



BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO ASSOCIATE FIRE PROTECTION INSPECTOR

Exam No. 2549

**WHEN TO APPLY:** From: August 4, 2021

**APPLICATION FEE:** \$68.00

To: August 24, 2021

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

**THE TEST DATE:** Multiple-choice testing is expected to begin on September 21, 2021.

Candidates who applied for Associate Fire Protection Inspector, Exam No. 0577, do not need to pay for Exam No. 2549.

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

#### WHAT THE JOB INVOLVES:

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 and the New York City Housing Authority, 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.

#### Special Working Conditions:

Associate Fire Protection Inspectors may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Associate Fire Protection Inspectors 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, smoky 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 \$52,063 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to higher assignment levels 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 Protection Inspector; 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.

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

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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.

### 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 PROMOTED:

**Driver License Requirement:** By 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.

**Character and Background:** Pursuant to Criminal Procedure Law Section 2.10, the position of Associate Fire Protection Inspector at the Fire Department is designated as a Peace Officer position. Accordingly, proof of good character is an absolute prerequisite to appointment at the Fire Department. Therefore, candidates considered for positions at the Fire Department must reveal ALL arrests, convictions and pending charges that have occurred in your lifetime. This includes any material sealed, expunged, or set aside under Federal or State law, or juvenile delinquent or youthful offender adjudications. The following are among the factors which may be cause for disqualification: (a) arrest record or conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder; (b) repeated arrests or convictions of an offense, where such arrests or 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:** Candidates appointed by the Fire Department 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.

### HOW TO APPLY:

If you believe you are eligible to take this examination, apply using 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 information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

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. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

#### 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

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

**Special Circumstances Guide:** This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) 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."

### 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 will be given at a computer terminal. 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 1/2 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 working knowledge or better (without Reference Material) in effect up to and including March 31, 2020 of the following non-exclusive list of sources: 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 Summons; 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 Civilian Code of Conduct; standards of proper employee ethical conduct, including provisions of Mayor's Executive Order No. 16 of 1978, as amended; Supervisor's Absence Control Manual for Civilian Employees; Public Assembly Procedures, and other related areas.

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

**Adaptability/Flexibility:** Responding to change (positive or negative) in a constructive manner and adapting approach as needed to the situation. Example: An Associate Fire Protection Inspector might need this ability when inspection projections do not go as planned.

**Analytical Thinking:** Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. Example: An Associate Fire Protection Inspector might need this ability when verifying the number of fire alarms in a school.

**Attention to Detail:** Being careful about detail and thorough in completing work tasks. Example: An Associate Fire Protection Inspector might need this ability when writing up a Notice of Violation.

**Concern for Others:** Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration. Example: An Associate Fire Protection Inspector might need this ability when investigating complaints made by civilians regarding an inspection.

**Dependability:** Fulfilling obligations and acting in a reliable, responsible and dependable manner. Example: An Associate Fire Protection Inspector might need this ability when following up on inspections.

**Integrity:** Acting in an honest and ethical manner. Example: An Associate Fire Protection Inspector might need this ability when an owner at the premises tries to offer a bribe.

**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. Although similar to Planning and Organizing abilities, Judgment & Decision-Making abilities are typically applied over a shorter time frame. Example: An Associate Fire Protection Inspector might need this ability to determine if a Notice of Violation should be issued.

**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. Example: An Associate Fire Protection Inspector might need this ability when planning out inspections for the day.

**Teamwork:** Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. Example: An Associate Fire Protection Inspector might need this ability when receiving support from fellow Associate Fire Protection Inspectors regarding new rules or procedures.

**Time Management:** Managing one's own time and the time of others in order to promote effective use of work hours. Example: An Associate Fire Protection Inspector might need this ability when projecting the tasks that need to be completed for the day.

**Updating & Using Relevant Knowledge:** Keeping up-to-date technically and applying new knowledge to the job. Example: An Associate Fire Protection Inspector might need this ability when the fire codes and procedures are updated.

**Written Comprehension:** Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. Example: An Associate Fire Protection Inspector might need this ability when reading updated procedures from the District Office Information Bulletins (DOIB).

**Written Expression:** Appropriately communicating information and ideas in written words and sentences so intended audience will understand. Example: An Associate Fire Protection Inspector might need this ability when writing reports of Notices of Violation.

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.

#### **EXAM SITE ADMISSION:**

Three weeks before the first date on which testing is expected to begin, you will be sent an Exam Alert email to the email address associated with your OASys Profile which will notify you of the date on which your Admission Notice for your exam will be available on your OASys Dashboard. Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Please Note: The Bronx Computer-based Testing and Applications Center ("CTAC") is open to the public but only for customer service appointments. Candidates for exams and exam-related events who reside in the Bronx will be assigned to CTACs in boroughs other than the Bronx.

**Warning:** After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and 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 anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Applications Center while you are taking the test.

**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, 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:** 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.

#### **CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:**

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7199, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address.

#### **CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:**

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <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 in final score order on an eligible list and you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

#### **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. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. absence due to ordered military duty;
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer, and Exam Support by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov), as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

**ADDITIONAL INFORMATION:**

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check your "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, under the Notifications tab. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

**PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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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/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Applications Centers.

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)**