

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES  
A PROMOTIONAL EXAMINATION  
A \$15.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: **Director of Code Enforcement**

Exam #: **77958**

Last Date for Filing: **April 9, 2010**

Date of Examination: **May 8, 2010**

**Job Title: Director of Code Enforcement, Promotional, The City of Troy, Grade 23, Salary \$54,214 - \$79,484.**

**MINIMUM REQUIREMENTS:** Candidates must have been permanently employed in the competitive class by the City of Troy and, on the date of the written test, must have served on a continuous basis for at least twenty-four (24) months as a Principal Code Inspector. Candidates must comply with all applicable residency requirements.

**DUTIES OF THE POSITION:** (Illustrative only)

- Supervises the general administration of the Bureau of Code Enforcement;
- Plans and coordinates inspection activities to insure compliance with all applicable codes, ordinances and laws;
- Responsible for the maintenance of inspection reports, permit applications, certificates of occupancy, certification of compliance and all other required records;
- Recommends organizational changes to the City Engineer and directs necessary procedural changes in Bureau operations;
- Supervises the issuance of building permits, certificates of compliance and certificates of occupancy;
- Coordinates data processing activities between the Bureau and Data Processing personnel to establish and maintain an efficient permanent record and retrieval system;
- Represents the Bureau at meetings of the Planning Commission, Zoning Board of Appeals and Housing Board of Appeals by providing background information and technical assistance;
- Prepares or supervises the preparation of all required reports;
- Appears as a witness in court actions and at hearings;
- Supervises the preparation of Bureau budget requests and approves expenditures of funds.

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

**1. Administrative supervision:** These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

**2. Administration:** These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

**3. 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.

**4. 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.

**5. Building, housing and zoning laws and codes:** These questions test for knowledge of, and the ability to apply, provisions of the Building and Residential Codes of New York State (and the portions of other codes applicable to these two codes), and the general concepts of zoning, including related laws and regulations.

**6. Structural, heating, ventilating, air conditioning, electrical, lighting and sanitary components and codes for buildings:** These questions test for knowledge of various building components and safety and health issues and codes related to inspecting commercial, public and other types of buildings.

**7. Plumbing and sanitary codes:** These questions test for knowledge of, and the ability to apply, provisions of the Plumbing Code of New York State and those portions of the Building Code of New York State and various sanitary and health laws and codes applicable to residential, public building and commercial plumbing installations in the State of New York.

**8. Preparing written material:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

The use of calculators is **RECOMMENDED** for this examination.

Candidates who are successful on the written test will have points added to their score for seniority with the City of Troy as follows:

<b>1 year up to 6 years</b>	<b>1 point</b>
<b>over 6 years up to 11 years</b>	<b>2 points</b>
<b>over 11 years up to 16 years</b>	<b>3 points</b>
<b>over 16 years up to 21 years</b>	<b>4 points</b>
<b>over 21 years up to 26 years</b>	<b>5 points</b>

**This exam 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 NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.**

An eligible list will be established in order of final rating for successful candidates and will be established for a period of four (4) years or until the establishment of an appropriate new list.

**VETERANS** or disabled veterans who are eligible for additional credit must submit an application for veterans' credit and a copy of their military discharge papers (DD-214) to this office any time between the date of application for examination and the establishment of the resulting eligible list. Applications are available online at [www.troyny.gov](http://www.troyny.gov) or from this office. Disability Record Authorization Forms are available from this office.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans credits.

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 (10) points in a competitive examination for original appointments 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 (2) 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.**

**APPLICATION FEE:** A **\$15.00 NON REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail. If mailing the application, send check or money order, payable to the Troy Civil Service Commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 1776 6<sup>th</sup> Avenue, Troy, NY 12180.

**SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE.**

Applications may be obtained at the Troy Civil Service Commission Office in Troy City Hall or online at [www.troyny.gov](http://www.troyny.gov).

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, are receiving Supplemental Security Income payments, 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, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed above.** Forms can be obtained from the Troy Civil Service Commission, City Hall, 1776 6<sup>th</sup> Avenue, Troy, NY 12180 or online at [www.troyny.gov](http://www.troyny.gov).

Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card, and an official admission letter.** If an application is rejected, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Call the Commission if you have not received your notice three (3) days before the date of the test at (518) 279-7123.

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

**RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS – MILITARY MEMBERS:** If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

**CROSS FILER STATEMENT:** Candidates applying for any other civil service exams to be given on the same date for employment with NY State or any other local government jurisdiction (excluding NY City):

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) 474-6470 no later than two weeks before the test date.

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two weeks before the date of the exams. You must notify all government civil service agencies with which you have filed an application of the exam site at which you wish to take your exam.

**THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS.** Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.