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MAMDANI
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ASSOCIATE FIRE PROTECTION INSPECTOR
Exam No. 6510

WHEN TO APPLY: From: February 4, 2026
To: February 24, 2026

APPLICATION FEE: \$68.00

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

THE TEST DATE: Multiple-choice testing is expected to begin on **Tuesday, May 19, 2026.**

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Associate Fire Protection Inspectors, under general direction, perform difficult and responsible work and/or responsible supervisory work in the operation of major inspection programs in the Bureau of Fire Prevention and the New York City Housing Authority, to detect violations of the laws, rules and regulations intended to reduce or eliminate fire hazards or assist in extinguishing fires; provide critical preparedness and readiness information to first responders; perform complex compliance reviews; witness system tests; perform life safety inspections and/or monitor high hazard locations to ensure compliance with the applicable laws, rules and regulations; drive a motor vehicle in performing these duties; review documents or conditions; write professional reports or findings to facilitate client correction of submitted documents or to support legal proceedings; and perform related work.

Special Working Conditions:

Associate Fire Protection Inspectors may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Associate Fire Protection Inspectors and environmental conditions experienced are: walking to and from inspection sites during the inspection; climbing or descending ladders or stairs to get to the areas of the site that must be checked; driving vehicle to and from inspection sites; walking over unusual surfaces such as 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, dark, smoky or acrid, working outdoors in inclement weather and climbing around and over various objects.

(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 \$58,164 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to higher assignment levels at the discretion of the agency.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the **New York City Fire Department** who **on the first date of the multiple-choice test:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Fire Protection Inspector; and
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. It is your responsibility to ensure that you meet the eligibility requirements for the examination before submitting your application. If it is determined before the test date

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

REQUIREMENT(S) TO BE PROMOTED:

Driver License Requirement: By the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. 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 Associate Fire Protection Inspector at the Fire Department is designated as a Peace Officer position. Accordingly, proof of good character is an absolute prerequisite to appointment at the Fire Department. Therefore, candidates considered for positions at the Fire Department must reveal ALL arrests, convictions and pending charges that have occurred in your lifetime. This includes any material sealed, expunged, or set aside under Federal or State law, or youthful offender adjudications. The following are among the factors which may be cause for disqualification: (a) arrest record or conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder; (b) repeated arrests or convictions of an offense, where such arrests or 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: Candidates appointed by the Fire Department 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.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

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

<u>Manhattan</u> 2 Lafayette Street 17th Floor New York, NY 10007	<u>Brooklyn</u> 210 Joralemon Street 4th Floor Brooklyn, NY 11201	<u>Queens</u> 118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375
<u>Staten Island</u> 135 Canal Street 3rd Floor Staten Island, NY 10304	<u>Bronx</u> 1932 Arthur Avenue 2nd Floor Bronx, NY 10457	

The DCAS Computer-based Testing & Application Centers will be closed on Monday, February 16, 2026.

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link: https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

Civil Service Guidance for Veterans: There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at: <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

REQUIRED INFORMATION:

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.

THE TEST:

The multiple-choice test for the **Associate Fire Protection Inspector** position will be conducted at a computer terminal, and your score will determine your ranking on the eligible list. To pass, you must achieve a minimum score of 70%. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of an Associate Fire Protection Inspector. Task categories to be tested may include questions on: Logs, Forms, Reports, Correspondence, etc; Supervision, Training, and Development of Subordinates; Fire and Building Code Compliance; Interacting with other Units in the Fire Department, other City Agencies and the Public; and other important related tasks.

The test may include questions which require working knowledge or better (without Reference Material) in effect up to and including February 24, 2026 of the following non-exclusive list of sources: Public Assembly Procedures, and other related areas, Supervisor's Absence Control Manual for Civilian Employees, fire extinguishers, means of egress and building occupancy, relevant Fire Department administrative procedures and updates such as the District Office Information Bulletins (DOIB), the District Office Procedures (DOP) and the Special Guide for Civilians as they apply to inspection guidelines, timekeeping, logs, forms, and reports, relevant Fire Department regulations and Fire Safety information (e.g., BFP Directives and Buckslips), safety procedures, fire hazards, permits for Commercial Refrigeration Systems, air conditioning units, and air compressors, standards of proper employee ethical conduct including provisions of Mayor's Executive Order No. 16 of 1978, as amended, Fire Prevention Manual and the FDNY Civilian Code of Conduct, Housing Maintenance Code, carbon monoxide detectors, roof exits, and stair lettering, Mechanical Code and the Building Code, National Fire Protection Association as applied to the City of New York and Fire Prevention Information Bulletins, New York City Fire Codes, Rules of the City of New York (formerly the F. P. Directives), Violation Reference Guide regarding Notice of Violation, Violation Orders, Summonses, construction codes as they apply to safety procedures, fire hazards as well as required permits for Oil Burners and Boiler Units; safety procedures, fire hazards, necessary permits and the use and storage of potentially hazardous materials such as paints, thinners, motor oil, heating oil, carbonic gases, Liquefied Petroleum Gases (LPG), compressed gases, and explosives.

