



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

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

INSPECTOR (HOUSING)

Exam. No. 0125

WHEN TO APPLY: From: September 2, 2009
To: September 22, 2009

APPLICATION FEE: \$50.00
Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, December 12, 2009.**

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 conversion of one or two family homes to multiple dwellings, or for change in occupancy or use of multiple dwellings; inspect rooms which are used for living quarters to determine whether they are crowded beyond ordinance requirements; check for adequacy of light and ventilation and plumbing facilities; check gas appliances in dwelling units for detection and measurement of emitted carbon monoxide; inspect yards, courts and occupied premises for the presence of garbage, refuse, stagnant water, sewage, improper drainage and other hazards or nuisances which might be present; 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.; insufficient or lack of heat when the outside temperature falls below specified amounts; unsanitary conditions in the public parts of buildings, yards, courts, areaways, alleyways, roofs, etc.; rodents and insect infestation and conducive conditions, and various damages such as holes in walls, floors, ceilings, broken locks on hallway doors, etc.; inspect heating and hot water plants, chimneys and flues for escape of gases, and for 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; place violations on dwellings and prepare cases for court prosecution, appearing in court as witness; make such re-inspections as ordered by the court; may supervise Apprentice Inspectors (Housing); and operate a motor vehicle. 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 must submit an application using one of the following options:

- Online at the DCAS Website:** Go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

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Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. It 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.

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.

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 one of the following trades: masonry, carpentry, plumbing, plastering, or ironwork; or
 - (b) 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. Three years of experience as described in "1" above, plus sufficient education in an accredited college or technical school in the trades listed in "1(a)" above, or education towards a baccalaureate degree from an accredited college or university, 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 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 three years of apprenticeship in housing inspection 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 a five-year apprenticeship in housing inspections; or
5. A baccalaureate degree from an accredited college or university, 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 engineering, architecture, engineering technology, architectural technology, or construction, construction management, construction technology; or
6. Any baccalaureate degree from an accredited college or university, 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), and one year of experience as described in "1" above.

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.

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:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out Sections **A.1, A.2, A.3, A.4, 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 by mail**, write your social security number in the box at the top right side of the cover page, and the examination title

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and number in the box provided. If you are applying online, follow the online instructions.

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, 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 using these devices, you may be disqualified.

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.

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