

AMENDED
ASSISTANT BUILDING INSPECTOR (PROM)
NYS #78-253 RC/EL #24015

Examination to be held **January 13, 2024**; Last filing date **December 20, 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.

VACANCIES: In the Town of Clarkstown, Village of Haverstraw, Village of Nyack, Village of Spring Valley and Village of Upper Nyack.

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

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.

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: Reviews plans and specifications and inspects structures either erected or under construction or repair for compliance with the local building code, zoning and related ordinances and applicable portions of the New York State Uniform Fire Prevention and Building Code (Uniform Code). Work is performed under the general direction of a Building Inspector or Deputy Building Inspector. 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: Graduation from high school or possession of an equivalency diploma and 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;

In addition:

1. You must be currently employed by Town of Clarkstown and have one (1) year permanent competitive class status there in CSEA Grade 23-26 within a period of three (3) years immediately preceding the examination date; or
2. You must be currently employed by the Village of Haverstraw and have one (1) year of permanent, competitive class status or two (2) years of permanent, non-competitive status there within a period of three (3) years immediately preceding the date of the examination; or
3. You must be currently employed by the Village of Nyack and have two (2) years of permanent status there in a non-competitive title (or combination of non-competitive titles) within a period of three (3) years immediately preceding the date of the examination; or
4. You must be currently employed by the Village of Spring Valley and have two (2) years of permanent status in any lower-level position within a period of three (3) years immediately preceding the date of the examination; or
5. You must be currently employed by the Village of Upper Nyack and have two (2) years of permanent status in a lower-level position within a period of three (3) years immediately preceding the date of the examination.

NOTE: Additional years of the above experience or apprenticeship training may be substituted for schooling on a year-for-year basis.

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.

SEE NEXT PAGE

ASSISTANT BUILDING INSPECTOR (PROM) #78-253 (CONTINUED)

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: 11/22/2023
Date Amended: 11/28/2023