



AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The City of Stamford is an equal opportunity/affirmative action employer
and strongly encourages the applications of women, minorities, and persons with disabilities

OPEN COMPETITIVE & PROMOTIONAL EXAMINATION NO. 24-13
INSPECTOR II

SALARY RANGE: \$41.4313- \$48.9361 per hour

DUTIES: Under the general direction of the Director of Health or designee, performs technical investigations, surveys and inspectional work in promoting health and sanitation; enforces sanitary laws, rules, and regulations. Performs all environmental inspections that are required by the State of Connecticut Public Health Code, City of Stamford Code of Ordinances, and Governor’s and/or Mayor’s Executive Orders; does related work as required.

MINIMUM QUALIFICATIONS (Promotional):

- Promotion without examination to the position of Inspector II upon satisfactory completion of two (2) years in the position of Inspector I for the City of Stamford, AND
- Possession of **at least two** of the following State of Connecticut Certifications:
 1. Food Service Inspection
 2. Lead Inspection
 3. Subsurface Sewage Inspection Phase I
 4. Subsurface Sewage Inspection Phase II

MINIMUM QUALIFICATIONS (Open Competitive):

- Graduation from an Accredited college or university with a Bachelor’s Degree in biological, physical, chemical, environmental, or engineering science and one (1) year of experience in environmental control and management or inspectional work in a public health, industrial or regulatory agency AND
- Possession of **at least two** of the following State of Connecticut Certifications:
 1. Food Service Inspection
 2. Lead Inspection
 3. Subsurface Sewage Inspection Phase I
 4. Subsurface Sewage Inspection Phase II

Maintenance of certifications is a requirement as a condition of continued employment.

SPECIAL REQUIREMENTS: At time of appointment possession of a valid unencumbered motor vehicle operator's license.

SCOPE OF EXAMINATION: There will not be a written examination. Qualified applicants will be ranked according to their education, training, and experience. **Applicants are required to fully complete the application and supplement, listing all related degrees, training, and work experience.**

APPLICATION PROCESS: Interested candidates should submit an Employment Application and Application Supplement #24 – 13. **This position is open until filled.** Application packets can be obtained at the City of Stamford Website, [City Jobs | Stamford, CT \(stamfordct.gov\)](http://CityJobs|Stamford,CT(stamfordct.gov)) **Please note:** All applications **MUST BE COMPLETELY FILLED OUT**, even if submitting a resume, including but not limited to (1) Position applying for (2) Employment history including dates (month & year) and reasons for leaving a position (“**See Attached Resume**” is not acceptable) **Applications with missing information will be considered incomplete and will not be processed.** Applications of candidates who do not meet the stated position requirements will not be considered.

The Human Resources Department provides reasonable accommodation to persons with disabilities under the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA). If you need accommodation in the application or testing process, please contact the Human Resources Division.

Issued: 04/05/24

<p>EMPLOYMENT BENEFITS:</p> <ul style="list-style-type: none">• Health Plan and Hospitalization• Paid Vacations and Holidays• Retirement Plan• Group Life Insurance• Sick Leave <hr/> <p>VETERAN’S PREFERENCE: Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.</p>	<p>Applications are obtained from and submitted to DEPARTMENT OF HUMAN RESOURCES CITY OF STAMFORD 888 WASHINGTON BOULEVARD STAMFORD, CONNECTICUT 06904 TELEPHONE (203) 977-4070 <u>www.stamfordct.gov</u></p> <hr/> <p>General Conditions for Job Announcements and Civil Service Information can be viewed at <u>www.stamfordct.gov</u></p>	<p>CHANGE OF ADDRESS: It is your responsibility to notify the Department of Human Resources of any Change of Address on your application.</p> <hr/> <p>PERSONNEL COMMISSION Marc Teichman Stuart Adelberg Lynn Arnow Elizabeth Main Jaclyn Williams</p>
---	---	---

City of Stamford

CLASS SPECIFICATION

Job Title: INSPECTOR II

Job Summary: Under the general direction of the Director of Health or designee, performs technical investigations, surveys and inspectional work in promoting health and sanitation; enforces sanitary laws, rules and regulations; does related work as required. Performs inspection of housing; investigates housing complaints; assists in enforcing the minimum housing laws, rules and regulations as stated in the City Code and State Statutes; does related work as required.

Supervision Received: Under the general direction of the Director of Health or designee.

