



**NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – G2  
Lockport, New York 14094**

*Malcolm A Needler  
Personnel Officer*

(716) 438-4071

## **BUILDING INSPECTOR - Amended**

### **No 67-394 Examination Open to the Public**

**Salary varies within municipalities**

The examination will be held to establish an eligible list to fill any appropriate vacancy that may occur in the municipalities under the jurisdiction of the Niagara County Civil Service. **The list established from this exam will supersede any existing list for this title.**

**RESIDENCE REQUIREMENTS:** Candidates must have been legal residents of Niagara County or a contiguous county (Erie, Genesee, Orleans) for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

**MINIMUM QUALIFICATIONS:** Candidates must meet the following on or before the date of the written exam. **If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.**

1. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in mechanical or construction technology or closely related field and one (1) year of experience as a building contractor, or journey level trades worker, or in the design of buildings or in the inspection of buildings for safety and compliance codes; **OR**
2. Graduation from high school or possession of an equivalency diploma and three (3) years of experience as a building contractor, or journey level trades worker, or in the design of buildings or in the inspection of buildings for safety and compliance codes.

**NOTE FOR PART-TIME POSITIONS ONLY:**

Possession of a valid New York State Code Enforcement Officer certification may be used to waive the experience requirement.

**NOTE:** Part-time experience will be pro-rated towards meeting the experience requirements.

**SPECIAL REQUIREMENT:**

(MSD-CL-13-84) It is required by Executive Law, Section 159-d that "Code Enforcement Personnel" charged with enforcement of building or fire codes must satisfactorily complete a certified code enforcement training course or equivalent course as accepted by the State Fire Administrator. Time required to satisfy training requirements:

Employee working less than 10 hours per week . . . . . 36 months

Employee working 10-20 hours per week . . . . . 24 months

Employee working over 20 hours per week . . . . . 18 months

**SPECIAL REQUIREMENTS FOR TOWNS ONLY:** (Ref: MSD-CL-32-73 Public Officers Law Section 3)

1. U.S. Citizen;
2. Resident of municipality in which he/she serves with the exceptions of the Town of Cambria per Section 23.25 of Town Law and Section 3.59 of Public Officers Law and the Town of Wheatfield per Section 23.28 of Town Law and Section 3.62 of Public Officers Law.
3. Not been convicted of violation of the selective draft of the United States.

**SPECIAL REQUIREMENT FOR THOSE ASSIGNED AS STORMWATER MANAGEMENT OFFICER:**

Candidates must be certified as either a Professional in Erosion and Sediment Control (CPESC) within one (1) year of appointment; **OR** as a Professional Engineer.

**SPECIAL NOTE FOR VILLAGES ONLY:** Village Law 4-404 defines Village Building Inspector as a Village Employee. The above special requirements would not apply. Village Law 4-406, 2(f) allows the Village Board the option of declaring the Village Building Inspector a Public Officer. If this option is used, the above Special Requirements would apply.

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.  
YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.**

FILING DEADLINE

**APRIL 23, 2021**

A non-refundable \$15.00 application fee is required.  
Apply and pay online or submit a check or money order  
payable to: **Niagara County Civil Service**

ANNOUNCEMENT ISSUED: March 22, 2021

EXAMINATION DATE

**JUNE 5, 2021**

**DUTIES:** Makes inspections of the repair and construction of buildings for compliance with the requirements of state and town building codes and enforces ordinances assigned. The work involves the inspection of buildings for compliance with building laws and rules. Also swears out warrants for enforcement of ordinance violations assigned to this position. The position entails a high degree of responsibility since errors in judgment might endanger the lives and property of the town's inhabitants. When assigned, the incumbent may be designated as the municipal Stormwater Management Officer; however, this is an incidental portion of the job as it relates to enforcing the municipality's zoning laws with reference to stormwater management. Does related work as required.

**NOTICE TO CANDIDATES:** The use of calculators is **ALLOWED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones and smart watches are prohibited.**

**DRUG SCREENING:** Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

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

**FEE WAIVERS:** Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

**SUBJECT OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

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. **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.
3. **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.
4. **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>.

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

**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 arrangement for taking all tests at one test site. All examination for positions in State government will be held at a State Examination Center.

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review **[IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](#)**

Niagara County Civil Service #2021-05