

BUILDING INSPECTOR II (OC)
NYS #68-760 RC/EL #24017

Examination to be held **January 13, 2024**; Last filing date **December 22, 2023**

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/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, 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.

POSITION EXISTS IN: Town of Clarkstown, Town of Haverstraw, Town of Ramapo, and Town of Stony Point.

Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete 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 for a period of at least one year from the date the list was established.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$94,985.80 annually for a 35-hour workweek with Town of Stony Point. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

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.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and three (3) 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; a construction engineer; clerk of the works; or related experience and, in addition, either:

- a. Three (3) years of on-site building construction experience in any work directly involved in the construction process; or
- b. Two (2) years of full-time technical or trade school training in building construction; or
- c. A Bachelor's or higher degree 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.

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. Possession of a valid driver's license appropriate for the vehicle to be operated.

NOTE: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date, February 22, 2024; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandgov.com/departments/personnel/guidelines-and-forms/>.

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NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

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.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

TEST GUIDE: 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

Date Issued: 11/17/2023