



HOUSING REHABILITATION FIELD SPECIALIST (OC)
NYS #64922010 RC/EL #25042010

Examination to be held **April 5, 2025**; Last filing date **March 7, 2025**

A \$15 non-refundable application filing fee is required. 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 and electronic payment 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 accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

POSITION EXISTS IN: Rockland County Office of Community Development.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$27.26 per hour for a 40-hour workweek with Rockland County. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This is field work of a responsible, technical nature which involves the inspection of housing and recommendation of improvements where necessary to bring housing up to HUD Housing Quality Standards. The position requires the development of detailed specifications for improvements which are to be used by bidders and become part of improvement contracts. 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: At the time of application submission, you must have: Graduation from high school or possession of an equivalency diploma and:

1. Two (2) years of full-time paid work experience as a Building Inspector; or
2. Three (3) years of full-time paid work experience in building construction, alteration, repair or rehabilitation as a General Foreman, Contractor, Crew Supervisor, or Inspector; or
3. Three (3) years of full-time work experience as a self-employed General Contractor in building construction, alteration, repair or rehabilitation; or
4. Five (5) years of full-time experience as a Foreman or self-employed Contractor in a specialized field such as masonry, carpentry, plumbing or as an electrician; or
5. Seven (7) years of full-time experience as a Journeyman in a specialized field such as masonry, carpentry, plumbing or as an electrician.

SPECIAL REQUIREMENT: Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.

ALL 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.

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HOUSING REHABILITATION FIELD SPECIALIST (OC) #64922010 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. Preparing Written Material – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
2. Drawings, Specifications and Contract Documents – These questions test for knowledge of typical building construction contract and specification requirements; and the ability to read, analyze, and perform computations and quantity and cost estimates based upon technical drawings and plans of various types of buildings and related structures.
3. Inspection and Supervision of Building Construction Projects – These questions test for knowledge of the appropriate principles and methods to use when inspecting and overseeing construction work on various building related projects, including proper adherence to plans and specifications, resolving technical, safety, and scheduling problems, dealing with contractors and workers, interpreting and implementing materials requirements and testing procedures, and inspection record keeping.
4. Building Construction Quantity and Cost Estimates – These questions test for knowledge of building construction estimating concepts and techniques and the ability to perform quantity and cost estimate computations based on written specifications and building and related facility drawings and plans. Knowledge of how construction materials are utilized in specified projects is required.

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>.

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