

Competitive Promotional Exam #2392  
**Fire Inspector Exam**  
Issue Date: 04/22/2024

**\* \* \* EXAMINATION ANNOUNCEMENT \* \* \***

The Civil Service Commission of the City of Bridgeport will conduct a competitive promotional examination for **Fire Inspector**. The exact date, time and location of the examination will be announced at a later date to all qualified candidates.

The information provided herein is for informational purposes only and is intended as a general summary only. It is not, nor is to be intended to be, a Public Notice for this examination. You should not rely on this communication as a complete or binding explanation of all examination details. This summary is being provided in good faith and subject to the reasonable discretion of the Civil Service Commission office. This summary does not constitute a contract of any kind, express or implied, between any applicant and the City of Bridgeport. This informational guide is subject to correction of any information which may have been inadvertently misstated.

**SALARY RANGE:** \$92,016 - \$96,344; appointments to be made at the minimum or entrance salary of \$92,016 per year. Advancements within the salary range may be made in accordance with the terms of the contract between the City of Bridgeport and Bridgeport Fire Fighters Local 834, AFL-CIO.

**APPLICATIONS:** Each candidate must complete an [online application form](#) supplied by the Commission and file it no later than 11:59 p.m. on **Sunday, May 5, 2024**. Each candidate must submit a refundable security deposit of \$150 in the form of a payroll deduction authorization form. This form will be emailed to all applicants after the application closing date and must be received by the Civil Service office within 3 business days from the date of the email notification. This security deposit will not be deducted for any applicant who appears for all parts of the examination at the proper date and time. \*

**DUTIES:** The Fire Inspector performs duties as outlined by the Fire Marshal or Deputy Marshal, including fire investigations and facility inspections. The Inspector will also act in an advisory role at fire scenes. The Inspector regularly inspects buildings and locations within the Fire District for Fire Safety, access, hazards, etc., investigates the cause, origin, and circumstances of all fires within their jurisdiction, reads and prepares reports, performs supervisory and office related duties. This worker will also attend meetings, continuing education classes and present information to the general public on fire safety issues.

**REQUIREMENTS:** This examination is open to members of the Bridgeport Fire Department who have **three years' experience prior to June 9, 2024**. \*\*

All persons appointed to the position of Fire Inspector must be certified by the State of Connecticut. All persons appointed will be allowed only one attempt to achieve certification during the probationary period. All persons appointed must comply with all state requirements in order to maintain state certification.

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\* To ensure that candidates who apply will present themselves for the competitive promotional examination, the Civil Service Commission requires that all applicants provide the Office of the Civil Service Commission with a security deposit to hold a place for the candidate at the examination. Candidates who apply for examination but do not appear at the proper date, time and place will forfeit their deposit at the discretion of the Personnel Director. A detailed explanation for this security deposit can be obtained by requesting a copy from the Civil Service office.

\*\* The first true vacancy per Walker v. Jankura ruling, Civil Service Rules, and the approved FY2023-2024 budget for the Fire Department was Elizabeth Schiller's retirement on 02/10/2024.

**SUBJECTS OF EXAMINATION:** The promotion process for the position of Fire Inspector in the Bridgeport Fire Department will be a two-part process which will consist of the following components \*\*\*: Job knowledge questions in the form of a written examination, and an assessment center which may include Role Playing exercises, In-Basket exercises, oral board questions, or other assessment center style exercises, weighted at 95%; Seniority weighted at 5%. Candidates will be required to pass a qualifying service rating in order to be placed on the employment list.

A reference list of reading/study materials is being issued concurrent with this announcement and can also be found on the City's website.

**PASS POINT:** The passing point will be set at that score which is 70% of the highest score made (e.g., if highest score = 92, the passing score = 64%).

**SPECIAL ACCOMMODATION:** The Civil Service Commission will provide reasonable accommodation for persons with a disability to take a test. To request special accommodation, please submit, in writing, a statement of what type of accommodation is being requested. You will be required to provide proof of any disability requiring accommodation. This request must be received by the Office of the Civil Service Commission at least 14 days prior to the examination date.

**EXAMINATION REVIEW PROCEDURES:** Each candidate will have an opportunity to review his or her examination during the one-month period after the date of announced results. The papers will be open to inspection during the hours of 9:00 A.M. to 1:00 P.M. Monday through Friday, excluding holidays. Every inspection period will be monitored by the staff of the Civil Service Office, and no candidate will be allowed to copy examination questions or to take any written material from the review room.

CIVIL SERVICE COMMISSION  
45 Lyon Terrace, City Hall, Room 106, Bridgeport, Connecticut 06604  
An Equal Opportunity Employer  
PROMOTIONAL EXAMINATION # 2392 – FIRE INSPECTOR

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\*\*\* This list is not meant to be all-inclusive, and the Office of the Civil Service Commission reserves the right to substitute or change these exercises based on the job analysis.



# CITY OF BRIDGEPORT, CONNECTICUT

## OFFICE OF THE CIVIL SERVICE COMMISSION

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### Fire Inspector Examination #2392 Reading List

The written examination for this position will consist of approximately 50 multiple-choice items taken from material contained in the following sources:

1. Building Construction for the Fire Service, Francis L. Brannigan and Glenn P. Corbett, 6<sup>th</sup> edition, NFPA, ISBN: 9781284177312
  
2. Fire and Emergency Services Company Officer, 6<sup>th</sup> edition, IFSTA, ISBN: 9780879396503
  - Chapter 5. Communication (pages 93 – 112)
  - Chapter 6. Administrative Functions (pages 125 – 139 and 146 – 148)
  - Chapter 9. Building Construction, Fire Protection Systems, and Fire Behavior
  - Chapter 14. Origin and Cause Determination
  
3. Step Up and Lead, Frank Viscuso, Fire Engineering Books and Videos, ISBN: 9781593703080
  - Chapter 4. Customer Service (pages 177 – 234)
  
4. The Standard Operating Procedures of the Bridgeport Fire Department
  - SOP #003 Sexual Harassment and Discrimination (03/30/1993)
  - SOP #005 MVA's Involving Department Vehicles (02/13/2009)
  - SOP #015 Vehicle Policy (04/03/2007)
  - SOP #016 Members Unfit for Duty (07/01/1997)
  - SOP #017 Threats – Violence in the Workplace (05/19/2005)