



CITY OF TONAWANDA CIVIL SERVICE COMMISSION
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William Sheldon, Chairperson
Jeff Brzyski, Commissioner
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THE TONAWANDA CIVIL SERVICE COMMISSION ANNOUNCES AN
OPEN COMPETITIVE EXAMINATION

Assistant Building Inspector

No. 67190

Salary range: \$16.00-\$18.00/hour

DATE OF EXAMINATION: June 22, 2019
LAST DATE TO FILE APPLICATION: April 30, 2019

APPLICATION FEE: There is a \$12.50 non-refundable fee for each examination. The fee must accompany your application. You may pay in cash at the City Treasurer's Office or send a check or money order payable to the City Treasurer. Be sure your name is indicated along with the examination number on your check or money order. This fee will be waived for unemployed heads of households. **NO REFUNDS WILL BE MADE** if your application is disapproved. Be sure to compare your qualifications carefully with those stated below and file only for examinations for which you qualify.

RESIDENCY REQUIREMENT: There is no residency requirement for this exam. Preference in appointment may be given to City of Tonawanda residents.

MINIMUM QUALIFICATIONS:

- A. Graduation from an approved two year college with a major in mechanical or construction technology or related course and one year of experience in building construction field; **OR**
- B. Graduation from high school and three years of varied experience in the building construction field; **OR**
- C. Any equivalent combination of experience and training sufficient to indicated the ability to do the work.

SPECIAL REQUIREMENTS:

1. All appointees must successfully complete the required NYS Uniform Fire Prevention and Building Code Enforcement training program established by the New York Department of State Division of Building Standards and Codes. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training must be attended as scheduled. (Per MSDIM-08-18 and 19NYCRR Part 1208).
2. Candidates must possess a valid New York State driver's license at the time of appointment and must maintain such license throughout their tenure in this position.

GENERAL STATEMENT OF DUTIES: Assists in the inspection of the construction and repair of dwellings and other structures to determine compliance with building and housing codes and other ordinances and regulations pertaining to the health, welfare and safety of the occupants; does related work as required.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

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. **Building, housing and zoning laws and codes** These questions test for knowledge of, and the ability to apply, provisions of the Building and Residential Codes of New York State (and the portions of other codes applicable to these two codes), and the general concepts of zoning, including related laws and regulations.
5. **Understanding and interpreting written material** These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only on what is presented in the passages and not on what you may happen to know about the topic.**

Note: 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 on line at: www.cs.ny.gov/testing/testguides.cfm

Use of calculators is RECOMMENDED. Devices with spell-checkers, PDA's, MP3's, cell phones, texting, paging, camera or other enhanced electronic features are prohibited.

Your application for this test is part of the examination process. Applications must be completely filled out, with all information stated on the front and back of the form. The Civil Service Commission will not refer to other applications on file for additional information. Applications, which do not show training and/or experience to meet the minimum qualifications, will be disapproved.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. If you have applied for both STATE and LOCAL government examinations, you must make arrangements to take all your examinations at the STATE examination center by cross-filing with the local municipality no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government Civil Service Agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination, call 695-8626 or write to the Civil Service Commission, 200 Niagara Street, Tonawanda, NY 14150.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs, an emergency, a scheduling conflict beyond their control or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. An Alternate Test Date form should be submitted at time of application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Civil Service Commission as soon as possible before the test date. If special arrangements for testing are required, indicate this on your applications under Question No. 5.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in passing the examination. You must claim these credits when you file the application, but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again, with one exception: if a non-disabled veteran used veteran's credits to obtain an appointment or promotion with New York State or a local government **AND** subsequent to such use, he/she was determined by the United States Department of Veteran's Affairs to be a qualified disabled veteran, then he/she shall be entitled to apply for and use 10 credits on NYS and local open competitive and promotional exams, minus the number of non-disabled credits he/she had previously used.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

This exam will be prepared and rated in accordance with Section 23 (2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

APPLICATIONS ARE AVAILABLE AT THE CIVIL SERVICE OFFICE, on-line at www.tonawandacity.com or you may send a self-addressed, stamped envelope to the Civil Service Office, 200 Niagara Street, Tonawanda, NY 14150.

**The City of Tonawanda is an equal opportunity employer.
Candidates will be notified of examination time and location by letter.**

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