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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO SUPERVISING FIRE MARSHAL (UNIFORMED)
Exam No. 6566**

WHEN TO APPLY: From: March 4, 2026

To: March 24, 2026

APPLICATION FEE: \$101.00

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, June 16, 2026.**

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

WHAT THE JOB INVOLVES:

At Assignment Level I, Supervising Fire Marshals (Uniformed) under general supervision, supervise the operation of a fire investigation squad at a Borough Command base or a special unit or perform comparable duties at the headquarters of the Bureau of Fire Investigation. They oversee and manage the conduct of investigations into the causes, circumstances and origins of accidental and incendiary fires and/or explosions; personally respond to major alarm fires and handle more difficult investigations; assign duties to, counsel and evaluate the work of Fire Marshals; conduct on-the-job training; review reports of investigations of fires; prepare and submit periodic reports of the unit's activities; supervise the maintenance of records of known arsonists and their surveillance; prepare felony complaints and assist the District Attorney in the preparation of cases for trial; interview attorneys and insurance adjusters investigating fires and explosions; authorize the issuances of subpoenas to witnesses and alleged perpetrators and take sworn statements from them; and drive a Department vehicle. All Supervising Fire Marshals (Uniformed) perform related work.

Special Working Conditions:

Supervising Fire Marshals (Uniformed) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Supervising Fire Marshals (Uniformed) and environmental conditions experienced are: wearing protective clothing, such as bunker suit, helmet, boots and breathing apparatus; crawling, crouching and standing, often for prolonged periods of times; and climbing stairs, ladders and fire escapes.

(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 \$135,147 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level 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 Marshal (Uniformed) or Lieutenant (Fire) and has served permanently in the title of Fire Marshal (Uniformed) for a period of not less than six months; **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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined prior to the test date 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.

Note: See "EFFECTS OF A BREAK IN SERVICE" section below

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, at the time of promotion you must have completed your probationary period in the title of Fire Marshal (Uniformed) and you must have served permanently in that title for at least two years. In addition, you must be permanently employed in an eligible title at the time of promotion.

REQUIREMENT(S) TO BE PROMOTED:

Education Requirement: By the date of promotion, you must have completed at least 90 college semester credits or the educational equivalent of 90 college semester credits, as described in the next paragraph.

The college credits must have been earned as a result of satisfactory completion of course work at a college or university accredited by an accrediting body recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation ("CHEA") or, if the credits have been earned at a foreign college, the credits must be evaluated by an approved Foreign Education Evaluation Service. Noncollegiate training programs that are offered by various organizations, including the Fire Department, may be acceptable as educational equivalents of college credits if the programs have been evaluated by the Program on Non-Collegiate Sponsored Instruction ("PONSI") or the American Council of Education ("ACE"), and recommended for college credit.

All official documents and proof required to qualify (e.g., transcripts, PONSI or ACE evaluations, and/or foreign credit evaluation) must be submitted directly by the college, university or evaluating service to the FDNY Bureau of Personnel, Promotion Desk at least four weeks prior to the date of promotion. Documents will not be accepted from individual candidates.

Driver License Requirement: At 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.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application 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:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

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 **Supervising Fire Marshal (Uniformed)** position will be conducted at a computer terminal. To pass, you must achieve a minimum score of 70%. Your score on this test will determine 50% of your final score. Your Seniority and Departmental Awards will determine the remaining 50%. You must pass the multiple-choice test to have your Seniority and Departmental Awards credited.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of a Level I Supervising Fire Marshal (Uniformed). Task areas to be tested are as follows: Administrative Functions; Supervisory Activities; Investigations; Training and Evaluation; and Outside Agencies and Liason Functions. The test may include questions which require mastery of technical knowledge based on such materials as the following nonexclusive list of sources in effect up to and including March 1, 2026: NYS Penal Law (PL) Article 15: Culpability; NYS Penal Law (PL) Article 25: Burden of Proof; NYS Penal Law (PL) Article 35: Defense of Justification; NYS Penal Law (PL) Article 150: Arson; NYS Penal Law (PL) Article 195: Official Misconduct and Obstruction of Public Servants Generally; NYS Penal Law (PL) Article 200: Bribery Involving Public Servants and Related Offenses; NYS Penal Law (PL) Article 265: Firearms and Other Dangerous Weapons; FDNY Bureau of Fire Investigation Directives-(Child Abuse, Complaint Report – NYPD 313-152, Evidence Locker – Base at the Command, Guarding Prisoners in Hospitals, OC Spray Use, Radio Ten Codes, Witness Statements); FDNY Bureau of Fire Investigation Training Manual- (Investigation of Fatal Fires, Commercial Incendiary Fires, Probable Cause, Deadly Physical Force and Policy Guidelines, Miranda, Rules of Evidence, New York Arson Law); Criminal Procedure Law - Article 70 - Standards of Proof; Criminal Procedure Law - Article 140 - Arrest Without a Warrant; Criminal Procedure Law - Article 150 - The Appearance Ticket; Knowledge of Fire Science and Investigation - necessary to enables accurate interpretation of fire behavior, ignition sources, and potential accelerants, and supports credible determination of origin and cause; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended.

