



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

Malcolm A Needler
Personnel Officer

(716) 438-4071

ELECTRICAL INSPECTOR **AMENDED 10/28/2022**

No 60-656 Examination Open to the Public

Salary Range: \$28.27 - \$35.15

The examination will be held to establish an eligible list used to fill one (1) vacancy and any other appropriate vacancies in the City of North Tonawanda Code Enforcement Department that may occur during the life of the list.

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County **or a contiguous county (Erie, Orleans, and Genesee)** 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.

Graduation from high school or possession of an equivalency diploma **and** one of the following:

- Five (5) years of experience as a journeyman electrician; **or**
- Eight (8) years of field experience installing wiring in accordance with the National Electrical Code.

SPECIAL REQUIREMENT:

1. 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(MSD-CL-13-84)
2. Possession of a New York State motor vehicle license (submit a copy with your application).
3. Candidate must obtain a license to engage in the business of installing, servicing, or maintaining security or fire alarm systems by New York State within six (6) months of permanent appointment.

DUTIES: This is important inspection work involving responsibility for the enforcement of laws relating to electrical work. The incumbent inspects electrical work for compliance with the National Electric Code, the New York State Building Code and state and local laws. Errors in inspections may endanger the health of the community. Work is performed in compliance with general guidelines and policies provided by the Building Inspector. The details of the work are independently planned and carried to completion in accordance with local and state code requirements. The work is checked by the review of inspections reports and supervised by the Building Inspector. Does related work as required.

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

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.

**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

NOVEMBER 11, 2022

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**

AMENDMENT ISSUED: OCTOBER 28, 2022

EXAMINATION DATE

DECEMBER 10, 2022

NOTICE TO CANDIDATES: The use of calculators is **RECOMMENDED**. 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.**

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.

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. **Basic principles of electricity:** These questions test for knowledge of basic electrical principles including such areas as electric circuit wiring, grounding and insulation; relationships between voltage, current, and resistance in electrical circuits; characteristics of direct current and alternating current circuits; and properties of series and parallel electrical circuits.
2. **Principles, practices, tools and equipment of the electrical trade:** These questions test for knowledge of the principles and practices of the electrical trade, including such areas as tools and equipment used, proper electrical circuit wiring procedures, and appropriate methods of providing safe, efficient, and effective electrical service.
3. **Plans, specifications and wiring diagrams:** These questions test for knowledge of the purposes and proper use of various types of electrical system plans, specifications, and wiring diagrams; and for the ability to read and understand electrical system schematics, wiring diagrams, and written specifications.
4. **Understanding and interpreting electrical codes:** These questions test for the ability to read and understand various electrical codes and electrical installation requirements. Candidates will be presented with written selections containing various electrical code provisions and requirements and will be asked questions based on these reading selections. All the information needed to answer the questions will be presented in the written selections.
5. **Inspection techniques:** These questions test for knowledge of the principles and practices involved in conducting inspections of electrical installations and equipment; and may include such areas as preparing for an inspection; correct procedures to follow during the inspection process; and proper documentation of the information obtained during an inspection.

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 ACCREDITATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies that provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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](#)**