

DEPUTY BUILDING INSPECTOR (PROM)
NYS #70-257 RC/EL #21044

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 5, 2021**; Last filing date **April 22, 2021**

1. **If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.**
2. **If applying by mail, completed applications must be postmarked no later than the last filing date.**

VACANCIES: One each in the **Town of Ramapo**, the **Town of Stony Point**, the **Village of Spring Valley** and the **Village of Chestnut Ridge**. The **Village of Chestnut Ridge** may not be filling the vacancy at this time.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also complete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring thereafter for a period of at least one year.

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: This is building inspection work of a difficult nature involving responsibility for assisting in the review and passing on all plans and specifications submitted with applications for town/village 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, to insure compliance with approved plans and specifications, the local building code, zoning ordinances and applicable portions of the New York State Uniform Fire Prevention and Building Code (Uniform Code). The work is performed under the general supervision of the department head. Supervision may be exercised over a number of technical and clerical assistants. Does related work as required. This is a Public Officer position.

MINIMUM QUALIFICATIONS: You must be currently employed by the **Town of Ramapo**, **Town of Stony Point**, **Village of Chestnut Ridge**, or the **Village of Spring Valley** and have either:

1. One year of permanent competitive class status there as an Assistant Building Inspector or related title immediately preceding the date of the written examination; or
2. Two years of permanent competitive class status there in any lower-level title immediately preceding the date of the written examination. In addition, your experience must include: Graduation from high school or possession of an equivalency diploma and two years of experience either as a general contractor (involving on-site building construction, supervision, or inspection); a sub-contractor or foreman for a major building construction trade such as carpentry, plumbing, heating, and ventilating; a building inspector; construction engineer; clerk of the works; or related experience and, in addition, either:
 - a. Three years of on-site building construction experience in any work directly involved in the construction process; or
 - b. Two years of full-time technical or trade school training in building construction; or
 - c. Possession of a Bachelor's degree or higher in Architecture, Engineering or other course of study applicable to building construction; or
 - d. Any equivalent combination of the above training and experience.

NOTE: Building construction experience or apprenticeship training may be substituted for required schooling on a year-for-year basis.

PUBLIC OFFICER NOTE: As a Public Officer one must be at least 18 years of age, a citizen of the United States, a resident of the municipality in which employed, and must not have been convicted of a violation of selective training and service acts of the United States.

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DEPUTY BUILDING INSPECTOR (PROM) #70-257 (CONTINUED)

SPECIAL REQUIREMENTS:

1. It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in the New York Codes, Rules and Regulations, who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall complete the prescribed minimum basic code enforcement training within the applicable period established under that Part as well as required annual in-service training.
2. A valid driver's license appropriate for the kind and size of vehicle to be operated.

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. Understanding and interpreting codes and ordinances – These questions test for the ability to read and analyze various codes and requirements. Candidates will be provided with written selections related to code provisions (mainly dealing with zoning, housing and property management issues) and will be asked questions based on those reading passages. All the information needed to answer the questions will be presented in the written selections. Candidates will not be required to have any special knowledge related to the content areas covered in the reading selections.

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: www.cs.ny.gov/testing/localtestguides.cfm.

Date Issued: 4/08/21