



**THE MUNICIPAL CIVIL SERVICE COMMISSION EXAM ANNOUNCEMENT FOR
CROSS CONNECTION INSPECTOR
NIAGARA FALLS WATER BOARD**

SALARY RANGE: \$54,706-\$69,171 PER YEAR

EXAM: #70011900 PROMOTIONAL

APPLICATION FEE: \$30.00 A NON-REFUNDABLE application fee must accompany your application and is required for each exam for which you apply. **DO NOT USE CASH.** Make check or money order payable to the City Controller and write the examination number on your check or money order. **AS NO REFUND WILL BE MADE,** you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

EXAMINATION DATE:
December 13, 2025

FIRST DAY FOR FILING
Monday September 8, 2025 – 8:00 AM

LAST DAY FOR FILING
Tuesday September 30, 2025 at 3:00 PM

FILING FOR THE EXAM: Applications can be filed in person at Niagara Falls City Hall, 745 Main St., Room 14 or by mail. **Tie scores are broken and ranked on the eligible list by a totally random method as recommended by the NYS Department of Civil Service. The method that will be used is the last four digits of social security number.**

An incomplete application will be disapproved. List your current or most recent position first and then any experience that qualifies you for the minimum qualifications of the position sought. To receive credit for experience on a job, all information requested on the application must be shown. Be very specific in explaining experience that qualifies you for the position sought. Ambiguity and vagueness will not be resolved in your favor. A RESUME WILL NOT BE ACCEPTED. ALL EXPERIENCE MUST BE ON OUR APPLICATION OR ADDITIONAL EXPERIENCE FORM. Unless otherwise specified, experience will be interpreted to mean "PAID EXPERIENCE" only. Part-time paid work experience will be accepted based on its full-time equivalent. **If a degree or special license is required, a copy must be submitted with application.**

DISTINGUISHING FEATURES OF THE CLASS: This position entails technical inspectional work in the cross-connection field related to the potability of water in the Niagara Falls Water Board's (NFWB) water distribution system and wastewater in the sewer collection system. Typical duties include the responsibility for reviewing the plans and making recommendations for compliance with the water and sewer ordinances involving cross-connections, and the inspections of cross-connection devices in various industrial, commercial and domestic installations. General supervision is received from the Industrial Monitoring Coordinator with instructions on recurring assignments. The incumbent must be capable of individual judgment and independent planning and be capable of performing various activities in this class without immediate supervision. The Cross-Connection Inspector performs related duties as required.

TYPICAL WORK ACTIVITIES:

Inspects industrial, commercial and domestic water services for meter setting and cross-connections;
Makes recommendations after inspection for type of backflow prevention device needed in a particular installation;
Performs dye tests for proper connection of storm and sanitary sewer components including roof leaders and sump pumps;
Reviews plans for compliance with ordinances and inspects final installations;
Inspects backflow prevention devices, meters (as applicable) and checks operation;
Maintains water and sewer records, computerized and manual;
Issues and distributes all correspondence necessary to insure notification and compliance with water and sewer cross-connection ordinances and regulations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices involved in cross-connection work in water distribution and sewer collection systems as required by federal, state and local health law; good knowledge of sanitation as it applies to water; thorough knowledge of the techniques involved in the construction, operation and installation of backflow prevention devices. Ability to examine and understand plans and blueprints, to make judgments concerning compliance with the various public health ordinances and the New York State Plumbing Code is necessary. Ability to compile data, prepare detailed reports, establish rapport with the public and to carry out oral and written directions is required. Thorough, dependable and highly accurate are characteristics of the successful position holder. Initiative driven with good judgment and physical ability and stamina to meet the demands of the position is required.

