

MUNICIPAL CIVIL SERVICE COMMISSION
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT, NY 14094

OPEN COMPETITIVE EXAMINATION
FOR:
HOUSING INSPECTOR

Last day for filing:
April 28, 2008
Exam No. 69-153

Date of Examination:
May 31, 2008
Issued: 2/29/08

Filing Fee: A non-refundable \$15.00 filing fee must accompany your application. Checks and money orders are to be made out to City of Lockport Department of Civil Service.

Vacancies: The eligible list established as a result of this exam will be used to fill vacancies as they occur in the City of Lockport Building Inspection Department.

Salary: Appointment expected at \$32,607-\$38,104 a year.

Experience: This is important inspection work involving responsibility for examination of dwellings and properties to determine and secure compliance with minimum housing standards. Work is performed under the general supervision of the Building Inspector who has administrative responsibility for the enforcement of the housing code. This class is distinguished from that of Building Inspector in that no responsibility is involved for inspection of building construction or repair to existing structures. This work is limited to visual inspection to determine proper heating, lighting, ventilation, etc. Does related work as required.

Minimum Qualifications: Candidates must meet the following either on or before the date of the written examination:

Graduation from a standard high school or possession of a high school equivalency diploma and three (3) years of building construction, building inspection or related experience.

Subject of Exam:

1. 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.

2. 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 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.

3. Office record keeping

These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.

4. Understanding and interpreting written material

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

CALCULATORS ARE ALLOWED FOR THIS EXAMINATION

Candidates are allowed 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. Use of books and other reference material is prohibited.

Applications: Applications and filing fees must be received by the close of business on the last filing date with the Lockport Civil Service Office, Municipal Building, One Locks Plaza, Lockport NY 14094. Room M-10.

The written exam is being prepared and rated by the NYS Department of Civil Service in accordance with §23-2 of the Civil Service Law. Provisions of the NYS Civil Service Rules and Regulations dealing with the rating of exams will apply to this test.