



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

INSPECTOR (HOUSING) Exam No. 2024

WHEN TO APPLY: From: December 7, 2011
To: December 27, 2011

APPLICATION FEE: \$68.00
If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, March 24, 2012.**

WHAT THE JOB INVOLVES: Inspectors (Housing), under general supervision, perform technical work in the inspection of dwellings and other structures for the enforcement of the Multiple Dwelling Law, Housing Maintenance Code and other laws, rules and regulations that govern occupancy, safety and sanitary conditions of such dwellings and structures. They make inspections of dwellings to insure compliance with the Multiple Dwelling Law, Housing Maintenance Code and other statutes; explain and interpret housing codes to property owners and tenants; inspect for illegal conversions of one or two family homes to multiple dwellings, and for changes in occupancy status or use of multiple dwellings; inspect rooms used as living quarters to determine whether they are crowded beyond ordinance limits; check for adequacy of lighting and heating, ventilation and plumbing facilities; check gas appliances in dwelling units to detect and measure carbon monoxide emissions; inspect yards, courts and occupied premises for the presence of garbage, refuse, stagnant water, sewage, improper drainage and other hazards or nuisances; perform inspections on any structure, part thereof or related areas based on citizens' complaints concerning lack of water, water leaks, piping noises, water hammer, etc.; investigate complaints concerning: insufficient heat when the outside temperature falls below the designated threshold; unsanitary conditions in the public parts of buildings, yards, courts, areaways, alleyways, roofs, etc.; rodent and insect infestation; and damaged interiors and fixtures, such as holes in walls, floors or ceilings, broken locks on hallway doors, etc.; inspect heating and hot water plants, chimneys and flues for escape of gases, and other violations; investigate complaints and make emergency inspections of hazardous conditions created by explosions, fires, etc.; prepare reports of inspections and draw floor diagram for the official records of the Department; issue and place notices of violations on dwellings and prepare cases for court prosecution, testify in court; make such re-inspections as ordered by the court; may supervise Apprentice Inspectors (Housing); drive motor vehicle when properties to be inspected are not readily reached by mass transit. All Inspectors (Housing) perform related work.

Some of the physical activities performed by Inspectors (Housing) and environmental conditions experienced are: climbing and descending stairs; conducting inspections in all kinds of weather.

Special Working Conditions: Inspectors (Housing) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$45,162 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The Computerized Testing Centers will be closed on Saturday, 12/24, Monday, 12/26 and Saturday, 12/31.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. Five years of full-time experience performing one or a combination of the following:
 - (a) As a journeyman/journeywoman (i.e., fully-trained, knowledgeable, experienced, proficient and competent) in at least one of the following trades: masonry, carpentry, plumbing, plastering, or ironwork; or
 - (b) As agent in charge of the maintenance and repair of multiple dwellings for a real estate management organization; or
 - (c) Performing field inspections requiring the gathering and reporting of data concerning the physical aspects of housing or of building construction or renovation; or
2. At least three years of experience as described in "1" above, plus sufficient education in a college or technical school in the trades listed in "1(a)" above, or education towards a baccalaureate degree from a college or university, in engineering, architecture, engineering technology, construction, construction management, construction technology, or architectural technology to make up the remaining equivalent of the required total of five years of experience, on the basis that one year of acceptable experience will be credited for each 30 semester credits of relevant education; or
3. Completion of at least three years of the Department of Housing Preservation and Development's housing inspection apprenticeship program plus sufficient experience as described in "1" above to make up the remaining equivalent of the required total of five years of experience; or
4. Completion of the five-year Department of Housing Preservation and Development's housing inspection apprenticeship program; or
5. A baccalaureate degree from a college or university, in engineering, architecture, engineering technology, architectural technology, construction, construction management, or construction technology; or
6. Any baccalaureate degree from a college or university and one year of experience as described in "1" above.

The technical school, college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

In "1", "2", "3" and "6" above, six months of experience will be credited for each year of apprenticeship in the building trades, up to a maximum of two years of experience.

Education and Experience Requirements must be met by the last day of the Application Period.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: At the time of appointment to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency: City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED FORMS:

1. **Application for Examination:** If you are applying online, follow the online instructions. If you are applying by mail, make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.

2. **Education and Experience Test Paper:** Fill out **Sections A.1 (if applicable), A.3 (if applicable), A.4 (if applicable), B and C**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying online**, follow the online instructions. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Be sure to write your examination number and social security number on each of the remaining pages of this form.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th Floor, NY, NY 10007, to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test may include questions on building mechanical systems such as plumbing, heating, ventilation and other parts of multiple dwellings such as windows, doors and public access areas; various building materials used in the construction of multiple dwellings; related trade practices such as carpentry, plumbing and plastering; comprehension and interpretation of housing laws, rules and regulations; filling out forms and preparing reports; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for United States Environmental Protection Agency Certification as a Lead-Based Paint Inspector: If you have a certification as a Lead-Based Paint Inspector, issued by the United States Environmental Protection Agency valid in the State of New York, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. Follow the instructions given in the test booklet on the day of the multiple-choice test to indicate your interest in such Selective Certification. If you will meet a Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations-TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. If you are appointed through Selective Certification, you must maintain your United States Environmental Protection Agency Certification as a Lead-Based Paint Inspector valid in the State of New York for the duration of your employment.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 31670; Public Health and Safety Inspectional Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas