

CITY OF NEW LONDON
COMPETITIVE PROMOTIONAL EXAMINATION
For the Position of
FIRE INSPECTOR

APPLICATION MUST BE PICKED UP AT THE PERSONNEL OFFICE. Individual letters will not be sent to each applicant.

LAST DATE FOR FILING APPLICATION

Applications are available in the City's Personnel Office, 13 Masonic Street, and must be postmarked or on file in the Personnel Office on or before **October 31, 2025 at 3:00 pm.**

GENERAL INFORMATION

ELIGIBILITY: Firefighters with acceptable experience and training as outlined in the New London Fire Department Job Description for Fire Inspector.

**DATE OF WRITTEN
EXAMINATION:**

January 5, 2026

PLACE OF EXAMINATION:

City Council Chambers, City Hall, 181 State Street, 3rd Floor, 10:00 am.
Check in begins at 9:45 am, exam starts promptly at 10:00 am. This is the only time that this examination will be given, therefore prompt attendance is crucial.
No one will be admitted into the examination after 10:00 am.

THE APPLICATION AND EXAMINATION PROCESS WILL INCLUDE THE FOLLOWING:

1. **Application:** Long form Application. You are encouraged to provide a resume or a list of the schools, seminars and courses taken or other achievements along with your application.
2. **Written Examination:** A test consisting of 100 questions with a time limit of 2 hours will be administered. The written test will be graded at one point per correct answer for a maximum total of 100. A passing score will be 70%. Candidates who do not pass will not proceed to the next step.
3. **Technical/ Oral:** A panel of three professionals will interview the candidates. Candidates will be notified if selected for Technical/ Oral at the appointed time. A passing score will be 70%. Candidates who do not pass will not proceed to the next step.
4. **Scoring:** Written examination will be weighted at 50%. The Technical/ Oral Examination will be weighted at 50% with a total passing aggregate score of 100.
5. **Seniority Points:** One-quarter point for each year of service in the department for seniority to a maximum of 5 points, shall be added to the total aggregate passing score to determine the final score. Refer to CBA Article XIV.
6. **Eligibility List:** Candidates will be placed on the eligibility list in rank order based on their final score. The Promotion Eligibility List will remain in effect for a period of two (2) years after the list is certified.
7. **Reference List:** Fire Inspector – IFSTA Fire Inspection and Code Enforcement 9th Edition - ISBN #978-0879396855. A 60-day study period starting from the closing date will be allowed prior to the administration of the written exam. Applicants for Fire Inspector will only be tested relative to Fire Inspector I material covered in the reference material.

Review of Written Exams:

Please see the Review Policy which is attached to the posting and also available at the Personnel Office.

FIRE INSPECTOR Competitive Promotional Exam (continued)

Note: Applicants will be required to sign this statement at time of examination:

I have neither given nor received aid on this examination.

Other Information:

At the time you pick up your application, you will receive a copy of the following:

- I. Copy of Job Description

DATE POSTED: October 14, 2025

FLSA:
 Grade: N/A
 Location: Fire Department
 Approved by Personnel Board: 10/27/14
 Concurred Union (1522): 10/24/14
 Hours:

FIRE INSPECTOR

GENERAL STATEMENT OF DUTIES:

Performs inspection of residential occupancies, commercial establishments and fuel installations, storage and transportation for fire hazards and compliance with City ordinances, State laws, fire prevention and fire safety codes. Work is assigned and reviewed by the Fire Marshal who is ultimately responsible to the Chief of the Fire Department. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class places emphasis on the inspection of residential, commercial and public building, flammable liquid and gas storage, installation and transportation. The Inspector regularly exercises technical judgment and discretion based on his familiarity with a wide variety of fire prevention and construction problems; assists in investigation of all fires. Work includes routine clerical tasks incidental to the operation of the unit.

EXAMPLES OF WORK: (Illustrative only)

Inspects hospitals, convalescent homes, schools and other institutions for existing or potential fire hazards;
 inspects places of public assembly, residential and business establishments for existing or potential fire hazards and/or violations of Fire Safety codes and ordinances; reports findings of imminent fire hazards to the Fire Marshal and recommends appropriate action; inspects all occupancies as required by Connecticut General Statutes and or Regulations.

Works closely with Building Department Officials in the inspection of new building construction or renovations to ensure compliance with fire codes.

May be assigned to work in conjunction with Police and State Fire Marshal's Office in the investigation of fires.

Addresses education, civic and other community groups on the subject of fire prevention; prepares reports of inspections and investigations; performs a variety of routine clerical tasks incidental to the operation of the unit.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES:

Must have a thorough knowledge of State and local fire codes and ordinances; must have a thorough knowledge of fire hazards involved in various types of construction and in the storage of combustibles, flammables and explosives; thorough knowledge of the principles and practices of building construction and blue prints; must be knowledgeable in investigative procedures; must have a good knowledge of fire prevention principles, practices, and procedures; must be able to establish and maintain proper rapport with property owners and the general public and other city departments; must be able to express oneself clearly and concisely, orally and in writing; must be able to enforce

rules, regulations and codes and ordinances firmly, tactfully, and impartially; must be able to make written reports and maintain records; must be physically fit and present a neat and clean appearance. Basic computer skills are necessary.

ACCEPTABLE EXPERIENCE AND TRAINING:

Completion of a state approved high school program or the equivalent; completion of courses in fire investigation and inspection procedures in fire technology at a recognized school, academy or college; must have considerable experience in building construction work with study in structural engineering or design; or any equivalent combination of education, experience and training which provides the required knowledge, skill and abilities.

ADDITIONAL REQUIREMENT:

Must obtain certification as Inspector from the State of Connecticut Fire Marshal's Office.

Revised: 10-14