



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



March 13, 2023

Dear Applicant:

Testing for the following positions will tentatively occur as follows:

<i>Deputy Fire Marshal</i>	<i>March 31 - April 1, 2023</i>	<i>Life Safety Compliance Officer</i>	<i>March 31 - April 1, 2023</i>
<i>Fire Investigative Supervisor</i>	<i>March 31 - April 1, 2023</i>	<i>Public Assembly Inspector</i>	<i>March 31 - April 1, 2023</i>

The test date for each job title is dependent on the number of applications we receive for each position. However, only two tests will occur on each date specified. **Also, please be advised the report time anticipated for the March 31st date will be in the late afternoon, with the exam process concluding during the evening. The test information listed above is the official test notice.**

When the application period closes, we will contact eligible applicants to confirm all test dates. For personal planning purposes, it is important for all potential applicants to know that testing is planned to occur on these dates. If you plan to apply, please arrange your schedule accordingly so that you will not have a conflict. If you are planning to apply to more than one position, you must submit a separate application for each position.

An examination invite will be sent to all eligible applicants quickly after the application period closes. The invite will confirm the test dates and will contain information such as test times, location, and instructions on how to RSVP participation in the examination process. Eligible applicants will be required to RSVP by a prescribed deadline date to participate in the examination process. That deadline date and further instructions on who to contact will be contained in the examination invite. **Please note that there will be a significantly shorter time period allowed to RSVP your participation in the exam process for any of these positions. Please plan on responding quickly.** Communication with all applicants will be by email. Please be sure to supply an email address that you check regularly when you apply.

Because of the nature of the exam processes for the positions above, no reading or study material is being provided. The exams will be designed so that any information you need will be provided to you in the exam exercises. There will be a candidate orientation video link that will be sent to all eligible applicants on March 25th. The goal of this orientation is to inform you of what to expect in the examination process.

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. 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

Sincerely,

Noelia Marcano,
Personnel Director

Enclosures: Study List
Job Posting & Job Description

CITY OF NEW HAVEN
DEPARTMENT OF HUMAN RESOURCES
200 ORANGE STREET, NEW HAVEN. CT 06510
www.newhavenct.gov

POSTED: March 13, 2023
REMOVAL DATE: March 24, 2023

PROMOTIONAL ONLY

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

POSITION: DEPUTY FIRE MARSHAL (TESTED)
DEPARTMENT: FIRE SERVICES
SALARY: \$114,750 ANNUAL
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.

NATURE OF WORK

This is responsible supervisory work in the New Haven Fire Department divisions of fire prevention/inspection and fire investigation. Work includes responsibility for life safety compliance, plan review and inspection. Work is performed under the direct supervision of the Fire Marshal and is reviewed through conferences, reports and observation of results.

REQUIREMENTS OF WORK

Graduation from high school and hold a sworn position permanently assigned to the Fire Marshal's Office in the New Haven Fire Department for a minimum of one year. Must also possess the following: Considerable knowledge of firefighting, fire prevention and inspection principles, practices and techniques; Considerable knowledge of applicable laws and ordinances; Ability to supervise and participate in fire prevention inspection and fire investigation functions; Ability to express ideas clearly and concisely, orally and in writing; Ability to establish and maintain effective working relations with Department personnel, City employees and the general public.

NECESSARY SPECIAL REQUIREMENT

Certification in accordance with Chapter 541, Section 29-298 of the General Statutes of the State of Connecticut at time of application to position.

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

TO APPLY:

- 1) Go to <https://www.jobapscloud.com/oec/NewHaven>
- 2) Scroll down and click on **Applicant Profile** and complete your **New User Registration**. Follow all instructions to create and save your applicant profile.
- 3) Return to the Employment Opportunities page at <https://www.jobapscloud.com/oec/NewHaven> Scroll down and click on the Deputy Fire Marshal job listing.
- 4) Scroll down and click on the blue Apply Online link.

Applicant Packet is available by clicking on the "Click Here" link contained in the job announcement. This packet contains a cover letter specifying the test dates along with other information.

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

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.

DEPUTY FIRE MARSHAL

NATURE OF WORK

This is responsible supervisory work in the New Haven Fire Department divisions of fire prevention/inspection and fire investigation.

Work includes responsibility for life safety compliance, plan review and inspection. Work is performed under the direct supervision of the Fire Marshal and is reviewed through conferences, reports and observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Reviews all plans for new construction or for alteration to existing facilities for compliance with State and City codes; specifies fire related building components to be installed; classifies building contents according to hazard.

