



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

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO ASSOCIATE FIRE PROTECTION INSPECTOR
 Exam No. 1512**

WHEN TO APPLY: From: **January 5, 2011**
 To: **January 25, 2011**

APPLICATION FEE: \$61.00
If you pay by credit card, bank card or debit card, you will receive a \$5.00 discount.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, May 14, 2011.**

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 must submit an application using one of the following options:

- Online at the DCAS Website:** Go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets. If you pay by credit card, bank card or debit card, you will receive a \$5.00 discount.
- By Mail:** Fill out an "Application for Examination" form. The completed form and application fee, payable by money order to DCAS (EXAMS), should be returned to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. 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

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

- (1) is permanently (not provisionally) employed in 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**. 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 the application. If you are marked "Not Eligible," 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 TO BE PROMOTED:

Driver License Requirement: You must have a motor vehicle driver license valid in the State of New York at the time of promotion. 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. You must achieve a score of at least 70% 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:

1. Logs, Forms, Reports, Correspondence, etc.
2. Supervision, Training, and Development of Subordinates
3. Fire and Building Code Compliance
4. Interacting with other Units in the Fire Department, other City Agencies and the Public
5. Other important related tasks

Knowledge categories to be tested may include questions on:

1. Contents of the Fire Law Handbook
2. Contents of the Building Code
3. Fire extinguishers, means of egress, building occupancy, etc. as found in such documents as the Department of Buildings Technical Policies and Procedures
4. Carbon monoxide detectors, roof exits, stair lettering, etc. as found in such documents as the Housing Maintenance Code and the Multiple Dwelling Law
5. Violation Reference Guide (formerly the Standard Form of Order) as it applies to Violation Codes and procedures regarding Notices of Violation, Violation Orders, Summonses, and knowledge of relevant Fire Department regulations and fire safety information

6. Rules of the City of New York (formerly the F.P. Directives)
7. Fire Prevention Information Bulletins
8. Safety procedures, fire hazards, and required permits for Commercial Refrigeration Systems, Air Conditioning Units and Air Compressors
9. Safety procedures, fire hazards, and required permits for Oil Burners and Boiler Units
10. 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
11. 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.
12. Fire Prevention Manual
13. New York City Fire Code
14. New York City Fire Code Pocket Guide
15. 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

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

1. Analysis: Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.
2. Behavioral Flexibility: Modifying one's approach to most effectively meet the needs of the situation.
3. Decisiveness: Readiness to make decisions, render judgments, take action, or commit oneself.
4. Judgment: Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.
5. Organizational Sensitivity: Action that indicates an awareness of the impact and the implications of decisions on other components of the organization.
6. Planning and Organizing: Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.
7. Sensitivity: Actions that indicate a consideration for the feelings and needs of others.
8. Technical Translation: Demonstrating knowledge of the meaning of technical/professional terminology used on the job.
9. Work Standards: Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.
10. Written Communication: Clear expression of ideas in writing and use of good grammatical form.

Certain questions may 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, 14th 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 multiple-choice 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, 14th Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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. 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