GENERAL INSTRUCTIONS TO CANDIDATES

(Please read carefully)

1. **COMPLETION OF APPLICATION** - A regular application form must be filed for each exam. The applicant should make sure that every question is answered and that the application is complete in all respects. An incomplete application may be disapproved.
2. **VETERAN AND DISABLED VETERAN CREDITS** - Forms for claiming point credits as Veteran and/or Disabled Veteran must be filed with application. Evidence of military discharge (form DD-214) must be presented with this form. You will be allowed the option of waiving these credits after the completion of the examination. For the purpose of claiming veterans credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:
 - World War II - December 7, 1941 to and including December 31, 1946**
 - Korean War - June 27, 1950 to and including January 31, 1955**
 - Southeast Asia Hostilities – February 28, 1961 to May 7, 1975 (Starting date changed per Chapter 179 of Laws of 2006)
 - Lebanon* - June 1, 1983 - December 1, 1987**
 - Grenada* - October 23, 1983 - November 21, 1983**
 - Panama* - December 20, 1989 - January 31, 1990**
 - Persian Gulf - August 2, 1990 to the end of such hostilities (not yet determined)**
 - U. S. Public Health Service - July 29, 1945 to September 2, 1945 or June 26, 1950 to July 3, 1952

*Credit for Lebanon, Grenada, and Panama will be limited to those who received the armed forces expeditionary medal, the navy expeditionary medal, or the marine corps expeditionary medal.

Disabled Veterans must have been disabled in the actual performance of duty in any war and have a disability rated at 10% or more that exists at the time of application or promotion. (See Veterans Form for additional information.)

3. **MILITARY MAKE-UP** - Special test arrangements are available for active military members.

See Reverse Side for General Instructions

4. SPECIAL TEST ARRANGEMENTS - Most written tests are held on Saturdays. If you cannot take the test on this day due to a conflict with a religious observance or practice and/or need special accommodations due to a disability, indicate this on your application form.
5. INVESTIGATION OF CANDIDATES - Inquiries may be made as to character and ability, and all statements made by candidates in their applications are subject to verification.
6. ADMISSION NOTICES - The Commission will notify all candidates of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of examination. **If you have not received notification of acceptance or rejection or information as to where to appear for the exam by the Wednesday before the exam date, contact this office at 716-286-4327.**
7. PASSING MARK - The passing grade in each announced subject of an examination is 70.
8. INTERVIEWS - As an aid in rating training and experience, interviews may be required at a later date.
9. DEGREES AWARDED FROM EDUCATIONAL INSTITUTIONS OUTSIDE OF US OR TERRITORIES: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices and/or your high school diploma must be equivalent to one awarded in the U.S. If your high school diploma, degree and/or college credit was awarded by an educational institution outside of the U.S. and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
10. APPLYING FOR CIVIL SERVICE EXAMS ON THE SAME DATE IN MULTIPLE JURISDICTIONS:
 - A) 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 or toll-free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date and notify the Niagara Falls Civil Service Commission in writing, preferably prior to the last date for filing for the exam, but in no case less than two weeks prior to the exam date.
 - B) If you have applied for other local government exams, you must contact each jurisdiction as instructed. The City of Niagara Falls requires a written request no later than two weeks before the date of the exams. You must notify all jurisdictions at which test site you wish to take your exam(s). For more information regarding this policy, call 286-4430/286-4313.
11. 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 points in a competitive exam for original appointment in the same municipality in which his/her parent has served. The parent is deemed to have served in a municipality if he/she was employed by or worked primarily in that municipality. If you are qualified to participate in this exam and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office when you submit your application for examination. A candidate claiming such credit has a minimum of two 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.
12. RATING OF EXAMS The written 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 New York State Civil Service Rules and Regulations dealing with the rating of exams will be applicable to this written exam.
13. In accordance with Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the City of Niagara Falls does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, marital status or national origin.

MINIMUM QUALIFICATIONS

MUST HAVE BEEN PREVIOUSLY PERMANENT WITH THE NFWB

CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE DATE OF THE WRITTEN EXAM:

MINIMUM QUALIFICATIONS: EITHER

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and one (1) year experience in the water or wastewater field;

OR

(B) Graduation from high school or possession of a high school equivalency diploma and three (3) years experience in the water or wastewater field.

NOTE: Additional education or training beyond the Associate's Degree in the field of sanitary science, civil engineering, construction technology, or related field can be substituted for experience on a year-for-year basis.

Scopes / Subjects of examination: A test 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.

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.

Plumbing plans, installations, practices, materials and tools

These questions test for the ability to read, analyze and perform computations based on plumbing related diagrams and plans and for knowledge of the tools, materials and methods used when installing or repairing residential and commercial plumbing related appurtenances.

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 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.

Test Guide:

THE NYS 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 online at <https://www.cs.ny.gov/testing/testguides.cfm>
