



**TOWN OF BABYLON**  
**Department of Civil Service**

# **EXAMINATION ANNOUNCEMENT**

Town of Babylon is an Equal Opportunity/Affirmative Action Employer.

**PROMOTIONAL EXAM: SENIOR ZONING INSPECTOR**

**EXAM #: 75042010**

**SALARY: \$85,758.40 annually**

**EXAM DATE: 01.13.2024**

**LAST FILING DATE: 12.18.2023**

**APPLICATION FEE:** A \$40.00 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to *Town of Babylon Dept. of Civil Service*. Write the examination number and the applicants name on the check, money order, etc.

**LOCATION OF POSITION:** The eligible list established as a result of this examination will be utilized, where appropriate, for filling any current or future vacancies in all departments under the jurisdiction of the Town of Babylon Department of Civil Service.

**DUTIES:** Under general supervision, an employee in this title plans and assigns work to Zoning Inspectors, and processes complaints of violations of zoning regulations. The incumbent conducts difficult inspections to determine the nature and extent of the violations and follows established rules, regulations and procedures in obtaining compliance with the regulation or code violated. Supervision is received through a review of work for conformance to procedures and meetings with the employee on difficult problems. Does related work as required.

**MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS:** Two (2) years of permanent competitive status as a Zoning Inspector or Zoning Inspector (Spanish Speaking).

*NECESSARY SPECIAL REQUIREMENTS At the time of appointment, and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.*

**SUBJECTS OF EXAMINATION:** The exam will be designed to evaluate knowledge, skills and /or abilities in the following areas;

**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.

**Zoning inspection principles, related laws and codes, and site plan interpretation**

These questions test for knowledge of the concepts, terminology, and procedures used in real property and zoning inspection, including related legal documents, and for the ability to read, analyze, and perform computations based on real property and site drawings and on real property and zoning-related written presentations.

**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.

#### **Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**CALCULATOR STATEMENT/PROHIBITION:** You should bring with you a hand-held battery or solar-powered calculator for use in this test. You will **not** be permitted to use the calculator function of your cell phone.

**SECTION 23.2 STATEMENT:** This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Town of Babylon Department of Civil Service as soon as possible before the test date.

**MILITARY SERVICE MEMBERS:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Town of Babylon Department of Civil Service for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit a copy of their DD-214 (Member 4 Copy) with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list.

**GENERAL INFORMATION/INSTRUCTIONS:** Application forms may be obtained on our website <https://www.townofbabylon.com/503/Civil-Service>, Town Hall 200 E. Sunrise Hwy Lindenhurst NY 11757, or *Municipal Building* 456 Albany Ave. Amityville NY 11701, Monday- Friday 9 am – 4 pm or by sending a stamped and self-addressed legal size envelope to *Town of Babylon Department of Civil Service 200 E. Sunrise Hwy Lindenhurst NY 11757*. Applications postmarked after the filing deadline will not be accepted. The applicant should make sure EVERY question on the application is answered, and that the application is complete in all respects. All statements made by candidates in their application are subject to verification. **This department does not acknowledge receipt of applications.** Candidates will be notified of the disposition of their applications.

A separate application must be submitted for each separately numbered examination for which a candidate wishes to apply.

**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>.