

CODE ENFORCEMENT OFFICER II (OC)
NYS #69-561 RC/EL #24018

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 Orangetown, Town of Ramapo, Village of Airmont, Village of Chestnut Ridge, Village of Spring Valley and Village of Suffern.

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 \$65,000 annually for a 35-hour workweek with Town of Airmont. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is work performing inspections to determine if there is compliance with local and state codes and, if not, to take action to bring about compliance. The inspections are of violations that are not always obvious and therefore require good understanding of local and state codes in order to identify and evaluate the conditions found. The position of Code Enforcement Officer II differs from Code Enforcement Officer I in that incumbents of the former position deal with local and state codes, including the New York State Uniform Fire Prevention and Building Code (Uniform Code) while incumbents of the latter position only deal with obvious violations of local codes. Supervision is received from a Code Enforcement Officer III or the municipality's designated code enforcement administrator. Does related work as required.

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:

1. Bachelor's degree or higher in Architecture, Engineering or other course of study applicable to building construction; or
2. Associate's degree or higher in Building Technology, Architecture, Engineering Technology or closely related field and one (1) year of paid work experience involving building construction, work in a building trade or in a position requiring familiarity with local and state zoning codes and ordinances; or
3. Graduation from high school or possession of an equivalency diploma and two (2) years of paid work experience involving building construction, work in a building trade or in a position requiring familiarity with local and state zoning codes and ordinances.

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-servicing training.
2. Possession of a 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/>.

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.

SEE NEXT PAGE

CODE ENFORCEMENT OFFICER II (OC) #69-561 (CONTINUED)

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