

**BUILDING INSPECTOR II (PROM)**  
**NYS #79-704 RC/EL #19107**

**A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.**

Examination to be held **June 22, 2019**; Last filing date **May 1, 2019**

**VACANCIES:** The eligible list resulting from this examination may be used to fill future vacancies as they occur in the **Town of Clarkstown**, the **Town of Haverstraw**, the **Town of Ramapo** or the **Town of Stony Point**.

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:** The incumbent of this position is responsible for reviewing and passing on all plans and specifications submitted with applications for town building permits (except those which are required by ordinance to be performed by a licensed engineer or architect) and for inspecting structures, either erected or under construction or repair, for compliance with approved plans and specifications, local building codes, zoning ordinances and applicable portions of the New York State Uniform Fire Prevention and Building Code (Uniform Code). Does related work as required. Supervision may be exercised over technical and clerical assistants. General direction is received from the Town Board and/or an administrative official. This is a Public Officer position.

**MINIMUM QUALIFICATIONS:** You must be currently employed by the **Town of Clarkstown**, the **Town of Haverstraw**, the **Town of Ramapo** or the **Town of Stony Point** and have one year of permanent competitive class status there as a Deputy Building Inspector, immediately preceding the date of examination.

**SUBJECT OF WRITTEN EXAMINATION:**

1. **Inspection procedures and principles** – These questions test for knowledge of the appropriate practices and methods to use when inspecting various types of building facilities and projects, including proper adherence to plans and codes, dealing with residents, owners and contractors, and inspection record keeping.
2. **Building construction and rehabilitation** – These questions test for knowledge of the various methods and materials used when constructing or renovating various types of buildings and their components.
3. **Understanding and interpreting building plans and requirements** – These questions test for the ability to read, analyze and perform computations based on technical drawings and written technical material related to building facilities and projects. All the information needed to answer the questions will be presented in the written material and/or drawings.
4. **Building, housing and zoning laws and codes** – These questions test for knowledge of, and the ability to apply, provisions of the Building and Residential Codes of New York State (and the portions of other codes applicable to these two codes), and the general concepts of zoning, including related laws and regulations.
5. **Understanding and interpreting written material** – These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only on what is presented in the passages and not on what you may happen to know about the topic**.

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

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, "Spell-checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", "Computers", and any similar devices are prohibited.

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 "How to Take a Written Test" helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Date Issued: 04/10/19**