



EXAMINATION OPEN TO THE PUBLIC BUILDING AND FIRE SAFETY INSPECTOR 1

ANNUAL \$54,764 SALARY: \$70,201	SALARY GROUP: ET 21	APPLICATION CLOSING DATE: NOVEMBER 23, 2015	EXAM NO: 150990OCMAT
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SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Departments of Administrative Services and Public Health this class is accountable for independently performing a full range of tasks in conducting plan reviews and inspections of facilities for compliance with construction, fire safety and other applicable codes and regulations.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **NOVEMBER 23, 2015**.

GENERAL EXPERIENCE: Five years of experience in building design, engineering, construction or inspection including demonstrated experience in reviewing plans and specifications for code compliance for large scale building projects. **NOTE:** Large scale building projects will be interpreted as buildings exceeding 12,000 square feet in size and more than one story in height not including apartment buildings and single family residences.

SUBSTITUTION ALLOWED: College training in architecture, architectural, mechanical, civil, structural or electrical engineering or building construction or related courses in fire technology, fire and life safety systems design or a related discipline may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENTS: 1) Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications including certification by the State Fire Marshal as a Fire Marshal, Deputy Fire Marshal, Fire Inspector, Hazardous Materials Inspector or to successfully complete the first program offered after appointment. 2) Incumbents in this class may be required to complete ninety hours of job related continuing education every three years in accordance with Section 29-298(a) of the Connecticut General Statutes. 3) Incumbents in this class may be required to travel. 4) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

PHYSICAL REQUIREMENT: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as be able to perform the duties.

WORKING CONDITIONS: Incumbents in this class may be exposed to some risk of injury or physical harm from exposure to building construction site, fire scene or structural failure environments and a moderate degree of discomfort from exposure to year-round weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of principles, practices and methods of building design, construction and systems; knowledge of building, health and fire safety codes and standard tests for fire rating; knowledge of building materials and equipment; some knowledge of health facility building requirements; interpersonal skills; oral and written communication skills; ability to inspect buildings and interpret codes; ability to review plans and specifications in relation to code compliance; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u> EXPERIENCE AND TRAINING	<u>WEIGHT</u> 100%
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APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) **Completed Application Form (CT-HR-12)**
 - (2) **Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. **Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision.** Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Building & Fire Safety Inspector 1 include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Building & Fire Safety Inspector 1 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience conducting fire and health safety code compliance inspections and investigations of large scale buildings and facilities. Be specific as to the types of inspections/investigations you have conducted, (such as building/facilities interior/exterior, site conditions, building systems and life safety equipment) the nature and purpose of these inspections/investigations and the intended outcome. Be specific as to the size of the building you inspected. Describe the nature of any corrective actions taken. (2) Experience reviewing building plans/specifications relative to code compliance (building codes, life safety codes, mechanical, handicapped, hazardous material codes and NFPA standards). Be specific in detailing your experience in this area. (3) Written communication experience. Detail your experience writing inspection/investigative narrative reports, citations, documents and other correspondence relative to building construction and safety. Be specific as to the nature and purpose of these reports or written materials, for whom they were prepared and the intended outcome. (4) Oral communication experience. Detail your experience with others which you feel demonstrates your oral communication and interpersonal skills. Be specific in explaining the nature of those dealings and whom they were with. Detail any public speaking experience including the topic, the audience, your specific role and the purpose and intended outcome of the public speaking experience. Also detail your experience serving on safety committees. Be specific as to the nature and purpose of the committee and your actual role. **Section 2 –Education & Training.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by NOVEMBER 23, 2015.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2875**). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by JANUARY 5, 2016.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.