

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #2276**

**OPEN COMPETITIVE EXAMINATION FOR: ASSISTANT BUILDING  
INSPECTOR**

**SALARY: \$29.83 ~ \$39.90 per hour** Non-Exempt, 35 hrs./wk. (NOTE: New hires start at the beginning of the range)

**FRINGE BENEFITS:** Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

**Applications,** which may be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

**UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED**

**IMPORTANT:**

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

**EXAMPLES OF WORK:** (Illustrative only)

Under the direction of the Building Official or designee; On new construction, inspects sites for practicability of plans; Checks condition of foundations before footings are poured; After a new building is framed, checks foundation walls, partitions, and roof framing and in case of nonconformity to the code stops construction until all items are corrected; Upon completion of the building makes final inspection; Makes similar inspections of building alterations; Reviews applications for building for compliance with building codes and issues permits; Keeps records and makes reports of inspections in the City-view system; Makes occupancy inspections to ascertain that buildings are used in accordance with the code; Determines violations, issues summonses when violations exist; May testify in court as to building ordinances; Inspects old and potentially dangerous structures for fire and other hazards which may make the structure subject to condemnation; Assists public at counter, issues permits for building, demolition, roofing, siding, swimming pools and foundations, accepts plans for review, collects fees, and maintains records; Prepares reports and/or maintains written and electronic work records; Performs other related work as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Good knowledge of building construction materials and practices; good knowledge of regulations; ability to detect structural and other faults and to recommend their correction; working knowledge of building codes; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; obtains accurate data and prepares written and electronic reports; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with building owners, contractors, and the general public; ability to demonstrate a basic knowledge of computer skills; ability to work indoor/outdoor environments with noise and all temperatures and climates, including adverse weather conditions.

**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING**

**EXPERIENCE:** Possession of High School diploma or GED and three (3) years' working experience in building inspections in a municipality as a State of Connecticut Certified Inspector or three (3) years' working experience as a General Contractor with full responsibility of sub-trades. **(See Page 2 for continuation).**

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**Cont'd from Page 1:**

**SPECIAL REQUIREMENTS:**

Candidates must be eligible for licensing by the Department of Construction Services of the State of Connecticut under the provisions of Section 29-251 through 29-262 of the State of Connecticut General Statutes. Civil Service certification and appointment will be provisional until such State of Connecticut certification is made and if the candidate is not or cannot be so certified within a period of six months from date of hire, the appointment will be voided.

**ADDITIONAL REQUIREMENTS:**

Must be in possession of a valid motor vehicle drivers' license with a good driving history (job duties require the use of privately-owned vehicle).

**In order to verify possession of the appropriate Driver's License and good driving history, applicants will now be required to provide the H.R. Office with a Driving History Report that is less than 30 days old. Only reports generated by the Department of Motor Vehicle will be accepted. This information will be specifically requested of the applicants at the time that a conditional offer is made. In the event that a report is not supplied within (7) seven days or the H.R. Director deems your driving history to be poor, the conditional offer may be rescinded.**

**COPIES OF APPLICABLE DOCUMENTS MUST BE SUBMITTED  
AT TIME OF APPLICATION  
DIPLOMA OR TRANSCRIPTS/STATE CERTIFICATION/DRIVERS' LICENSE**

This position is covered under the written agreement between the City of Waterbury and the White-Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **APPEAL PROCESS:** An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER  
E.O.E. M/F/H/V  
EEOP Utilization Report available upon request