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

Adaptability/Flexibility: Responding to change (positive or negative) in a constructive manner and adapting approach as needed to the situation. **Example:** An Associate Fire Protection Inspector might need this ability when inspection projections do not go as planned.

Analytical Thinking: Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. **Example:** An Associate Fire Protection Inspector might need this ability when verifying the number of fire alarms in a school.

Attention to Detail: Being careful about detail and thorough in completing work tasks. **Example:** An Associate Fire Protection Inspector might need this ability when writing up a Notice of Violation.

Concern for Others: Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration. **Example:** An Associate Fire Protection Inspector might need this ability when investigating complaints made by civilians regarding an inspection.

Conflict Resolution: Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. **Example:** An Associate Fire Protection Inspector might need this ability when addressing a property owner's concerns about a violation and explaining code requirements calmly.

Dependability: Fulfilling obligations and acting in a reliable, responsible and dependable manner. **Example:** An Associate Fire Protection Inspector might need this ability when following up on inspections.

Integrity: Acting in an honest and ethical manner. **Example:** An Associate Fire Protection Inspector might need this ability when accurately reporting inspection findings, even under pressure.

Judgment & Decision-Making: Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. Although similar to Planning and Organizing abilities, Judgment & Decision-Making abilities are typically applied over a shorter time frame. **Example:** An Associate Fire Protection Inspector might need this ability to determine if a Notice of Violation should be issued.

Monitoring: Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. **Example:** An Associate Fire Protection Inspector might need this ability when conducting follow-up inspections to confirm violations are corrected.

Planning and Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. **Example:** An Associate Fire Protection Inspector might need this ability when planning out inspections for the day.

Quantitative Analysis & Interpretation: Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. May involve making projections. **Example:** An Associate Fire Protection Inspector might need this ability when reviewing occupancy loads or system test results to determine code compliance.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. **Example:** An Associate Fire Protection Inspector might need this ability when receiving support from fellow Associate Fire Protection Inspectors regarding new rules or procedures.

Time Management: Managing one's own time and the time of others in order to promote effective use of work hours. **Example:** An Associate Fire Protection Inspector might need this ability when projecting the tasks that need to be completed for the day.

Updating & Using Relevant Knowledge: Keeping up-to-date technically and applying new knowledge to the job. **Example:** An Associate Fire Protection Inspector might need this ability when the fire codes and procedures are updated.

Written Comprehension: Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. **Example:** An Associate Fire Protection Inspector might need this ability when reading updated procedures from the District Office Information Bulletins (DOIB).

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand. **Example:** An Associate Fire Protection Inspector might need this ability when writing reports of Notices of Violation.

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.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is strictly prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens, and other portable media or electronic devices. Any of these items brought to the test site will be placed in a Yondr pouch and sealed until after the exam event (Examination, Protest Review Session, TVB session). Headphones and earbuds are also not allowed. Only basic hand-held calculators for addition, subtraction, multiplication, and division are permitted; calculators with additional features are banned and will be sealed in a Yondr pouch if brought to the site. If you use any prohibited devices or remove them from your Yondr pouch without authorization-whether in the testing area, restroom, hallway, or any other location-you will have your test score nullified, be barred from taking civil service tests for up to five years and forfeit your application fee.

If you have a medical assistive device that sends alerts or vibrates, you must obtain written authorization from DCAS to use it during the test. To request authorization, contact DCAS at testingaccommodations@dcas.nyc.gov.

Furthermore, you cannot bring anyone with you while being processed or taking the test, and no one is allowed to wait for you inside the Computer-based Testing & Application Center during the exam.

Required Identification: To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: After completing your test, you must leave the test site immediately. If you exit the site after being fingerprinted but before finishing the test, you will not be allowed to re-enter. Ignoring this instruction and attempting to re-enter could result in not receiving your test results, nullification of your test score, and forfeiture of your application fee.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the multiple-choice test and are marked eligible, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for promotion, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

SPECIAL ARRANGEMENTS:

Late Filing:

Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- You become eligible after the above application period closed but before the date on which testing is expected to begin.

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. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at *testingaccommodations@dcas.nyc.gov*, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

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

The City of New York is an Equal Opportunity Employer.
Title Code No. 31662; 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