Inspects new and altered buildings for compliance with State and City codes and for compliance with permits issued; inspects the installation of building service equipment; inspects and tests fire protection equipment.

Supervises inspection and investigation staff; prepares statistical and other reports.

Performs related work as required.

REQUIREMENTS OF WORK

Graduation from high school and hold a sworn position permanently assigned to the Fire Marshal's Office in the New Haven Fire Department for a minimum of one year. Must also possess the following:

Considerable knowledge of firefighting, fire prevention and inspection principles, practices and techniques.

Considerable knowledge of applicable laws and ordinances.

Ability to supervise and participate in fire prevention inspection and fire investigation functions.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relations with Department personnel, City employees and the general public.

NECESSARY SPECIAL REQUIREMENT

Certification in accordance with Chapter 541, Section 29-298 of the General Statutes of the State of Connecticut at time of application to position.

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POSTED: March 13, 2023
REMOVAL DATE: March 24, 2023

PROMOTIONAL ONLY

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

POSITION: LIFE SAFETY COMPLIANCE OFFICER (TESTED)
DEPARTMENT: FIRE SERVICES
SALARY: \$111,077 ANNUAL
HOURS: 35 HOURS PER WEEK
FUNDING: GENERAL FUNDS

<i>INTERESTED APPLICANTS: Please see instructions below on how to apply. APPLICATIONS FOR THIS POSITION ONLY ACCEPTED ON-LINE.</i>

NATURE OF WORK:

This is a highly responsible supervisory position for life safety compliance, plan review and inspection. All new construction, major renovations and existing buildings require inspection by the Life Safety Compliance Officer to ensure the adherence to and adoption of the State Fire Safety Codes, National Fire Codes, and the Fire Prevention Codes of the City of New Haven. Work is performed under the direct supervision of the Fire Marshal or the Deputy Fire Marshal and is reviewed through conferences, reports, and observation of results.

MINIMUM REQUIREMENTS:

Graduation from high school. Must hold a civil service sworn position permanently assigned to the Fire Marshal's Office in the New Haven Fire Department. Must also possess the following: Considerable knowledge of firefighting, fire prevention and inspection principles, code enforcement practices, and techniques; Considerable knowledge of applicable Fire protection standards (NFPA), requirements of Chapter 541, and local/state laws and ordinances; Ability to supervise and participate in the testing and review of required fire protection systems, verify installation of required features of fire protective systems and equipment, and fire inspections; Ability to express ideas clearly and concisely; orally and in writing; Ability to establish and maintain effective working relations with Fire Department personnel, City employees and the general public.

NECESSARY SPECIAL REQUIREMENT

Certification in accordance with Chapter 541, Section 29-298 of the General Statutes of the State of Connecticut at time of application to position.

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

TO APPLY:

- 1) Go to <https://www.jobapscloud.com/oec/NewHaven>
- 2) Scroll down and click on **Applicant Profile** and complete your **New User Registration**. Follow all instructions to create and save your applicant profile.
- 3) Return to the Employment Opportunities page at <https://www.jobapscloud.com/oec/NewHaven> Scroll down and click on the Life Safety Compliance Officer job listing.
- 4) Scroll down and click on the blue Apply Online link.

Applicant Packet is available by clicking on the "Click Here" link contained in the job announcement. This packet contains a cover letter specifying the test dates along with other information.

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

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.

LIFE SAFETY COMPLIANCE OFFICER

NATURE OF WORK

This is a highly responsible supervisory position for life safety compliance, plan review and inspection. All new construction, major renovations and existing buildings require inspection by the Life Safety Compliance Officer to ensure the adherence to and adoption of the State Fire Safety Codes, National Fire Codes, and the Fire Prevention Codes of the City of New Haven.

Work is performed under the direct supervision of the Fire Marshal or the Deputy Fire Marshal and is reviewed through conferences, reports, and observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Reviews all plans for new construction or for alterations to existing facilities for compliance with State and City Codes; specifies fire safety related building components to be installed; classifies building contents according to hazard.

Inspects new and altered buildings for compliance with State and City Codes and for compliance with permits issued; inspects the installation of building service equipment; inspects and conducts tests of fire protection equipment including fire doors, fixed extinguishing systems, water supply systems, fire alarm systems and fire pumps in high rise buildings.

Ensures that heating, ventilating and air conditioning systems installed contain fire safety devices such as dampers, detection, thermostats, and operational controls.

Calculates egress requirements on the different types of occupancies to ensure adequate exits and occupancy loads are maintained.

Performs related work as required.

