



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

INSPECTOR (HOUSING)

Exam No. 1166

WHEN TO APPLY: From: June 2, 2021

To: June 22, 2021

APPLICATION FEE: \$68.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Inspectors (Housing) under general supervision, perform technical work in the inspection of dwellings and other structures for the enforcement of the Multiple Dwelling Law, Housing Maintenance Code and other laws, rules and regulations that govern occupancy, safety and sanitary conditions of such dwellings and structures. They make inspections of dwellings to insure compliance with the Multiple Dwelling Law, Housing Maintenance Code and other statutes; explain and interpret housing codes to property owners and tenants; inspect for illegal conversions of one or two family homes to multiple dwellings, and for changes in occupancy status or use of multiple dwellings; inspect rooms used as living quarters to determine whether they are crowded beyond ordinance limits; check for adequacy of lighting and heating, ventilation and plumbing facilities; check gas appliances in dwelling units to detect and measure carbon monoxide emissions; inspect yards, courts and occupied premises for the presence of garbage, refuse, stagnant water, sewage, improper drainage and other hazards or nuisances; perform inspections on any structure, part thereof or related areas based on citizens' complaints concerning lack of water, water leaks, piping noises, water hammer, etc.; investigate complaints concerning: insufficient heat when the outside temperature falls below the designated threshold; unsanitary conditions in the public parts of buildings, yards, courts, areaways, alleyways, roofs, etc.; rodent and insect infestation; and damaged interiors and fixtures, such as holes in walls, floors or ceilings, broken locks on hallway doors, etc.; inspect heating and hot water plants, chimneys and flues for escape of gases, and other violations; investigate complaints and make emergency inspections of hazardous conditions created by explosions, fires, etc.; prepare reports of inspections and draw floor diagram for the official records of the Department; issue and place notices of violations on dwellings and prepare cases for court prosecution, testify in court; make such re-inspections as ordered by the court; may supervise Apprentice Inspectors (Housing); drive motor vehicle when properties to be inspected are not readily reached by mass transit. All Inspectors (Housing) perform related work.

Some of the physical activities performed by Inspectors (Housing) and environmental conditions experienced are: climbing and descending stairs; conducting inspections in all kinds of weather.

Special Working Conditions:

Inspectors (Housing) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

The current minimum salary is \$53,563 per annum. This rate is subject to change.

HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive a score.

You will **not** receive credit for education which you obtain after June 30, 2021 or experience which you obtain after the end of the Application Period (June 22, 2021).

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Five years of full-time experience performing one or a combination of the following:
 - As a journeyperson (i.e., fully-trained, knowledgeable, experienced, proficient and competent) in at least one of the following trades: masonry, carpentry, plumbing, plastering, or ironwork; **or**
 - As agent in charge of the maintenance and repair of multiple dwellings for a real estate management organization; **or**
 - Performing field inspections requiring the gathering and reporting of data concerning the physical aspects of housing or of building construction or renovation; **or**

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2. At least three years of experience as described in "1" above, plus sufficient education in a college, university, trade or technical school in the trades listed in "1(a)" above, or education towards a baccalaureate degree from a college or university, in engineering, architecture, engineering technology, construction, construction management, construction technology, or architectural technology to make up the remaining equivalent of the required total of five years of experience.

You will be credited with one year of acceptable experience for every 30 semester credits of relevant college or university education. Acceptable experience will be credited in a proportionate amount for approved education of fewer than 30 semester credits; **or**

3. Completion of at least three years of the Department of Housing Preservation and Development's housing inspection apprenticeship program plus sufficient experience as described in "1" above to make up the remaining equivalent of the required total of five years of experience; **or**

4. Completion of the five-year Department of Housing Preservation and Development's housing inspection apprenticeship program; **or**

5. A baccalaureate degree from a college or university in engineering, architecture, engineering technology, architectural technology, construction, construction management, or construction technology; **or**

6. Any baccalaureate degree from a college or university and one year of experience as described in "1" above.

Experience as a real estate agent or broker who performs inspections in connection with a rental or sale is not qualifying.

In paragraphs "1", "2", "3" and "6" above, you will be credited with six months of experience for every year of apprenticeship in building trades up to a maximum of two years experience. Acceptable experience will be credited in a proportionate amount for approved apprenticeship experience of less than one year

The education requirement must be met by June 30, 2021. The experience requirement must be met by the last day of the Application Period (June 22, 2021).

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (June 22, 2021) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 22, 2021), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after June 30, 2021 or experience which you obtain after the end of the Application Period (June 22, 2021).

