



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

REQUIRED INFORMATION
APPLICATION
EDUCATION AND EXPERIENCE TEST
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

NOTICE OF EXAMINATION

FIRE PROTECTION INSPECTOR

Exam No. 4034

<p>WHEN TO APPLY: From: February 5, 2014</p> <p style="padding-left: 100px;">To: February 25, 2014</p> <p>THE TEST DATE: The qualifying multiple-choice test is expected to be held on Wednesday, May 21, 2014.</p>	<p>APPLICATION FEE: \$54.00</p> <p>If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.</p>
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YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

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 extinguishers which meet 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 \$39,401 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday 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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The DCAS Computer-based Testing & Applications Centers will be closed on Monday, February 17, 2014.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide 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 and submit it by the end of the application period. You will not receive credit for education and experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education and experience once the application period has ended.

Driver License Requirement: By the time you are appointed to this position, you must have 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: Pursuant to New York State Public Officers Law, you must be a resident of the City of New York at the time of appointment. However, if you have completed two years of employment with the City of New York, you may be a resident of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

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 INFORMATION:

- 1. 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.
- 2. Education and Experience Test:** Fill out **Sections A.1, A.2, A.3, A.4, A.5, A.6, B, and C**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- 3. Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. 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 at a computer terminal or a paper and pencil test, and a rated education and experience test. You will be informed of the format of the multiple-choice test on your Admission Notice. 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 rated. Your score on the education and experience test will determine 100% of your final score.

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

Written Comprehension: understanding written sentences and paragraphs. This ability may be used when reading building plans, certificates of fitness, warning signs, instructional materials and standard forms.

Written Expression: using English words or sentences in writing so that others will understand. This ability may be used when noting violations, completing standard forms and issuing summonses, violations and notice of violations.

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. This ability may be used when noting violations and the reasons why the violation is present. This ability may also be used when anticipating future violations and notifying the public of these hazards.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. This ability may be used when determining when to use a certain code to recognize a specific violation.

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. This ability may be used when categorizing different types of violations in different buildings to establish specific safety rules.

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. This ability may be used when organizing an inspection or recording violations during inspection.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you. This ability may be used when climbing to inspect gravity tanks or crouching to inspect systems in confined spaces. It may also be used when determining safe distances.

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. This ability may be used when looking for particular parts of sprinkler or stand pipe systems.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. The ability may be used when attempting to remember the violation codes and violation summonses. It may also be used to recall hazardous situations during ECB court proceedings.

Number Facility: adding, subtracting, multiplying and dividing quickly and correctly. This ability may be used when determining distances, calculating pressures, time lengths, and locating pieces of machinery.

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. This ability may be used when determining safe distances, voltages, horsepower, pressures and overall safe levels.

Warning: 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. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, your test score may be nullified, you may not receive your test results, and your application fee will not be refunded.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, or State issued identification card, or US Government issued Passport, or US Government issued Military Identification Card, or US Government issued Alien Registration Card, or Employer ID with photo, or Student ID with photo.

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

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice.

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 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.

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 Computer-based Testing and Applications 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