The test may also include questions requiring the use of any of the following abilities:

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. While similar to Planning & Organizing, Judgment and Decision Making are typically applied over a shorter time frame. **Example:** A Supervising Fire Marshal (Uniformed) may use this ability when determining the importance of cases.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. **Example:** A Supervising Fire Marshal (Uniformed) may use this ability when working with other agencies on an investigation.

Prioritization: Determining which tasks or problems should be accomplished or corrected before others. **Example:** A Supervising Fire Marshal (Uniformed) may use this ability when out in the field.

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.

SENIORITY AND DEPARTMENTAL AWARDS:

Additional credits for Seniority and Departmental Awards, if applicable, will be awarded to you only if you pass the written exam.

Method of Computing Seniority:

Use the following chart to determine the credits for seniority in the eligible title of Fire Marshal (Uniformed).*

If your date of permanent appointment to Fire Marshal (Uniformed) is:	You will receive:	If your date of permanent appointment to Fire Marshal (Uniformed) is:	You will receive:
12/17/25 or after	Not eligible	12/17/20-03/16/21	80.250%
09/17/25-12/16/25	71.000%	09/17/20-12/16/20	80.500%
06/17/25-09/16/25	71.500%	06/17/20-09/16/20	80.750%
03/17/25-06/16/25	72.000%	03/17/20-06/16/20	81.000%
12/17/24-03/16/25	72.500%	12/17/19-03/16/20	81.250%
09/17/24-12/16/24	73.000%	09/17/19-12/16/19	81.500%
06/17/24-09/16/24	73.500%	06/17/19-09/16/19	81.750%
03/17/24-06/16/24	74.000%	03/17/19-06/16/19	82.000%
12/17/23-03/16/24	74.500%	12/17-18-03/16/19	82.250%
09/17/23-12/16/23	75.000%	09/17/18-12/16/18	82.500%
06/17/23-09/16/23	75.500%	06/17/18-09/16/18	82.750%
03/17/23-06/16/23	76.000%	03/17/18-06/16/18	83.000%
12/17/22-03/16/23	76.500%	12/17/17-03/16/18	83.250%
09/17/22-12/16/22	77.000%	09/17/17-12/16/17	83.500%
06/17/22-09/16/22	77.500%	06/17-17-09/16-17	83.750%
03/17/22-06/16/22	78.000%	03/17/17-06/16/17	84.000%
12/17/21-03/16/22	78.500%	12/17/16-03/16/17	84.250%
09/17/21-12/16/21	79.000%	09/17/16-12/16/16	84.500%
06/17/21-09/16/21	79.500%	06/17/16-09/16/16	84.750%
03/17/21-06/16/21	80.000%	06/16/16- or earlier	85.000%

Conditions:

*Service in titles other than Fire Marshal (Uniformed) will be deducted from your score in accordance with the above chart. No credit will be given for more than the actual amount of service an eligible has completed, except as provided by Section 243 of the State Military Law. Any employee who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Fire Marshal (Uniformed) shall be given appropriate credit.

Note: See "EFFECTS OF A BREAK IN SERVICE" section, below.

Departmental Awards:

Use the following chart to determine the credits for Departmental Awards.

For each award:	Add the following:
Roll of Merit, Class 1	1.500%
Roll of Merit, Class 2	1.000%
Roll of Merit, Class 3	0.500%
Service Rating A	0.250%
Service Rating B	0.125%
Fire Marshal's Class 1	1.500%
Fire Marshal's Class 2	1.000%
Fire Marshal's Class 3	0.500%
Meritorious Fire Marshal Duty - A	0.250%
Meritorious Fire Marshal Duty - B	0.125%
Unit Citation	0.063%
Pre-Hospitalization Save Commendation	0.063%

Terms and Conditions Governing Credit for Departmental Awards:

- Credit for awards is granted in one successful examination only, i.e., an examination in which you attain a place on the eligible list and from which list you are subsequently promoted and pass probation. Credit for an award will not be split between two promotion exams. If you previously reached the maximum on Seniority and Departmental Awards for other promotion exams by using less than the full value of an award, the remainder of the value of the award will not be granted on this examination.
- You must use credit for awards at the earliest opportunity, i.e. in the first successful examination following acquisition and recognition of the award. Credit for awards will be granted in date order, i.e., oldest awards will be credited first.
- Only departmental awards granted on or before the date of the written test will be credited.

The maximum score attainable for seniority and departmental awards is 100%.

Seniority and Awards and Veteran's Preference Credits will be awarded only to those candidates who pass the multiple-choice test.

EFFECTS OF A BREAK IN SERVICE:

The period of a break in service will not be credited toward eligibility to take the examination, eligibility to be promoted, or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for these purposes.

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. 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/or 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 with addition, subtraction, multiplication, and division functions 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 the device 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:

1. 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
2. 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.

ADDITIONAL INFORMATION:

Police Officer Status: Supervising Fire Marshal (Uniformed) is defined as a Police Officer position in the New York State Criminal Procedure Law. Therefore, candidates must be eligible to serve as Police Officers. Police Officer eligibility must be maintained for the duration of employment.

Selective Certification for Foreign Language: If you can speak Spanish (**SPA**), Russian (**RUS**), Chinese(Cantonese) (**CAN**), Chinese (Mandarin) (**MAN**), Arabic (**ARA**), French (**FRE**), Haitian/Creole (**CRE**), or Korean (**KOR**), you may be considered for promotion to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNow/NYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

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/dcass 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. 70393. Fire Service.

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