



**DEPARTMENT OF HUMAN RESOURCES  
CITY OF NEW HAVEN  
CIVIL SERVICE DIVISION**

200 Orange Street, New Haven, CT 06510  
(203) 946-8252  
(203) 946-7166 fax  
[www.newhavenct.gov](http://www.newhavenct.gov)



September 5, 2022

Dear Fire Inspector/Investigator Applicant:

Testing for the position of Fire Inspector/Investigator will tentatively take place during one of the last two weekends of October 2022. For personal planning purposes, it is important for all potential applicants to know that testing is tentatively planned to occur during this time frame. If you plan to apply, please arrange your schedule accordingly so that you will not have conflicts with the test dates. *(Please note, another NHFD promotional exam may be taking place around this same timeframe).*

My office will send an examination process notice to all eligible applicants in advance that will confirm the test dates/time and will also contain information such as test location and instructions to RSVP participation in the examination process. Please be immediately aware that eligible applicants will be required to contact my office by a prescribed deadline date to confirm participation in the examination process. This is a necessary step in planning the logistics behind this endeavor. That deadline date and further instructions on whom to contact will be contained in the examination process notice.

To expedite communication with all applicants, my office will only be using email to contact applicants. Please be sure to supply an email address on your application. Make sure that you provide an email address that you access daily so that you do not miss important messages.

In the meantime, it is advisable for you to prepare for the examination process. The established Reading List is enclosed. Please take note of relevant instructions on the Reading List concerning where and how to obtain study material.

The test consultant will be conducting a candidate orientation on a future date before the examination occurs. The goal of this orientation is to inform you of what to expect in the examination process. As soon as the date for the orientation is confirmed, I will be communicating that information to all eligible applicants.

If you will need an ADA accommodation for this exam, please complete the form available at <https://www.newhavenct.gov/government/departments-divisions/human-resources/forms-applications> and follow all instructions provided on the form. The deadline to submit the ADA accommodation form to request arrangements is by the closing date of the application period.

If you have any questions or concerns in the interim, please feel free to email me directly at [Nmarcano@newhavenct.gov](mailto:Nmarcano@newhavenct.gov)

Sincerely,

Noelia Marcano, SPHR  
Personnel Director

Attachments: Study List  
Job Posting & Job Description

## 2022 FIRE INSPECTOR/INVESTIGATOR EXAMINATION READING LIST

**Disclaimer:** The external sources listing was provided to the Civil Service Division by the NHFD Chief's Office. While both Civil Service and the Chief's Office strive to provide accurate information, any discrepancies should be brought to our attention immediately by contacting [jalston@newhavenct.gov](mailto:jalston@newhavenct.gov) [jmccarthy@newhavenct.gov](mailto:jmccarthy@newhavenct.gov) and [Nmarcano@newhavenct.gov](mailto:Nmarcano@newhavenct.gov)

### I. BOOKS: AVAILABILITY, COSTS AND AREAS OF STUDY

**AVAILABILITY:** You may go to IFSTA's web site at <https://shop.ifsta.org> and key in the ISBN provided below to purchase the IFSTA book. For other options (to purchase used or rent the book) you may want to Google the book title.

**PLEASE NOTE:** Information in the IFSTA Fire Inspection and Code Enforcement book that conflicts with any of NHFD's Standard Operating Guidelines is superseded by the NHFD Standard Operating Guidelines.

- 1) **IFSTA Fire Inspection and Code Enforcement**, (8th edition, Fire Protection Publications – ISBN: 978-087939605-3)

**READ & STUDY:**

2015 Fire Inspector Reading	Title
Chapter 1	Duties and Authorities
Chapter 2	Standards Codes and Permits
Chapter 3	Fire Behavior
Chapter 4	Construction Types & Occupancy Class
Chapter 5	Building Construction
Chapter 7	Means of Egress
Chapter 9	Fire Hazard Recognition
Chapter 11	Water Supply Distribution Systems
Chapter 12	Water Based Fire Suppression Systems
Chapter 13	Special Hazard Fire Extinguishing Systems & Portable Extinguishers
Chapter 14	Fire Detection and Alarm Systems
Chapter 16	Inspection Procedures

**END OF STUDY LIST**

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**200 ORANGE STREET, NEW HAVEN. CT 06510**  
[www.newhavenct.gov](http://www.newhavenct.gov)

**POSTED: September 5, 2022**  
**REMOVAL DATE: September 19, 2022**

**PROMOTIONAL ONLY**

*(Only open to members of Local 825 who satisfy minimum requirements)*

**POSITION: FIRE INSPECTOR / INVESTIGATOR (M-0757) (TESTED)**  
**DEPARTMENT: FIRE SERVICES**  
**SALARY: \$89,421 ANNUALIZED**  
**HOURS: 35 HOURS PER WEEK**  
**FUNDING: GENERAL FUNDS**

***INTERESTED APPLICANTS: Please see instructions below on how to apply.***

***APPLICATIONS FOR THIS POSITION ONLY ACCEPTED ON-LINE at <https://www.jobapscloud.com/oec/NewHaven>***

This specialized technical work involves the enforcement of state and local fire safety and prevention codes. Work involves the licensing of premises and vehicles which are required to meet fire safety standards. Work also involves investigation of fires of suspicious origin in close cooperation with police department personnel, who may be assigned to the Fire Investigative Unit. Work is performed under the supervision of the Fire Marshal, Deputy Fire Marshal or Fire Investigative Supervisor depending on assignment and is reviewed through reports, conferences and observation of results.

