

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 08/07/62

Revised: 06/15/93, 05/19/97, 04/06/05, 09/15/10, 02/20/13, 02/19/14, 08/08/18

## **HOUSING INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the inspections of dwellings and housing facilities to determine whether they are maintained in a safe and habitable condition in accordance with the provisions of the City Housing Code, Multiple Residence Law, and other codes and ordinances concerning health and safety of dwellings. This class differs from a Code Inspector in that duties involve inspecting buildings and dwellings for compliance with health and safety standards as required by the City Housing Code, Multiple Residence Law and other laws, codes and ordinances. Activities are conducted both in the office and at inspection sites and can involve exposure to unsanitary housing conditions. The work is performed under the general supervision of departmental superiors with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Enters dwellings and housing facilities to investigate complaints or to determine conditions of health and safety and notes compliance with requirements of all applicable codes;

Conducts inspections of existing buildings for such specific factors as conditions of health and safety, adequacy of room size, light and air, sanitary and heating facilities, fire escapes and emergency exits;

Prepares a variety of records and reports relevant to inspections made, violations found and other housing code enforcement activities;

Explains requirements of the various codes and ordinances to property owners, property managers or occupants;

Enforces code violations by communicating with property owners about violations of codes and time frames permitted to correct violations and negotiates terms and timeliness to achieve compliance;

Encourages property owners to improve or rehabilitate property;

Prepares detailed descriptions of dwellings and premises;

Makes recommendations to remedy unsafe conditions in existing structures and arranges for condemnation notices to owners and builders of improper or hazardous structures;

Participates in required code enforcement training;

Assists with data preparation to be used in legal proceedings;

May be required to testify in court as required.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of the City Housing Code, New York State Multiple Residence Law, New York State Uniform Fire Prevention and Building Code and other laws, codes and ordinances; good knowledge of modern practices, principles, materials, and tools used in building construction; good knowledge of the principles and methods of field inspection; working knowledge of the geography of the City; working knowledge of the legal procedures used in enforcement of the codes; ability to enforce codes, ordinances and regulations with firmness and tact; ability to understand and interpret complex oral instructions and/or written directions; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to communicate effectively both orally and in writing; ability to deal effectively with the public; ability to effectively work with and serve a diverse local community; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in mechanical or construction technology or closely related field and two (2) years of experience as a building contractor, or journey level trades worker, or in the design of buildings or in the inspection of buildings or dwellings for health, safety and compliance with codes; or
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (A); or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**SPECIAL REQUIREMENTS:**

- A. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within eighteen months of permanent appointment, and must maintain said certification for the duration of employment.
- B. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.