



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

<b>REQUIRED FORMS</b>
APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

EDNA WELLS HANDY  
Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO ASSOCIATE FIRE PROTECTION INSPECTOR**

**Exam No. 3511**

<p><b>WHEN TO APPLY:</b> From: November 7, 2012 To: November 27, 2012</p>	<p><b>APPLICATION FEE: \$61.00</b> If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, February 23, 2013.</b></p>	

**WHAT THE JOB INVOLVES:** At Assignment Level I, 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 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.

Some of the physical activities performed by Associate Fire Protection Inspectors at Assignment Level I 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, smokey 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 \$44,013 per annum. This rate is subject to change. There are three assignment levels within this class of positions.

**HOW TO APPLY:** If you believe you are eligible to take this examination, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. 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, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

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

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**The Computerized Testing Centers will be closed on November 12, 2012 and November 22, 2012.**

**Special Circumstances Form:** This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf). This form 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 form that pertain to you when you complete your "Application for Examination."

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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 you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the New York City Fire Department who **on the date of the written 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 incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with **your agency's personnel office.**

**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 APPOINTED:**

**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.

**Character and Background:** Pursuant to Criminal Procedure Law Section 2.10, the position of Associate Fire Protection Inspector is designated as a Peace Officer position. Accordingly, proof of good character is an absolute prerequisite to promotion 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.

**THE TEST:** You will be given a multiple-choice test at a computer terminal or a paper and pencil test. You will be informed of the format on your Admission Card. A score of at least 70% is required to pass this test. 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 ½ 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 mastery of technical knowledge based on such materials as: contents of the New York City Fire Codes, contents of the Mechanical Code and the Building Code; fire extinguishers, means of egress, building occupancy, etc. as found in such documents as the Department of Buildings Technical Policies and Procedures; carbon monoxide detectors, roof exits, stair lettering, etc. as found in such documents as the Housing Maintenance Code; the Violation Reference Guide (formerly the Standard Form of Order) as it applies to Violation codes and procedures regarding Notice of Violation, Violation Orders Summonses; relevant Fire Department regulations and Fire Safety information; the Rules of the City of New York (formerly the F.P. Directives); National Fire Protection Association as applied to the City of New York and Fire Prevention Information Bulletins; safety procedures, fire hazards, and required permits for Commercial Refrigeration Systems, Air Conditioning Units and Air Compressors; the 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 Liquid Petroleum Gases (LPG), combustible gases, and explosives; 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, etc.; the Fire Prevention Manual; the FDNY Rules of Conduct "Civilian code of Conduct" and standards of proper employee ethical conduct, including provisions of Mayor's Executive Order No. 16 of 1978, as amended, and Supervisor's Absence Control Manual for Civilian Employees; Public Assembly Procedures, and other related areas.

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

**Analytical Thinking:** Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions.

**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, are typically applied over a shorter time frame.

**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.

**Persistence:** Persisting in the face of obstacles until desired outcome is achieved; may modify goals if and when appropriate instead of giving up.

**Monitoring:** Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance.

**Written Comprehension:** Understanding the information and ideas presented in written sentences and paragraphs in work-related documents.

**Written Expression:** Appropriately communicating information and ideas in written words and sentences so intended audience will understand.

**Conflict Resolution:** Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution.

**Concern for Others:** Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration.

**Teamwork:** Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome.

**Integrity:** Acting in an honest and ethical manner.

**Dependability:** Fulfilling obligations and acting in a reliable, responsible and dependable manner.

**Attention to Detail:** Being careful about detail and thorough in completing work tasks.

**Updating & Using Relevant Knowledge:** Keeping up-to-date technically and applying new knowledge to the job.

Certain questions may need to be answered on the basis of documents or other information supplied to candidates on the date of the test.

**Note:** 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. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

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.

**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, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

#### **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 but on or before the date of the written test.

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification even after appointment, and may result in criminal prosecution.

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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, 14<sup>th</sup> Floor, NY, NY 10007.

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](http://nyc.gov/dcas)