

ULSTER COUNTY PERSONNEL DEPARTMENT
244 Fair St., P.O. Box 1800, Kingston, New York 12402-1800
Main: 845-340-3550
Exam Hotline: 845-334-5454
Fax: 845-340-3592

JEN METZGER
County Executive



DAWN SPADER
Personnel Director

JAMES FARINA
Director of Employee Relations

APRIL RODMAN
Administrator, Civil Service & Personnel

AMENDMENT

#85751 MUNICIPAL CODE OFFICER/BUILDING INSPECTOR I

OPEN-COMPETITIVE EXAMINATION

AMENDED LAST DATE FOR FILING APPLICATIONS: December 18, 2023

EXAMINATION DATE: January 13, 2024

The remainder of this examination announcement remains as originally announced.

AMENDED ISSUE DATE: November 20, 2023

ULSTER COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT



Ulster County Personnel Department
244 Fair Street, PO Box 1800, Kingston, NY 12402-1800
Telephone: (845)340-3550 Fax: (845)340-3592
Email: ucpers@co.ulster.ny.us
Internet website: <http://www.co.ulster.ny.us/personnel/index.html>
AN EQUAL OPPORTUNITY EMPLOYER

NO FILING FEE FOR THIS EXAMINATION

#85751 MUNICIPAL CODE OFFICER/BUILDING INSPECTOR I

OPEN-COMPETITIVE EXAMINATION

LAST DATE FOR FILING APPLICATIONS: November 17, 2023

EXAMINATION DATE: January 13, 2024

SALARY: The starting salary varies by location.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirement(s) on or before the date of the examination:

Either:

- A. Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's Degree in Engineering, Architecture, Construction Technology or a related field and one (1) year of work experience in building construction, building inspection or substantially similar work which included understanding and complying with or explaining laws, rules and regulations; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience as described in A above; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

Note: After appointment in this class, incumbents are required to complete any training which may be mandated by the New York State Department of State.

Special Requirement: Effective January 1, 2015, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and/or New York State Energy Conservation Construction Code shall be required to complete the code enforcement official basic training program as outlined in Title 19 of New York Codes, Rules and Regulations (NYCRR), part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.2(c), within the shorter of eighteen (18) months after the date of initial appointment or eighteen (18) months after the date of first attendance at a course included in the basic training program, or have obtained certification pursuant to the provisions of Section 1208-5.4. In addition, they are required to maintain active code enforcement official certification on an annual basis by completing in-service training as defined in Section 1208-3.3(c) and any advanced in-service training as defined in Section 1208-3.4. It is the responsibility of the appointing authority to ensure that employees who have been certified as code enforcement officials maintain their certification on an annual basis pursuant to these sections throughout the duration of their employment.

Where College is a requirement, you will be expected to submit college transcripts no later than **JANUARY 29, 2024** or you will be unconditionally disqualified. If college transcripts are already on file with our office, indicate this on your application. Once submitted, college transcripts will be held on file in our office for a period of **TEN YEARS**. Transcripts need not be official copies; However, they must contain **ALL** information necessary to qualify you for this position.

NOTE: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. Please visit www.naces.org to view and access acceptable companies providing this service; you must pay the required evaluation fee. Please note the verification company must be a NACES member.

APPLICATION REVIEW TOLERANCE POLICY

For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of work experience when applying for promotional or open-competitive examinations may qualify under the following conditions:

- 1) Candidates will be given a maximum tolerance of one (1) month.
- 2) Tolerance will be given only when the minimum qualification requires one or more years of work experience.
- 3) Tolerance Policy does not apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information).
- 4) Tolerance Policy does not apply where required work experience is set forth by law or rules.
- 5) Tolerance Policy does not apply to enable applicants to meet residence requirements.

