



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

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

**FIRE PROTECTION INSPECTOR
Exam. No. 8118**

WHEN TO APPLY: From: October 15, 2008 **APPLICATION FEE:** \$35.00
To: November 4, 2008 Payable by money order to D.C.A.S. (EXAMS) or
payable online by credit card, bank card, or debit card.

THE TEST DATE: The qualifying multiple-choice test is expected to be held on **Saturday, January 24, 2009.**

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 \$33,291 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, there are two ways to apply for this examination:

- (1) **Online at the DCAS Website:** If you wish to apply online, go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods are acceptable: major credit cards, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- (2) **By mail:** Refer to the "Required Forms" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

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. the 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. the installation and repair of fuel oil heating systems; or
 - c. the formulation, enforcement or implementation of safety standards and programs in the manufacture and/or storage of materials which are potential fire hazards; or
 - d. the 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. the inspection of facilities for compliance with fire and building codes and other safety standards and the 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 for 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.

You may be given the multiple-choice 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.

Driver License Requirement: At the time of appointment, 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. 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.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

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.

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 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: understanding written sentences and paragraphs; using English words or sentences in writing so that others will understand; being able to tell when something is wrong or is likely to go wrong; applying general rules to specific problems and coming up with logical answers; combining separate pieces of information, or specific answers to problems, to form general rules or conclusions; following correctly a rule or set of rules of actions in a certain order; determining where you are in relation to the location of some object or where the object is in relation to you; and imagining how something would look when it is moved around or when its parts are moved or rearranged.

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 points on the following basis:

Education Credits:

1. College courses completed by October 21, 2008, in fire science technology or fire protection engineering from an accredited college or university will be credited with 1 point for each semester credit **up to a maximum of 25 points.**
2. College courses completed by October 21, 2008 in mechanical, chemical, civil, environmental, electrical, or marine engineering, or in chemistry from an accredited college or university will be credited with .5 point for each semester credit **up to a maximum of 10 points.**

Experience Credits:

1. 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.
2. 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.
3. 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.
4. 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 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 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.

SPECIAL ARRANGEMENTS:

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and you are applying:

- (1) **online**, follow the onscreen instructions; or
- (2) **by mail**, follow the instructions included with the “Application for Examination.”

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 Street, 14th 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