Supervision Exercised: Provides training to Inspectors I

Examples of Duties:

- Performs related duties as required.
- Licenses establishments and vehicles involved in the food industry or refuse collection.
- Inspects food service establishments for conformance with local and state sanitary requirements.
- Investigates and approves on-site sewage disposal systems.
- Performs inspectional work related to air and water pollution.
- Coordinates work with other agencies involved in similar or related activities.
- Advises superior, prepares reports and maintains files relating to investigations and violations.
- May be designated as Sealer of Weights and Measures.
- Inspects dwelling units, structures and premises to determine quality of housing and of environment.
- Inspects schools and daycare facilities to determine quality of environment and safety.
- Inspects general and specific housing complaints.
- Investigates housing code violations and issues orders to responsible party as to corrective action required.
- Meets with appropriate parties to resolve health and safety issues.
- Reviews for approval Building Department permits, such as septic systems and lead abatement proposals.
- Provides education regarding housing related services available and environmental hazards and sanitation procedures to the public.
- Appears in State court as required regarding Health Department orders. Provides evidence and testimony as required.
- Performs epidemiological investigations pertaining to lead.
- Mediates tenant-landlord disputes concerning housing code violations toward a reconciliation.
- Provides training to Inspectors I.
- Educates property owners and tenants as to what their respective responsibilities and rights are under the housing laws.

- Recommends to superior action to correct violations.

Knowledge, Skills and Abilities:

- Ability to work with individuals from diverse backgrounds.
- Thorough knowledge of the principles, methods and procedures of accepted health and sanitary practices.
- Thorough knowledge of microbiology.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal effectively with others.
- Ability to understand and follow oral and written directions.
- Ability to read and understand written material.
- Ability to work effectively with minimal direct supervision.

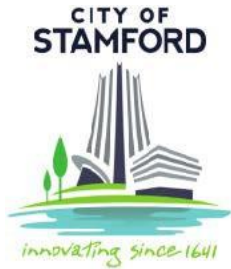
Minimum Qualifications:**PROMOTIONAL:**

Upon satisfactory completion of two (2) years in the position of Inspector I for the City of Stamford and possession of at least two (2) State of Connecticut Certification in assigned area(s) of inspection, such as Food Service Establishments, Subsurface Sewage Disposal Phases I and II, and Lead Inspector, promotion without examination to the position of Inspector II.

OPEN COMPETITIVE:

Graduation from an accredited college or university with a Bachelor's Degree in the biological, physical, chemical, environmental or engineering sciences, and one (1) year of experience in environmental control and management or inspectional work in a public health, industrial or regulatory agency AND possession of at least two (2) State of Connecticut Certifications in assigned area(s) of inspection, such as Food Service Establishments, Subsurface Sewage Disposal Phases I and II, and Lead Inspector OR graduation from an accredited high school and three (3) years of experience in environmental control and management or inspectional work in a public health department AND possession of at least two (2) of the above-noted certifications.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid Motor Vehicle Operator's License.



APPLICATION FOR EXAMINATION OR EMPLOYMENT

Human Resources Division
888 Washington Boulevard
P.O. Box 10152
Stamford, CT 06904-2152
Tel. (203) 977-4070

Position applying for
Use Title on Job Announcement

Exam Number

DO NOT WRITE IN THIS SPACE

☐ Q
☐ NQ
☐ Educ _____
☐ Exp Reviewer
☐ Not City EE
☐ Other _____

PLEASE TYPE OR PRINT CLEARLY

All blanks must be completed in order for application to be considered

Please note that the information you provide on this application/examination will be used to determine if you are qualified for further consideration in the position in which you are applying. Failure to provide adequate or detailed information necessary to determine your qualifications may result in you being disqualified for a position. There may also be a supplement to this application for the position for which you are applying. Please make sure you submit ALL required materials.

GENERAL INFORMATION

Name _____
(Last) (First) (Middle)

Address _____
(Street/apt #) (City) (State) (Zip Code)

Home Telephone _____ Work Telephone _____
(Area Code) (Area Code)

Cell Phone _____ Email Address _____
(Area Code)

Social Security Number (Last 6 digits) XXX _____

Do you claim 5 points preference based on active duty in the US Armed Forces? ☐ Yes ☐ No

Do you claim 10 points preference based on veteran's disability? ☐ Yes ☐ No

Are you related to anyone currently employed by the City of Stamford? ☐ Yes ☐ No

If yes, name, and job title or department

Name _____

Job Title or Dept. _____

Are you requesting City of Stamford Residency Points? Yes No

RECORD OF EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL AND CITY/STATE	DATES ATTENDED	COURSE OF STUDY (Major/Minor)	GRADUATED (Yes/No)	DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject to training, number of hours weekly and other details.

Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.

Name of Employer _____	Dates of Employment _____
Employer Address _____	From/To
Your most recent position (Title) _____	
Supervisor's Name _____	Reason for leaving _____
Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).	

Name of Employer _____	Dates of Employment _____
Employer Address _____	From/To
Your most recent position (Title) _____	
Supervisor's Name _____	Reason for leaving _____
Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).	

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

- | | | | | |
|---------------------------|--------------------------|-----|--------------------------|----|
| A. Your former employer? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| B. Your present employer? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

Applicant's Signature _____

EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application**.

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

COMMENTS

ADA ACCOMMODATIONS IN TESTING: The City of Stamford provides reasonable accommodations for individuals with a disability during the application, examination, interview, and employment. If you need reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation may be required.