REQUIREMENTS OF WORK

Graduation from high school. Must hold a civil service sworn position permanently assigned to the Fire Marshal's Office in the New Haven Fire Department. Must also possess the following:

Considerable knowledge of firefighting, fire prevention and inspection principles, code enforcement practices, and techniques.

Considerable knowledge of applicable Fire protection standards (NFPA), requirements of Chapter 541, and local/state laws and ordinances.

Ability to supervise and participate in the testing and review of required fire protection systems, verify installation of required features of fire protective systems and equipment, and fire inspections.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relations with Fire Department personnel, City employees and the general public.

NECESSARY SPECIAL REQUIREMENTS

Certification in accordance with Chapter 541, Section 29-298 of the General Statutes of the State of Connecticut at time of application to position.

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POSTED: March 13, 2023
REMOVAL DATE: March 24, 2023

PROMOTIONAL ONLY

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

POSITION: FIRE INVESTIGATIVE SUPERVISOR (TESTED)
DEPARTMENT: FIRE SERVICES
SALARY: \$101,220 ANNUAL
HOURS: 35 HOURS PER WEEK
FUNDING: GENERAL FUNDS

<i>INTERESTED APPLICANTS: Please see instructions below on how to apply. APPLICATIONS FOR THIS POSITION ONLY ACCEPTED ON-LINE.</i>

NATURE OF WORK:

Oversees the work of subordinate Fire Inspector/Investigators and ancillary personnel to determine the cause and origin of all fires within the City of New Haven. Works closely with the State Fire Marshal's Office, Police Department, State Attorney's Office and other city agencies in coordinating arrests, preservation of evidence and prosecution in cases of Arson related incidents. Work is performed under the direction of the Fire Marshal or the Deputy Fire Marshal and is reviewed through conferences, reports and observation of results

MINIMUM REQUIREMENTS:

Graduation from high school. Must hold a civil service sworn position permanently assigned to the Fire Marshal's Office in the New Haven Fire Department. Must also have the following: Considerable knowledge of firefighting, fire prevention and fire inspection principles, code enforcement practices and techniques; Considerable knowledge of laws pertaining to NFPA 921 and arson investigation techniques; Considerable knowledge of legal parameters when interrogating witnesses and suspects; Ability to plan and organize work so as to utilize the complete resources of the Fire Investigative Unit; Ability to judge the importance of clues and details obtained in an investigation; Ability to converse with employees, commanding officers, media and citizens in the community.

NECESSARY SPECIAL REQUIREMENT

Certification in accordance with Chapter 541, Section 29-298 of the General Statutes of the State of Connecticut at time of application to position.

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

TO APPLY:

- 1) Go to <https://www.jobapscloud.com/oec/NewHaven>
- 2) Scroll down and click on **Applicant Profile** and complete your **New User Registration**. Follow all instructions to create and save your applicant profile.
- 3) Return to the Employment Opportunities page at <https://www.jobapscloud.com/oec/NewHaven> Scroll down and click of the Fire Investigative Supervisor job listing.
- 4) Scroll down and click on the blue Apply Online link.

Applicant Packet is available by clicking on the "Click Here" link contained in the job announcement. This packet contains a cover letter specifying the test dates along with other information. Applications must be entered into the system **NO LATER THAN THE REMOVAL DATE.**

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 INVESTIGATIVE SUPERVISOR

NATURE OF WORK

Oversees the work of subordinate Fire Inspector/Investigators and ancillary personnel to determine the cause and origin of all fires within the City of New Haven.

Works closely with the State Fire Marshal's Office, Police Department, State Attorney's Office and other city agencies in coordinating arrests, preservation of evidence and prosecution in cases of Arson related incidents.

Work is performed under the direction of the Fire Marshal or the Deputy Fire Marshal and is reviewed through conferences, reports and observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Compiles schedules and work assignments for Fire Inspector/Investigators and ancillary personnel.

Review reports and files of investigations.

Maintains records of Fire Investigations activities.

Appears in court as required.

Assists in the supervision with regards to warrants, arrests and prosecutions pertaining to felonious fire setting in accordance with NFPA 921 and applicable State, County, and City laws.

Collects, preserves and prepares evidence, records, photos, and compiles other material for presentation in court.

Maintains chain of evidence with the State Forensic Lab and Police Department.

Performs related work as required.

REQUIREMENTS OF WORK

Graduation from high school. Must hold a civil service sworn position permanently assigned to the Fire Marshal's Office in the New Haven Fire Department. Must also have the following:

Considerable knowledge of firefighting, fire prevention and fire inspection principles, code enforcement practices and techniques.

