

MUNICIPAL CIVIL SERVICE COMMISSION, BINGHAMTON, NEW YORK

EXAMINATION FOR

NO. 62-896 CODE INSPECTOR

BUILDING CONSTRUCTION & CODE ENFORCEMENT

An **OPEN COMPETITIVE** examination for the position of **CODE INSPECTOR, BUILDING CONSTRUCTION & CODE ENFORCEMENT**, will be held on Saturday morning, **JUNE 22, 2019**, at East Middle School Cafeteria, 167 East Frederick Street, Binghamton, New York at **9:00 A.M.**

MINIMUM SALARY: \$29,661.00 - 32,184.00 per year

Posted: 04/03/2019

A fee of **\$12.50, by check or money order only**, is required for each separately numbered examination for which you apply. The required fee must accompany your applications. Applicants should make their **fee checks or money orders** payable to the **City of Binghamton** and write the examination number(s) on your **check or money order**. As **no refund** will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified job Training partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.**

Application blanks and fee waivers may be obtained at the office of the Municipal Civil Service Commission, 4th floor, City Hall, Government Plaza, Binghamton, New York, or from the **City Web-Site at www.binghamton-ny.gov** and must be filed at said office on or before **FRIDAY, MAY 3, 2019 at 4:45 P.M.** Applications filed prior to the announcement of this examination are not a guarantee that you are registered to take this examination. An application for examination must be filed during the filing period listed on this announcement.

CROSS FILER STATEMENT:

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

RESIDENCY REQUIREMENTS FOR APPLICATION:

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF BROOME COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE EXAMINATION DATE AT TIME OF APPLICATION.

RESIDENCY REQUIREMENTS FOR APPOINTMENT:

SUCCESSFUL CANDIDATES MUST BE LEGAL RESIDENTS OF THE CITY OF BINGHAMTON AT TIME OF APPOINTMENT, IN ACCORDANCE WITH THE CHARTER OF THE CITY OF BINGHAMTON.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree such as, but not limited to: engineering, construction technology, architecture, urban planning, human services, public administration, economic development, social science or related field ; or
- (b) Graduation from a regionally accredited or New York State registered two year college or university with an Associate Degree in any field as listed in (a) and two years of military and/or work experience in any area listed in (a) or in building trades and construction, property maintenance, environmental testing; or
- (c) Graduation from high school or possession of high school equivalency diploma with a total of 4 years of military and/or work experience in a field listed in (a) or (b).

*Military duty is defined as the Army, Navy, Marine Corps, Air Force, Coast Guard and the National Guard when in service for the United States. Proof of an honorable discharge (DD-214) must be provided before the candidate's name can be certified for appointment

DUTIES:

Performs investigations and inspections to ascertain compliance with New York State Code and related municipal codes; Addresses complaints and permitting issues involving fire safety; installation and operation of heating, plumbing and electrical systems; unsafe or hazardous walls, floors, ceilings, windows, doors, roofs, chimneys, yards, porches, structural foundations, and sidewalks; Writes detailed and accurate inspection reports on findings of violations to City codes and issues certificates of compliance where corrective measures were taken on reported violations; Issues appearance tickets and testifies at legal hearings involving code violations.

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Inspection procedures and principles

These questions test for knowledge of the appropriate practices and methods to use when inspecting various types of building facilities and projects, including proper adherence to plans and codes, dealing with residents, owners and contractors, and inspection record keeping.

2. Principles of housing inspection, including sanitary, infestation, structural, mechanical, electrical and fire hazards

These questions test for knowledge of various housing components and safety and health issues related to inspecting single-family and multiple-family residences in New York State.

3. Housing safety and health inspections, laws and codes

These questions test for knowledge of housing laws, codes and inspection principles and for the ability to read and apply provisions of the Residential Code of New York State and those portions of the Building Code of New York State applicable to single and multiple-family residences and other habitable dwellings.

4. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only on what is presented in the passages and not on what you may happen to know about the topic.**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

Calculators are RECOMMENDED for this exam. You are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries" or any similar devices are prohibited. You **may not** bring books or other reference materials to the examination.

VETERAN CREDITS: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible *list*. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

MILITARY PERSONNEL: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Binghamton Civil Service Office for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

Children of Firefighters and Police Officers killed in the line of duty: "In conformance with section 85-A of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform the Department of Personnel of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established."

RELIGIOUS ACCOMMODATION—INDIVIDUALS WITH DISABILITIES: If special arrangements for testing are required, indicate this on your application. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

EMERGENCY WEATHER CONDITIONS: Examination will be held unless the Local Public Safety Agency verifies that the closing of specific roads, highways or independent transportation services will prevent candidates from reaching the test center

If candidates have not received a notice to appear for the written test four days before the date of the test, they should call the Municipal Civil Service Commission at (607) 772-7008.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Laws, Rules and Regulations dealing with the rating of the examinations will apply to this written test.

The City of Binghamton is an equal employment opportunity employer with a commitment to work force diversification. All new hires are required to pass a pre-employment drug test as a condition of employment and City residency is required.