

PLEASE POST CONSPICUOUSLY

LACKAWANNA CIVIL SERVICE COMMISSION

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Commissioner

Karen Marciniak, Secretary
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Commissioner

CITY OF LACKAWANNA
EXAMINATION OPEN TO THE PUBLIC
BUILDING AND PROPERTY SAFETY INSPECTOR

Exam No 62245

\$10.00 Filing Fee

Open competitive examination, **BUILDING AND PROPERTY SAFETY INSPECTOR**, CITY OF LACKAWANNA.

The eligible list resulting from this examination will be used to fill any future vacancies that occur in the title of **BUILDING AND PROPERTY SAFETY INSPECTOR**. Salary: \$45,959

EXAMINATION DATE

LAST DATE FOR FILING APPLICATION

June 13, 2020

April 22, 2020

RESIDENCY REQUIREMENT: Candidates must be legal residents of Erie County for at least (4) months immediately preceding the date of examination. **PREFERENCE IN APPOINTMENT WILL BE GIVEN TO SUCCESSFUL CANDIDATES WHO HAVE BEEN LEGAL RESIDENTS OF THE CITY OF LACKAWANNA FOR AT LEAST (4) MONTHS IMMEDIATELY PRECEDING THE EXAMINATION DATE AND ARE RESIDENTS OF THE CITY OF LACKAWANNA AT THE TIME OF APPOINTMENT.**

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the City Department of Development, under general supervision of the Code Enforcement Officer and direct supervision of the Director of Development. This position involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code or a local fire and/or building code if approved by the State Fire Prevention and Building Code Council. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

(A) Three years prior experience in building construction trade or in a specific building trade such as carpentry or other related trade; OR

(B) Two years prior experience as a Building and Property Safety Inspector (or similar such position) with another New York State Municipality

NOTE: Candidates for appointment in this class will be required within 1 year to become a Certified Code Inspector and participate in the annual trainings to maintain certification. Must possess and maintain a valid New York State Driver's License.

SUBJECTS OF EXAMINATION: written test designed to test for knowledge and/or abilities in such areas as:

1. Inspection Procedures and Principles.
2. Building Construction and Rehabilitation.
3. Understanding and Interpreting Building Plans and Requirements.
4. Understanding and Interpreting Codes and Ordinances

NOTE: SEE EXPANDED SCOPE STATEMENT (ATTACHED)

**APPLICATIONS AND PAYMENT MUST BE POSTMARKED BY
WEDNESDAY APRIL 22, 2020**

EXAMPLES OF WORK (Illustrative Only): Inspect the general exterior of properties to assure compliance of the New York State Fire Prevention and Building Code (the "NYS Code") and the Code of the City of Lackawanna (the "City Code"); Re-inspects properties cited for violations to insure compliance; Issue applicable citations, tickets, compliance notices, inspection reports, Housing Court documents; Attend, participate, testify and bring all evidence files to the Housing Court proceedings based on properties inspected; Prepare and maintain accurate and complete records of all complaints, inspection reports, re-inspection reports, violations, citations and Housing Court files; Attend the Planning and Development and Zoning Board of Appeals meetings as directed; Assist with departmental staff in the issuance of building permits and advising residents of code compliance issues; Administers and enforces provisions of New York State Uniform Fire Prevention and Building Code, and other codes, laws, and rules; Issues, denies or revokes building permits and certificates of occupancy as required; Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures; Maintains records on transactions and activities including applications received, permits and certificates issued, fees charged and collected, inspection reports and notice and orders issued; Investigates violations and complaints dealing with building codes, housing standards, zoning ordinance, fire prevention codes and Multiple Residence Law; Establishes rapport with the community to assist with housing issues and inform residents of the city ordinances related to housing standards; Informs city residents of the availability of housing assistance programs; Provides fire safety and prevention information to homeowners and tenants to insure regulations are enforced; Advises homeowners and tenants of city ordinances relating to waste collection and informs them of requirements; Inspects for external violations of city's sanitation ordinance; Checks boarded-up buildings to insure they are in compliance with city regulations;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good basic knowledge of code & ordinances; ability to communicate clearly orally and in writing; able to read and interpret codes; prepare clear and concise reports; operate computer/tablet; ability to work efficiently and effectively; able to work independently; good judgment; good physical condition; ability to maintain cooperative relationship with others.

USE OF CALCULATORS IS ALLOWED

NOTICE TO CANDIDATES: Unless otherwise notified, candidates are permitted to bring a quiet hand-held battery or solar powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

Veterans: Disabled and Non-Disabled veterans as defined in Sec. 85, New York State Civil Service Law, will have 10 and 5 points respectively, added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits you may not use them again. **Special Notice to Active Duty Members of the Armed Forces:** Beginning 1/1/98 the New York State Constitution allows members of the U.S. Armed Forces who are on active duty the right to request extra War Time Veteran's Credits on civil service examinations. It is your responsibility to request the credits at the time of filing your application.

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 this office 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.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprinting check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Military Service Members: 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 Lackawanna Civil Service Commission 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.

Saturday Religious Observer: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

Disabled Candidates: If special arrangements are required for testing, indicate this on your application.

How to Apply: Application forms are available online <http://lackawannany.gov/government/civil-service/>. Application and payment must be POSTMARKED by April 22, 2020. Please send to: Lackawanna City Hall, 714 Ridge Road, Room 213, Lackawanna NY 14218. If you are unable to print an application you must include the basic minimum information with your payment: Full Name, Phone Number, Email (optional), Mailing address, Exam Number, Exam Title, Date of Exam, Last 4 digits if your Social Security Number, Date of Birth, Check/Money Order number, any education that pertains to the minimum requirements, any license or certificate that pertains to the minimum requirements, and any experience that pertains to the minimum requirements. Please sign and date the information.

Application Fee: NYS has mandated that a fee of \$10 is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Send check or money order** made payable to the Lackawanna Civil Service Commission and write the examination number(s) and the last 4 digits of your social security number on your check or money order. **Do not mail cash.** 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. If you have not included a fee because you are receiving public assistance or are unemployed and primarily responsible for the support of the household please indicate and the forms will be mailed to you.

Applying For Examinations In Multiple Jurisdictions On The Same Date: If you have applied for any other civil service exam with New York State or any other local government jurisdiction, you must make arrangements to take all exams at one test site. If you have applied for both state and local government exams, you must make arrangements to take all your exams at the State exam center by calling 518-457-7022 no later than 2 weeks before the exam date. If you have applied for other local government exams, you must call or write to each civil service agency to make arrangements. You must make your request for arrangements no later than 3 weeks before the exam date. You must notify all local civil service agencies with whom you have filed an application of the test site at which you want to take your exams.

Application Fee Waiver: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of 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, request an "Application Fee Waiver and Certification" form by phone 716-827-6467.**

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

Publish: 4/1, 4/8, 4/15

EXPANDED SCOPE STATEMENT

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.

Building construction and rehabilitation

These questions test for knowledge of the various methods and materials used when constructing or renovating various types of buildings and their components.

Understanding and interpreting building plans and requirements

These questions test for the ability to read, analyze and perform computations based on technical drawings and written technical material related to building facilities and projects. All the information needed to answer the questions will be presented in the written material and/or drawings.

Understanding and interpreting codes and ordinances

These questions test for the ability to read and analyze various codes and requirements. Candidates will be provided with written selections related to code provisions (mainly dealing with zoning, housing and property management issues) and will be asked questions based on those reading passages. All the information needed to answer the questions will be presented in the written selections. Candidates will not be required to have any special knowledge related to the content areas covered in the reading selections.

Test guide:

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.