



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

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 (CONSTRUCTION)
Exam. No. 6049

WHEN TO APPLY: From: December 6, 2006 **APPLICATION FEE: \$40.00**
To: December 26, 2006 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, March 31, 2007.**

WHAT THE JOB INVOLVES: Inspectors (Construction), under general supervision, perform work in the inspection of construction, repair or alteration of structures to insure conformance with building codes, standards, plans and specifications and issue summonses for non-compliance: operate a motor vehicle. All Inspectors (Construction) perform related work.

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

Some of the physical activities performed by Inspectors (Construction) and environmental conditions experienced are: Walking to and from inspection sites and, during the course of inspections, climbing and descending ladders and stairs to get to areas to be inspected; standing on scaffolds to inspect work; standing for extended periods of time; working in confined areas; wearing hard hats; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and working outdoors in all kinds of weather.

(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 \$37,675 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, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

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

1. Five years of full-time, satisfactory experience working in the construction trades as a carpenter, mason, ironworker, plasterer, architect, engineer, building construction superintendent, or inspector of building construction; or
2. A license as a professional engineer or registered architect issued pursuant to the New York State Education law; or
3. Three years of full-time, satisfactory experience as described in "1" above, and two years of formal training or education in an acceptable construction program, given in a college, technical school or trade school; or
4. Three years of participation in an apprentice construction inspection program approved by the Commissioner of the Department of Buildings and the Commissioner of the Department of Citywide Administrative Services, and either two years of full-time satisfactory experience as described in "1" above, or two years of formal training or education in an acceptable construction program at a college, technical school or trade school.

Experience not considered acceptable: Working as a home-improvement contractor (e.g., doing siding, roofing and painting), sheet metal worker, shipbuilder, metal lather, Sheetrock taper, glazier, insulation installer.

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.

Driver License Requirement: By the time you are appointed 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(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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

Residency: City residency is not required for this position, unless you accept an appointment after selective certification for Special Patrolman (see below).

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 FORM(S):

- 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:** 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. Fill out Sections A, A.1, A.2, A.3, A.4, B and C as required. 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.
- 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.

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 areas are to be determined.

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, Manhattan, to obtain a duplicate card.

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 the 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 Special Patrolman Requirement: If you meet the following qualifications, you may request preferred consideration for appointment to positions requiring Special Patrolman status (a status given by the New York City Police Department pursuant to Title 38, Chapter 13 of the Rules of the City of New York) through a process called Selective Certification:

- must be twenty one years of age or older,
- a citizen of the United States,
- a resident of New York City,
- have no record of convictions for any felony or for any serious offence against public safety (as defined in the New York State Penal Law),
- if discharged from military service, the discharge must not have been dishonorable, and
- be of good moral character.

All candidates who are appointed through Selective Certification will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. Any individual appointed through Selective Certification who fails to successfully pass this background check will be terminated from the position. Additionally, if you are appointed through Selective Certification, you must maintain your Special Patrolman status (including your New York City residency) for the duration of employment in that position.

Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 31622; Building and Construction Inspection Occupational Group

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