Considerable knowledge of laws pertaining to NFPA 921 and arson investigation techniques.

Considerable knowledge of legal parameters when interrogating witnesses and suspects.

Ability to plan and organize work so as to utilize the complete resources of the Fire Investigative Unit.

Ability to judge the importance of clues and details obtained in an investigation.

Ability to converse with employees, commanding officers, media and citizens in the community.

SPECIAL REQUIREMENTS

Certification in accordance with Chapter 541, Section 29-298 of the Connecticut General Statutes at time of application to the position.

10/10 Revised language approved by Labor Relations; CSB approval not required

07/08 – Cleanup of Requirement language to conform with other FMO sworn positions

05/98 Revised P/CS; Replaces 4/91

04/91 Revised P/CS; Replaces Arson Squad Captain

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POSTED: March 13, 2023
REMOVAL DATE: March 24, 2023

PROMOTIONAL ONLY

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

POSITION: PUBLIC ASSEMBLY INSPECTOR (TESTED)
DEPARTMENT: FIRE SERVICES
SALARY: \$101,220 ANNUAL
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.

NATURE OF WORK:

This is specialized fire prevention work in the inspection of places of public assembly. Work involves responsibility for monitoring compliance issues of life safety in buildings of Public Assembly in accordance with Chapter 541, applicable sections of NFPA standards, and local/state laws and ordinances. Work is performed under the general supervision of the Fire Marshal or Deputy Fire Marshal and is reviewed through conferences and reports.

MINIMUM REQUIREMENTS:

Graduation from high school. Must hold a civil service sworn position permanently assigned to the Fire Marshal's Office in the New Haven Fire Department. Must also possess the following: Knowledge of firefighting, fire prevention and inspection principles, practices and techniques; Knowledge of the hazards involved in the gathering of people in places of public assembly; Knowledge of applicable laws and ordinances; Ability to conduct fire prevention inspections for compliance for licenses and permits; Ability to communicate effectively, orally and writing; Ability to establish and maintain effective working relationships with Fire Department personnel, City employees, and promoters of public events and the general public.

NECESSARY SPECIAL REQUIREMENT

Certification in accordance with Chapter 541, Section 29-298 of the General Statutes of the State of Connecticut at time of application to position.

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

TO APPLY:

- 1) Go to <https://www.jobapscloud.com/oec/NewHaven>
- 2) Scroll down and click on **Applicant Profile** and complete your **New User Registration**. Follow all instructions to create and save your applicant profile.
- 3) Return to the Employment Opportunities page at <https://www.jobapscloud.com/oec/NewHaven> Scroll down and click of the Public Assembly Inspector job listing.
- 4) Scroll down and click on the blue Apply Online link.

Applicant Packet is available by clicking on the **"Click Here" link contained in the job announcement**. This packet contains a cover letter specifying the test dates along with other information. Applications must be entered into the system **NO LATER THAN THE REMOVAL DATE**.

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.

PUBLIC ASSEMBLY INSPECTOR

NATURE OF WORK

This is specialized fire prevention work in the inspection of places of public assembly.

Work involves responsibility for monitoring compliance issues of life safety in buildings of Public Assembly in accordance with Chapter 541, applicable sections of NFPA standards, and local/state laws and ordinances. Work is performed under the general supervision of the Fire Marshal or Deputy Fire Marshal and is reviewed through conferences and reports.

ILLUSTRATIVE EXAMPLES OF WORK

Conducts inspections of halls, theaters, outdoor festivals, and other places of public assembly; enforces fire codes and regulations; orders the correction of code violations; advises the Fire Marshal of places where safe conditions do not exist.

Develops venue planning criteria for places of Public Assembly within conforming and non-conforming occupancies.

Maintains records such as files on occupancy (history), safety, compliance and code enforcement records; and prepares reports.

Performs related work as required.

REQUIREMENTS OF WORK

Graduation from high school. Must hold a civil service sworn position permanently assigned to the Fire Marshal's Office in the New Haven Fire Department. Must also possess the following:

Knowledge of firefighting, fire prevention and inspection principles, practices and techniques.

Knowledge of the hazards involved in the gathering of people in places of public assembly.

Knowledge of applicable laws and ordinances.

Ability to conduct fire prevention inspections for compliance for licenses and permits.

Ability to communicate effectively, orally and writing.

Ability to establish and maintain effective working relationships with Fire Department personnel, City employees, and promoters of public events and the general public.

NECESSARY SPECIAL REQUIREMENT

Certification in accordance with Chapter 541, Section 29-298 of the Connecticut State Statutes at time of application to position.