



ZOHRAN KWAME
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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA
Commissioner

NOTICE OF EXAMINATION

ASSOCIATE INSPECTOR (HOUSING CONSTRUCTION)
Exam No. 6021

WHEN TO APPLY: **From: January 7, 2026**
To: January 27, 2026

APPLICATION FEE: \$85.00

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

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

WHAT THE JOB INVOLVES:

Associate Inspectors (Housing Construction), under general supervision, perform supervisory work in the inspection of the construction, repair and alteration of public housing for the conformance to plans and specifications. They assign, review, and evaluate work of Inspectors (Housing Construction) and Apprentice Inspectors (Housing Construction); instruct newly assigned Inspectors (Housing Construction) and Apprentice Inspectors (Housing Construction) in their duties; assist and advise subordinate inspectors in difficult problems and resolve disagreements between inspectors and contractors or property owners; follow up all violations and unsafe conditions reported by inspectors; investigate complaints of adverse inspection reports; interview contractors and property owners to explain appropriate and pertinent laws, rules and regulations as they apply to the construction, alternation and repair of public housing as described herein; and maintain records and prepare reports. All Associate Inspectors (Housing Construction) perform related work.

Special Working Conditions:

Associate Inspectors (Housing Construction) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Associate Inspectors (Housing 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 \$70,898 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO QUALIFY:

It is your responsibility to ensure that you meet the education and experience requirements for the examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded, and you will not receive a score.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by January 27, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (January 27, 2026).

EDUCATION AND EXPERIENCE REQUIREMENTS:

- 1. Six years of satisfactory full-time experience as an architect, engineer, construction superintendent, mason, carpenter, plasterer, iron worker, and/or inspector of construction, one year of which must have been in a supervisory capacity; **or**
- 2. Four years of satisfactory full-time experience, as described in "1" above, at least one year of which must have been in a supervisory capacity, and sixty (60) credits from an accredited college, or

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- university, or an approved technical school in subjects directly related to "1" above or sixty (60) credits towards a baccalaureate degree in Engineering, Architecture, or Engineering Technology; **or**
- At least one year of satisfactory full-time experience, as described in "1" above, which must have been in a supervisory capacity, plus completion of an approved five-year apprenticeship program in housing construction inspection; **or**
 - Completion of three years of apprenticeship in housing construction inspection plus either three years of satisfactory full-time experience as described in "1" above, one year of which must have been in a supervisory capacity, or one year of satisfactory full-time experience as described in "1" above, which must have been in a supervisory capacity and sixty (60) credits from an accredited college, or university, or an approved technical school in subjects directly related to "1" above or sixty (60) credits towards a baccalaureate degree in Engineering, Architecture, or Engineering Technology; **or**
 - Education and/or experience which is equivalent to "1", "2", "3", or "4" above. All candidates must have at least one year of satisfactory full-time experience as described in "1" above, which must have been in a supervisory capacity.

The trade school, technical school or vocational high 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).

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. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you'll answer questions about your work experience. If you worked part-time for less than 35 hours a week, convert your hours to a full-time equivalent using this formula:

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

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 must final submit all relevant education and experience details in the Online Application System (OASys) by midnight Eastern time on January 27, 2026. Once you click on Final Submit, you cannot make any changes.

If you do not final submit your Education and Experience Exam by the deadline, your application will be considered incomplete. Consequently, you will not receive a score, will not advance to further exam portions (if applicable), and your application fee will not be refunded.

Residency Requirement Advisory:

Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

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:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday 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	Queens 118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375
Staten Island 135 Canal Street 3rd Floor Staten Island, NY 10304	Bronx 1932 Arthur Avenue 2nd Floor Bronx, NY 10457	

The DCAS Computer-based Testing & Application Centers will be closed on Monday, January 19, 2026.

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at [nyc.gov/CivilServiceNowNYC](https://www.nyc.gov/CivilServiceNowNYC) and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Veterans' or Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide
Link: https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

PENALTY FOR MISREPRESENTATION:

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

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:** Complete the exam by following the on-screen instructions. You must provide detailed information about your licenses, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period.

Once you click on Final Submit, no further changes can be made. Failure to submit by the deadline will result in your examination being deemed incomplete, and you will not receive a score or be invited to any subsequent exam portions. Additionally, your application fee will not be refunded.
- 3. If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline.** Approved evaluation services are listed in the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. Request a **"course-by-course"** evaluation.

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Education and experience used to gain additional credit must be obtained by the last day of the Application Period (January 27, 2026).

If you have satisfactory full-time experience in a supervisory capacity as an architect, engineer, construction superintendent, mason, carpenter, plasterer, iron worker, and/or inspector of construction, for:	You will receive up to:
At least 1 year but less than 2 years	4 points
At least 2 years but less than 3 years	8 points
At least 3 years but less than 4 years	12 points
At least 4 years but less than 5 years	16 points
5 or more years	20 points

If you have satisfactory full-time non-supervisory experience as an architect, engineer, construction superintendent, mason, carpenter, plasterer, iron worker, and/or inspector of construction, for:	You will receive up to:
At least 1 year but less than 2 years	3 points
At least 2 years but less than 3 years	6 points
At least 3 years but less than 4 years	9 points
At least 4 years but less than 5 years	12 points
5 or more years	15 points

Completion of a bachelor's degree in engineering, architecture, or engineering technology from an accredited college or university.	You will receive:
	6 points
Graduate credits in engineering, architecture, or engineering technology completed at an accredited college or university for:	You will receive:
Completion of 5 to 9 semester credits	1 point
Completion of 10 to 14 semester credits	2 points
Completion of 15 to 19 semester credits	3 points
Completion of 20 to 24 semester credits	4 points
Completion of 25 to 29 semester credits	5 points
Completion of 30 or more semester credits	6 points

During the Education and Experience Exam (EEE), you'll answer questions about your work experience. If you worked part-time for less than 35 hours a week, convert your hours to a full-time equivalent using this formula:

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

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.

Education and experience used to meet the minimum requirements cannot be used to gain additional credit.

You must final submit all relevant education and experience details in the Online Application System (OASys) by midnight Eastern time on January 27, 2026. Once you click Final Submit, you cannot make any changes.

If you do not final submit your Education and Experience Exam by the deadline, your application will be considered incomplete. Consequently, you will not receive a score, will not advance to further exam portions (if applicable), and your application fee will not be refunded.

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

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: Update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

ADDITIONAL INFORMATION:

Selective Certification For Special Experience:

If you have the experience listed in one or more of the areas below, 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. If you wish to apply for Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your experience will be checked by the appointing agency at the time of appointment.**

1. **Municipal Government Experience (MGE):** At least one (1) year of satisfactory full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.

- 2. **Federal Government Experience (FGE):** At least one (1) year of satisfactory, full-time experience working within the federal government of the United States in a similar position.
- 3. **Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.
- 4. **AmeriCorps (AMC):** Successful completion of at least ten (10) months of satisfactory, full-time experience as a NYC Service AmeriCorps member at a City agency or non-profit organization, which includes 100+ hours of workforce preparedness trainings.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: *nyc.gov/CivilServiceNowNYC* using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a fingerprint screening fee of \$101.25 (\$75.00 for DCJS, \$12.00 for FBI plus a \$14.25 service fee). 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, or other satisfactory evidence, naturalization papers, if necessary, proof of any military service, and proof of meeting educational and experiential 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.

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* 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. 31695; Building & Construction Inspection Occupational Group.

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