



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

# NOTICE OF EXAMINATION

**INSPECTOR (HOUSING)**  
**Exam No. 4056**

**WHEN TO APPLY:** From: August 2, 2023

**APPLICATION FEE: \$68.00**

To: August 22, 2023

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

**THE TEST DATE:** Multiple-choice testing is expected to begin on **Friday, November 3, 2023.**

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE  
BEFORE YOU SUBMIT YOUR APPLICATION.**

**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 various 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 \$53,563 per annum. This rate is subject to change.

**HOW TO QUALIFY:**

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded, and you will not receive an Admission Notice or a score. (For more information, see Exam Site Admission section.)

You will **not** receive credit for education which you obtain after January 31, 2024 or experience which you obtain after the end of the Application Period (August 22, 2023).

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

1. Five years of full-time experience performing one or a combination of the following:
  - a. As a journey person (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, university, trade 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.  
You will be credited with one year of acceptable experience for every 30 semester credits of relevant college or university education. Acceptable experience will be credited in a proportionate amount for approved education of fewer than 30 semester credits; **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.

**Experience as a real estate agent or broker who performs inspections in connection with a rental or sale is not qualifying.**

In paragraphs "1", "2", "3" and "6" above, you will be credited with six months of experience for every year of apprenticeship in building trades up to a maximum of two years experience. Acceptable experience will be credited in a proportionate amount for approved apprenticeship experience of less than one year.

**The education requirement must be met by January 31, 2024. The experience requirement must be met by the last day of the Application Period (August 22, 2023).**

The trade or technical school must be approved by a State's Department of Education or a recognized accrediting organization. The 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).

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  months.

**You have until midnight Eastern time on the last day of the Application Period (August 22, 2023) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (August 22, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.**

**You will not receive credit for education which you obtain after January 31, 2023 or experience which you obtain after the end of the Application Period (August 22, 2023).**

**Driver License Requirement:** At the time of appointment, you must possess a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify you. 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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

**HOW TO APPLY:**

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application, payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with**

**instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/FaqS>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to a DCAS Computer-based Testing & Application Center to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

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

<b><u>Manhattan</u></b> 2 Lafayette Street 17th Floor New York, NY 10007	<b><u>Brooklyn</u></b> 210 Joralemon Street 4th Floor Brooklyn, NY 11201	<b><u>Queens</u></b> 118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375
<b><u>Staten Island</u></b> 135 Canal Street 3rd Floor Staten Island, NY 10304	<b><u>Bronx</u></b> 1932 Arthur Avenue 2nd Floor Bronx, NY 10457	

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

**Special Circumstances Guide:** This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Application Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

**REQUIRED INFORMATION:**

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (August 22, 2023) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys). If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (August 22, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.
- 3. Foreign Education Evaluation Guide (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 Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for an evaluation as follows:
  - a. If you wish to claim semester credits in order to qualify for this examination, request a **"course-by-course"** evaluation (which includes a "document-by-document" evaluation) of your foreign education.
  - b. If you wish to claim a baccalaureate degree (not semester credits) in order to qualify for this examination, request 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 day of the Application Period (August 22, 2023).

**THE TEST:**

The multiple-choice test will be given at a computer terminal. 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 is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of an Inspector (Housing). Task areas to be tested are as follows: building mechanical systems such as plumbing, heating, ventilation and other parts of multiple and single 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, building codes, violation codes, rules and regulations; filling out forms and preparing reports; navigating and understanding directional commands, and other related areas.

The test may include questions requiring the use of any of the following abilities:

**Deductive Reasoning:** applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: An Inspector (Housing) would use this ability to know a painted sprinkler head is a violation, but the absence of water in a sprinkler system is an emergency situation.

**Inductive Reasoning:** combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together. Example: An Inspector (Housing) would use this ability to know when to apply the proper violation, using his/her knowledge of building maintenance and fire codes, and using that knowledge to justify a violation order or summons.

**Information Ordering:** following correctly a given rule or set of rules to arrange things or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations. Example: An Inspector (Housing) would use this ability to know the steps to a Heating Complaint Inspection, by following the steps outlined in procedures.

**Number Facility:** the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. These can be steps in other operations like finding percentages. Example: An Inspector (Housing) would use this ability to use basic math to calculate square footage in an occupied room.

**Spatial Orientation:** determining where you are in relation to the location of some object, or where the object is in relation to you. Example: An Inspector (Housing) would use this ability to use compass location to know where the inspector is located in an apartment of a building.

**Visualization:** imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. Predicting how an object, set of objects, or pattern will appear after the changes have been carried out. Example: An Inspector (Housing) would use this ability to verify whether or not changes were made in the apartment layout being inspected.

**Written Comprehension:** understanding written sentences and paragraphs. Example: An Inspector (Housing) would use this ability to read websites or borough office information, using a department computer, or to research if an apartment is illegal.

**Written Expression:** using English words or sentences in writing so that others will understand. Example: An Inspector (Housing) would use this ability to write out a violation that is clear and concise. This ensures the violation is able to stand in court and can be clearly understood by landlords and the general public.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

#### EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

**Warning:** After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions other than addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Application Center while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** 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.

#### CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

**CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:**

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

**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, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

**SPECIAL ARRANGEMENTS:**

**Make-up Test:**

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job- injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which DCAS is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov), as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

**ADDITIONAL INFORMATION:**

**Selective Certification For Certificate or Special Experience:**

If you have the certificate or experience listed below, you may be considered for appointment to positions requiring this certificate or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate or experience. If you wish to apply for Selective Certification, follow the instructions given to you on the day of the multiple-choice test to indicate your interest in Selective Certification.

**Selective Certification for United States Environmental Protection Agency Certification as a Lead-Based Paint Inspector (ILB):** If you have a certification as a Lead-Based Paint Inspector, issued by the United States Environmental Protection Agency and 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. Your certification will be checked by the appointing agency at the time of appointment. **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.**

**Selective Certification for Municipal Government Experience (MGE) (For Department of Housing Preservation & Development only):** If you have (1) one year of full-time satisfactory experience working within a municipal government in a similar position, which provides service for a city with over 1 million in population, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Your experience will be checked by the appointing agency at the time of appointment.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet any of the above requirements at some future date, please submit a request by email to [LMACustomerService@dcas.nyc.gov](mailto:LMACustomerService@dcas.nyc.gov), or by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th floor, New York, NY 10007. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your

correspondence.

**Investigation:**

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check the "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, under the Notifications tab. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

**PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Application Centers.

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](http://nyc.gov/dcas)