



HUMAN RESOURCES/CIVIL SERVICE
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

(203) 797-4598
FAX (203) 796-1611

**CITY OF DANBURY ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF
DEPUTY FIRE MARSHAL
SALARY: \$84,006/ANNUALLY**

LAST DATE FOR FILING APPLICATIONS

Applications must be on file at the Human Resources/Civil Service Office, City Hall, 155 Deer Hill Avenue, Danbury, CT 06810:

**WEDNESDAY, OCTOBER 9, 2013 NO EARLIER THAN 7:30 a.m., through
WEDNESDAY, OCTOBER 30, 2013- NO LATER THAN 6:00 p.m.**

RATING PROCEDURES:

Applicants who meet the minimum requirements and other criteria established by the Civil Service Commission will be rated according to their merit and relative fitness to perform the duties of the position.

EXAMINATION PROCESS:

The Civil Service Commission will review all applications received. At the discretion of the Civil Service Commission, the number of applicants admitted to the examination process may be limited to those applicants whose background and experience as stated on the application would indicate skills and qualifications of most immediate benefit to the department and the City of Danbury. The examination for this position will consist of the following parts:

<u>PARTS</u>	<u>WEIGHT</u>
WRITTEN EXAM	50%
ORAL EXAM	50%

Passing scores for each phase is 70%. A candidate who is denied entrance to an examination, or who is notified of a failing grade on any portion of an examination, has the right to a review and/or appeal of that portion of the examination process. All appeals must be made in writing to the Civil Service Commission office within 10 days of the mailing of the notice of results of the examination. Employees applying for a promotion position are not required to undergo a physical exam.

EXAMINATION DATES ARE AS FOLLOWS:

WRITTEN EXAM December 6, 2013
AND ORIENTATION: Time and Location to be announced

*ORAL EXAM: week of December 9, 2013
Human Resources/Civil Service Department 155 Deer hill Avenue Danbury CT, 06810
Times to be scheduled

*Please note: only those candidates with a passing score on the written exam will be eligible for the oral exam. All candidates will be notified of their score on the written exam in writing

NOTE: AS PER CIVIL SERVICE RULES AND REGULATIONS, IN ORDER TO QUALIFY FOR A PROMOTIONAL EXAM, CANDIDATES MUST HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY PERIOD IN THEIR CLASS.

NOTE: In lieu of audio recording, all oral examinations will be videotaped.

APPLICATIONS: Applications may be obtained from the Human Resources-Civil Service Department, City Hall, 155 Deer Hill Avenue, Danbury, CT 06810. EEO/M-F

CITY OF DANBURY

Deputy Fire Marshal Examination

Reading List

The written examination for this position will consist of approximately 100 multiple-choice questions taken from material contained in the following sources:

1. Kirk's Fire Investigation, John D. Dehaan, 7th edition, Pearson/Prentice-Hall, Inc.
2. Essentials of Fire Department Customer Service, Alan V. Brunacini, 1st edition, IFSTA, 1996
3. Fire Inspection and Code Enforcement, 7th edition, IFSTA

PUBLISHER PHONE NUMBER & WEBSITE

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|------------------|----------------|----------------------------------------------------------------------|
| 1. Prentice-Hall | (800) 922-0579 | www.pearsonhighered.com |
| 2. IFSTA | (800) 654-4055 | www.ifsta.org |

FIRE INSPECTOR/DEPUTY FIRE MARSHAL
CITY OF DANBURY

GENERAL STATEMENT OF DUTIES:

Inspection work in the identification and elimination of fire hazards in the various types of occupancies in the City.

DUTIES AND RESPONSIBILITIES:

- Inspects all business districts, places of assembly, shopping centers, etc., for conformance to City and State Fire Safety Codes.
- Inspects and writes reports for all oil and gasoline tanks and oil burner installations, to insure compliance to codes pertaining to materials used and locations of equipment.
- Assists in fire drills at schools, hospitals, etc.
- Performs related work as required by the rules and regulation of the Fire Department or as directed by Fire Marshal.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Knowledge/Abilities/Skills:

General knowledge of Federal, State and local codes pertaining to fire and casualty hazards, and building construction; ability to follow written and oral instructions, and to learn fire prevention methods and routines; knowledge of City and State codes of specialized areas of inspection; ability to enforce codes and regulations firmly, tactfully and impartially; ability to recognize faulty installations and fire hazards; ability to establish, update and maintain records; public speaking skills and general knowledge of public relations practices.

Experience and Training:

At least six year's service in the paid Fire Department of the City of Danbury. Possession of a valid driver's license. Ability to obtain and maintain any certification as required by statute, ordinance, or the Fire Chief.

CITY OF DANBURY
CIVIL SERVICE COMMISSION

APPLICATION FOR PROMOTIONAL EXAMINATION

Position applying for: _____

Social Security No.: _____

Name (Please Print): _____
Last First Middle Initial

Address: _____
Street City State Zip

Telephone No.: () _____

Phone # where you can be reached between 9:00am & 4:30pm: _____

Present Position Title: _____ Department: _____

Your official Date of Hire: _____

Duties of present position: _____

Describe any previous experience you believe is directly related to the promotional position you seek: _____

Describe any previous education and/or training you believe is directly related to the promotional position you seek: _____

Signature

Date