Driver License Requirement: At the time of appointment, you must possess a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency Requirement: City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to a DCAS Computer-based Testing & Applications Center to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find Exam #1889, click Apply, and follow the instructions provided to reserve your appointment location, date, and time.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Education and Experience Exam:** Follow the instructions displayed onscreen to answer the questions. You will have until midnight Eastern time on the last day of the Application Period (June 22, 2021) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 22, 2021), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

- 3. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service:
 - If you wish to claim semester credits in order to qualify for this examination, request a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education.
 - If you wish to claim a baccalaureate degree (Not semester credits) in order to qualify for this examination, request a "**document-by-document**" evaluation of your foreign education.

You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (June 22, 2021).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed in the "How To Qualify" section. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience inspecting for illegal conversions of one or two family homes to multiple dwellings and for changes in occupancy status or use of multiple dwellings for an agency within the government, for:

You will receive up to:

At least 1 year but less than 3 years

10 points

At least 3 years but less than 5 years

20 points

5 or more years

30 points

If you have satisfactory full-time experience inspecting for illegal conversions of one or two family homes to multiple dwellings and for changes in occupancy status or use of multiple dwellings for an agency NOT within the government, for:

You will receive up to:

At least 1 year but less than 3 years

7 points

At least 3 years but less than 5 years

13 points

5 or more years

18 points

If you have satisfactory full-time experience inspecting heating and hot water plants, chimneys and flues for escape of gases for an agency within the government, for:	You will receive up to:
At least 1 year but less than 3 years	8 points
At least 3 years but less than 5 years	18 points
5 or more years	28 points

If you have satisfactory full-time experience inspecting heating and hot water plants, chimneys and flues for escape of gases for an agency <i>NOT</i> within the government, for:	You will receive up to:
At least 1 year but less than 3 years	5 points
At least 3 years but less than 5 years	11 points
5 or more years	16 points

If you have satisfactory full-time experience investigating complaints and making emergency inspections of hazardous conditions created by explosions or fires for an agency within the government, for:	You will receive up to:
At least 1 year but less than 3 years	6 points
At least 3 years but less than 5 years	16 points
5 or more years	26 points

If you have satisfactory full-time experience investigating complaints and making emergency inspections of hazardous conditions created by explosions or fires for an agency <i>NOT</i> within the government, for:	You will receive up to:
At least 1 year but less than 3 years	3 points
At least 3 years but less than 5 years	9 points
5 or more years	14 points

If you have satisfactory full-time experience preparing reports of inspections and drawing floor diagrams for official records, for an agency within the government, for:	You will receive up to:
At least 1 year but less than 3 years	4 points
At least 3 years but less than 5 years	14 points
5 or more years	24 points

If you have satisfactory full-time experience preparing reports of inspections and drawing floor diagrams for official records, for an agency <i>NOT</i> within the government, for:	You will receive up to:
At least 1 year but less than 3 years	2 points
At least 3 years but less than 5 years	7 points
5 or more years	12 points

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You will receive a maximum of one year of experience credit for each year you worked. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for education which you obtain after June 30, 2021 or experience which you obtain after the end of the Application Period. You have until midnight Eastern time on the last day of the Application Period (June 22, 2021) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys).

Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online. If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 22, 2021), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited

to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after June 30, 2021 or experience which you obtain after the end of the Application Period (June 22, 2021).

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7199, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed in final score order on eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

ADDITIONAL INFORMATION:

Selective Certification for Special Experience: If you have the experience listed below, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in Selective Certification and Final Submit it in the Online Application System (OASys).

Selective Certification for United States Environmental Protection Agency Certification as a Lead-Based Paint Inspector (ILB): If you have a certification as a Lead-Based Paint Inspector, issued by the United States Environmental Protection Agency and valid in the State of New York, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Your certification will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your United States Environmental Protection Agency Certification as a Lead-Based Paint Inspector valid in the State of New York for the duration of your employment.**

Selective Certification for Municipal Government Experience (MGE) (For Department of Housing Preservation & Development only): If you have (1) one year of full-time satisfactory experience working within a municipal government in a similar position, which provides service for a city with over 1 million in population, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Your certification will be checked by the appointing agency at the time of appointment.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet any of the above requirements at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th floor, New York, NY 10007. Please include the examination title and number, your social security number, and the selective certification you are requesting on your correspondence.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated,

or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

Title Code No. 31670; Public Health and Safety Inspectional Occupational Group.

**For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas**