



**CHIEF FIRE SAFETY INSPECTOR (PROM)**  
**NYS #70018240 RC/EL #25166010**

Examination to be held **October 18, 2025**; Last filing date **September 24, 2025**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at:

<https://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

1. If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

**PARTICIPATING AGENCIES:** Town of Clarkstown and Town of Ramapo.

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

**SALARY:** In accordance with the appropriate labor agreement.

**WHAT THE JOB IS LIKE:** This is administrative and technical work involving the responsibility for the oversight and performance of building and property inspections to ensure compliance with local and state fire codes and regulations, including the New York State Uniform Fire Prevention and Building Code (Uniform Code). The work is performed under the general supervision of a Building Inspector or higher-level administrator and supervision is exercised over lower-level Fire Safety Inspectors and/or clerical support staff. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

**MINIMUM QUALIFICATIONS:** You must be currently employed by **Town of Clarkstown or Town of Ramapo** and have two (2) years of permanent competitive class status there as a Fire Safety Inspector or a Fire Safety Inspector with any parenthetical language designation within a period of three (3) years immediately preceding the date of the examination.

**SPECIAL REQUIREMENTS:**

1. It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in the New York Codes, Rules and Regulations, who are responsible for the enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code), complete the annual in-service training as well as the prescribed minimum basic code enforcement training within the applicable time period.
2. Possession of a valid driver's license appropriate for the vehicle to be operated.

**NOTE:** If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in title required to apply for this examination.

**ALL OUTSTANDING APPLICATION DOCUMENTATION:** Must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

**SEE NEXT PAGE**

**CHIEF FIRE SAFETY INSPECTOR (PROM) #70018240 (CONTINUED)**

**SUBJECT OF WRITTEN EXAMINATION:**

1. Preparing Written Material – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
2. Evaluating Conclusions in Light of Known Facts – These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.
3. Fire Prevention, Fire Inspections, and Fire Hazards – These questions test for a knowledge of the methods, principles, practices, and equipment of fire prevention, conducting fire inspections, and dealing with fire hazards. The questions cover such areas as the following: fire prevention campaigns; automatic and other extinguishment systems; alarms; dealing with building owners and managers; characteristics of combustible materials; recognizing proper and improper practices related to fire prevention; and codes and regulations related to fire prevention.
4. Understanding and Interpreting Fire Codes – These questions test for the ability to comprehend written material related to fire prevention and inspection. You will be provided with a brief reading passage. You must then select the most appropriate statement relating to the passage on the basis of whether it:
  - a. accurately paraphrases portions of the passage; or
  - b. adequately summarizes the passage; or
  - c. presents an inference that can reasonably be drawn from the passage.

The reading passages are drawn from existing New York State and national codes, regulations, and standards. Knowledge of the subject matter contained in the reading passages is generally not related to answering the questions successfully because all of the information needed can be found in the passages.

5. Supervision – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION**

**TEST GUIDE:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Civil Service is an Equal Opportunity/Affirmative Action Employer**

**Date Issued: 8/25/2025**