I require accommodation as outlined in the attachment.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and submit attach an Accommodation request by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

OTHER ACCOMMODATIONS NEEDED: If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

* Documentation may be requested to support accommodation requests*

PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing. I hereby authorize the City of Stamford to verify my work experience and/or qualifications

Applicant's Signature _____

APPLICANT DISCLOSURE FORM

CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental report requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities.

GENERAL INFORMATION

Your Name _____

Date _____

Social Security Number (Last 6 digits) XXX _____

STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)

American Indian or Alaska Native ☐

All persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian ☐

All persons having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American ☐

(Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa.

Hispanic or Latino ☐

☐ All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander ☐

All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.

White ☐

(Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America.

Other ☐

Please Specify:

Job Classification

Please write the title of the position for which you are applying in the box above, using the title of Job Announcement.

Gender

Female ☐

Male ☐

NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

☐

(Please check box if applicable)

RECRUITING INFORMATION

How did you hear about this job? (Please check one)

☐ Stamford Advocate

☐ Other newspaper:

Please give name _____

☐ City Website

☐ Internet

Please give name _____

☐ City Employee

☐ Human Resources Division Bulletin Board

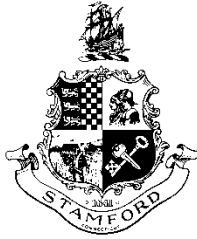
☐ Community Agency

Please give name _____

☐ Professional journal _____

☐ Other: Please specify _____

MAYOR
CAROLINE SIMMONS



CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel. (203) 977-4070
Fax: (203)977-4075

THOMAS CASSONE
DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL

DR. PAULA A. RUSSELL NISBETT
HUMAN RESOURCES DIRECTOR

INSPECTOR II

APPLICATION SUPPLEMENT #24-13

EXPERIENCE AND TRAINING EXAMINATION

NAME _____

SOCIAL SECURITY NO. 000 - -
(FILL IN THE LAST 6 DIGITS OF YOUR SS #)

For this Application Supplement, you will be filling out specific information about your education, training and experience. The information you provide will be used to determine how well you qualify for this position. **THIS BOOKLET IS AN EXAMINATION.** You **MUST** complete this examination booklet in its entirety to be considered for this position.

On the pages that follow, you will be asked to supply information about your education and training and about the duties, responsibilities, and accomplishments that are associated with jobs that helped you to qualify for the position for which you are applying. Your education, training, and experience will be evaluated according to how closely they relate to the various job components or factors of the position of **Inspector II**

This examination booklet and a completed "Application for Examination or Employment" must be filed with the Human Resources Division by the last filing date or bear a postmark no later than the last filing date as noted on the job announcement.

Please note that any information outlined in this Training and Experience Supplement must be supported by information provided on your Application for Examination or Employment.

PART I. PRELIMINARY REVIEW OF EDUCATION AND EXPERIENCE

Please note that applicants who do not meet the minimum qualifications as outlined in the job posting will be disqualified.

I. EDUCATION:

Did you graduate from an accredited high school, or do you have a high school equivalency certificate?

Yes _____ No _____

Do you possess any of the following degrees? (If "Yes", specify the major field of study for which the degree was conferred.

a) Associate's: Yes _____ Major _____ No _____

b) Bachelor's: Yes _____ Major _____ No _____

c) Master's: Yes _____ Major _____ No _____

II. EXPERIENCE: Do you have experience in environmental control and management or inspectional work in a public health, industrial or regulatory agency, which predominantly involved subsurface sewage disposal inspections, investigations, and related work? (If yes, specify the number of years and type of agency).

Yes _____ No. of Years _____ Type of agency _____

No _____

PART II. EXPERIENCE:

Please follow column headings completely. Attach additional copies of this page if required.

Describe your professional work experience in environmental control and management in a public health, industrial or regulatory agency.

DATES & NO. HRS. / WEEK	IDENTIFY EMPLOYER AND TITLE OF SUPERVISOR	YOUR JOB TITLE & DUTIES

III. CERTIFICATION and LICENSURE:

1. Do you currently possess State of Connecticut Certifications in the following areas of inspection? (Please attach copies).

• Subsurface Sewage Disposal Phase I Yes _____ No _____

• Subsurface Sewage Disposal Phase II Yes _____ No _____

2. Indicate below other State of Connecticut Certifications you currently possess. (Please attach copies).

• Food Service Establishment Yes _____ No _____

• Lead Inspector Yes _____ No _____

• Other(s) Yes _____ No _____

• Please list and explain:

3. Do you possess a valid driver's license (please attach copy) Yes _____ No _____

PART III. SPECIALIZED TRAINING:

List all specialized training (seminars, special courses, advanced training, etc.) that you have successfully completed within the past three years regarding environmental control, management and inspectional work and the legal aspects of code enforcement, specifically City code and State statutes, rules and regulations.

SPECIALIZED TRAINING TITLE OF COURSE	SPONSORING ORGANIZATION	DATES ATTENDED & NO. OF HOURS