For more information regarding Tolerance Policy, please contact our office at (845) 340-3550.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for serving as the head of a municipal building department performing both building inspections and the enforcement of various local laws and ordinances in such areas as zoning, litter, dumping, junk cars, etc., in an agency where there are no subordinate Building Inspectors; or for performing professional building inspection work and other code enforcement duties under a higher level Municipal Code Officer and/or Building Inspector. Work is performed in accordance with established procedures and involves the inspection of new construction and existing structures, the review of various plans, specifications, applications and related materials, the issuance of building permits and certificates of occupancy, the enforcement of the New York State Uniform Fire Prevention and Building Code and other related laws, codes and ordinances concerning building standards and fire prevention. Incumbents in this class review all plans and inspect all construction in the municipality with the exception of large scale construction and construction which involves the use of reinforced concrete or structural steel. Such work must be performed by a licensed professional engineer or a registered architect. In addition, work involves the investigation, documentation, issuance of violations, and various other activities related to other code and ordinance enforcement. The class differs from that of Municipal Code Officer/Building Inspector II in that Municipal Code Officer/Building Inspector II has supervisory responsibility over the work of subordinate Code Officers and/or Building Inspectors. Work is performed under the general supervision of a higher-level employee. Supervision may be exercised over the work of subordinate employees. Does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

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.

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 online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

CALCULATORS: "Unless specifically prohibited, candidates are permitted to use NON-PROGRAMMABLE quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, 'Spell-Checkers', 'Personal Digital Assistants', 'Address Books', 'Language Translators', 'Dictionaries' and any similar devices are prohibited."

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this test.

VETERANS CLAIMING ADDITIONAL CREDITS: Non-disabled and disabled veterans who wish to claim additional credits **MUST** request a Veterans Credits application from our office. This form must be completed and submitted along with a war service (DD214) form prior to the establishment of the resulting eligible list. Veterans credits may only be added to a passing score and may only be used for appointment once. Candidates currently in the armed forces may apply for and be conditionally granted veteran's credits. Any candidate who applies for such credits must provide proof of military status to receive the conditional credits. **You may not claim additional Veterans Credits after the eligible list has been established. It is the candidate's responsibility to request the Veterans Credits application forms and submit these forms and any required supporting paperwork before the eligible list is established.**

On November 5, 2013, New York State voters approved an amendment to Article 5, section 6, of the New York Constitution regarding the award and use of additional credits for certain disabled veterans on open competitive and promotion civil service examinations for positions with New York State and local governments.

For eligible lists established after January 1, 2014, disabled veterans may be entitled to additional credits on a civil service examination. Every situation is different. If you have specific questions or concerns, please contact our office.

ADDITIONAL CREDITS FOR 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 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.

Applications **MUST** be filled out electronically within the Ulster County Employment Portal, <https://ulster-portal.mycivilservice.com/>.

You can also apply in person, using any available computer at the Ulster County Personnel Department, Monday through Friday between 9:00 am and 4:30 pm at the following address:

Ulster County Personnel Department
County Office Building, 244 Fair Street, 5th Floor
Kingston, NY 12401

CRIMINAL BACKGROUND INVESTIGATION POLICY: In accordance with Ulster County Local Law Number 14 of 2007, a criminal background check (including fingerprinting) will be initiated by the Ulster County Personnel Department upon initial employment or re-hire to Ulster County positions, and conducted by the New York State Division of Criminal Justice Services (DCJS), the New York State Office of Court Administration, the United States Citizenship and Immigration Services Verification Information System (IMAGE Program), or any law enforcement agency.

SPECIAL NOTE: All public agencies are required by law to provide full and equal opportunities for minorities, women and to people with disabilities. All qualified candidates are encouraged to compete without regard to race, creed or national origin. Applicants requesting special testing arrangements as a Saturday Sabbath Observer, alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date must clearly indicate this fact on the application. All such requests must be supported by appropriate documentation.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for any other Civil Service examinations for employment with any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. Please indicate your intentions within the REMARKS text box on the application for examination.

If you have applied for both State and local government examinations, you must inform the Ulster County Personnel Department of your intent to participate in both exams no later than **two weeks** before the date of the examinations.

When taking local and State examinations on the same day, all of these examinations must be taken at the State test site. You will be informed by letter when and where to report for the examinations and you should bring the Ulster County admission notice with you to the State test site along with the State admission notice you will receive from the State.

If you have applied for other local government examinations, you must inform all local government civil service agencies of the test site at which you wish to take your examination(s) no later than **two weeks** before the date of the examinations.

*If candidates have not received notification of this examination within four (4) days of the examination, they should contact this office immediately.

#85751

ORIGINAL COPY: YELLOW

ISSUED: November 17, 2023

Ulster County Employment Portal: <https://ulster-portal.mycivilservice.com/>