPLICATION FEES" SECTION ABOVE.

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TEST INFORMATION

The written test will consist of one hundred (100) multiple choice questions. Test questions for the written examination include questions regarding the following areas:

- 1) Fire alarm systems in E and J buildings, including:
 - a) difference between off-line and out-of-service
 - b) fire command functions

- 2) Emergency procedures in E and J buildings, including:
 - a) fire emergencies
 - b) non-fire emergencies

- 3) Training requirements, including:
 - a) fire brigade
 - b) fire wardens
 - c) evacuation supervisor
 - d) personnel management
 - e) fire drills

- 4) Fire suppression systems, including:
 - a) standpipes
 - b) sprinklers
 - c) special extinguishing systems
 - d) hose in E and J buildings
 - e) fire pumps

- 5) E and J-1 building systems (HVAC), including:
 - a) electrical (general)
 - b) elevators (general)
 - c) stairs pressurization
 - d) maintenance
 - e) generators

- 6) General knowledge of Rules of the City of New York (RCNY), including:
 - a) Hi/Rise Bulletins
 - b) permits and licenses
 - c) record keeping
 - d) inspections of systems

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The On-site test will consist of an inspection and questions in three (3) major areas. All three areas must be passed before being qualified. Part A requires an ability to give and receive orders in the English language; hear spoken words over a telephone (corrective devices acceptable); and possess necessary vision (corrective devices acceptable). Part B involves building related questions, including record keeping; building inspection (sign and charts); and interviewing floor wardens. Part C involves candidate related questions including sections on fire emergencies and class specific building. In-depth knowledge is required of the location and/or type of elevators, air conditioning and heating systems; sprinkler systems; alarm systems; special extinguishing systems; standpipe systems and stairways, etc. Applicants are advised to be knowledgeable of the fire safety guidelines filed with the Fire Department.

ADDITIONAL INFORMATION

1. Certificate of Completion is valid for six (6) months from the date of issuance.
2. Applicants must secure the Certificate of Fitness for Fire Safety Director or an appointment date for On-site testing within the six months valid period of the Certificate of Completion.
3. Applicants are advised that the on-site test appointment must be requested within the first three (3) months of the six (6) month period in order to be entitled to two (2) attempts at the On-site test.