**MINIMUM REQUIREMENTS include:**

Graduation from high school; must be a Firefighter with a minimum of 36 months of experience in the New Haven Fire Department and have the following knowledge, abilities and skills, including but not limited to: Knowledge of firefighting, fire prevention, and fire inspection and techniques; Knowledge of applicable laws and ordinances; Knowledge of investigative techniques, principles and procedures; Ability to quickly learn, accurately interpret and effectively enforce all state and local fire safety and prevention codes; Ability to recognize fire hazards and to recommend corrective action; Ability to conduct fire prevention inspections; Ability to detect, assimilate and preserve physical evidence.

**NECESSARY SPECIAL REQUIREMENTS:**

Possession of all required certification(s) that are in accordance with Chapter 541, Section 29-298 of the Connecticut State Statutes; - OR - Ability to obtain such required certification(s) by successfully completing, upon first attempt, all required training modules that lead to receiving all required certification(s) that are in accordance with the Connecticut State Statutes cited above. An appointee who does not successfully complete any of the required modules needed for required certification(s) will be removed from this position.

**TO APPLY:**

- 1) Go to <https://www.jobapscloud.com/oec/NewHaven>
- 2) Complete your **User Registration**. You are encouraged to save your Applicant Profile for future use.
- 3) Find the Fire Inspector/Investigator posting on the Employment Opportunities page at <https://www.jobapscloud.com/oec/NewHaven>
- 4) Scroll down and click on the blue "Apply Online" link; select your Applicant Profile to copy into your application, and follow all instructions to apply.
- 5) You will receive a confirmation of your submission by email – If you do not receive this confirmation in the next 24 hours, your application has not been submitted – contact us at [NHJobs@newhavenct.gov](mailto:NHJobs@newhavenct.gov)

**IMPORTANT NOTE:** Your *Applicant Profile* is NOT an application. You must click on the Job Title and complete the application submission as instructed.

***Applicant Packet*** is available online within the job posting. This packet contains a cover letter specifying the test dates along with other information and the study list.

Applications must be entered into the system **NO LATER THAN THE REMOVAL DATE.**

This position is included in a collective bargaining agreement with Local 825, International Association of Fire Fighters.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

Immigration Reform and Control Act of 1986 requires the hiring of only American citizens and aliens who are authorized to work in the United States.

**FIRE INSPECTOR / INVESTIGATOR****NATURE OF WORK**

This specialized technical work involves the enforcement of state and local fire safety and prevention codes. Work involves the licensing of premises and vehicles which are required to meet fire safety standards.

Work also involves investigation of fires of suspicious origin in close cooperation with police department personnel, who may be assigned to the Fire Investigative Unit. Work is performed under the supervision of the Fire Marshal, Deputy Fire Marshal or Fire Investigative Supervisor depending on assignment and is reviewed through reports, conferences and observation of results.

**ILLUSTRATION EXAMPLES OF WORK**

Depending on assignment, work tasks include the following:

- Performs fire inspection and fire code enforcement work.
- Inspects schools, child day-care centers, restaurants, dwellings, rooming houses, mercantile and industrial establishments, as well as drycleaners and tank trucks.
- Performs fire investigation work.
- Issues licenses for premises and vehicles that meet fire safety standards required for licensing.
- Investigates complaints and reported fire hazards, and assists in fire investigations.
- Investigates suspicious fires, takes photographs, interrogates witnesses and possible suspects, and preserves evidence from the scene. Appears in court as required.
- Maintains records and prepares reports on work assigned.
- Performs related work as required

**REQUIREMENTS OF WORK**

Graduation from high school; must be a Firefighter with 36 months of experience in the New Haven Fire Department and have the following knowledge, abilities and skills:

- Knowledge of firefighting, fire prevention, and fire inspection and techniques.
- Knowledge of applicable laws and ordinances.
- Knowledge of investigative techniques, principles and procedures.
- Ability to quickly learn, accurately interpret and effectively enforce all state and local fire safety and prevention codes.
- Ability to recognize fire hazards and to recommend corrective action.
- Ability to conduct fire prevention inspections.
- Ability to detect, assimilate and preserve physical evidence.
- Ability to establish and maintain effective working relationships with department personnel and the general public.
- Ability to work closely and in harmony with representatives or other investigative agencies in matters of common interest.
- Ability to communicate effectively, orally and in writing.
- Skill in the use of photographic equipment.

**NECESSARY SPECIAL REQUIREMENT**

Possession of all required certification(s) that are in accordance with Chapter 541, Section 29-298 of the Connecticut State Statutes; - OR -

Ability to obtain such required certification(s) by successfully completing, upon first attempt, all required training modules that lead to receiving all required certification(s) that are in accordance with the Connecticut State Statutes cited above. An appointee who does not successfully complete any of the required modules needed for required certification(s) will be removed from this position.

08/08 CSB Approval

07/08 - Approved by LR/Loc 825

Replaces & combines Fire Inspector & Fire Investigator

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