

# HOUSING INSPECTOR

**Department: Planning and Development**

**Classification: Competitive**

**Specification Number: 3430**

**Approved: 1/19/23**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Graduation from a standard senior high school, vocational school or possession of a high school equivalency diploma and two (2) years of experience in building construction or inspectional or investigative work enforcing codes and ordinances relating to the safety of building structures and occupancy.

**NOTE:** Experience will be substituted for education on a year-for-year basis. Relevant education beyond high school from a New York State or regionally accredited college or university in Architecture, Civil Engineering, Construction Technology or a related field will be substituted for experience on a year for-year basis.

### **NECESSARY SPECIAL REQUIREMENT:**

1. Candidates must possess a valid New York State driver's license at the time of appointment and throughout the period of employment in this title.
2. All employees hired after January 1, 1985 must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs must be attended as scheduled.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title is involved in field inspections to enforce compliance with applicable housing codes and ordinances. The inspections include single and multiple residences and are conducted to assure that reasonable standards of living conditions are provided for tenants as required by law. Work assignments include inspections performed in answer to complaints and also inspections performed in accordance with a regular inspection schedule. The incumbent must deal with landlords, tenants and the general public in a tactful and firm manner. All work is performed under the supervision of a higher level Housing or Building Inspector or other administrator. Performs related work as required.

## **TYPICAL WORK ACTIVITIES**

- Investigates complaints of violations of housing codes or multiple residence laws;
- Inspects dwellings for defects in structure, equipment or maintenance and/or fire hazards, unsanitary conditions, lack of heat and crowding;
- Prepares and serves notices to remove existing violations;
- Follows up on violations to assure they are corrected;
- Issues summonses or notices where necessary for non-compliance with codes;
- May testify in court or administrative hearings concerning violators;
- Makes periodic inspections of multiple residences within the town to determine whether codes, standards, ordinances and policies are being observed.

## **KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS**

Working knowledge of applicable Federal, State and local laws, regulations and ordinances regarding housing; working knowledge of legal procedures used in enforcing housing regulations; ability to enforce codes, standards and regulations firmly and tactfully; ability to keep records and prepare reports; ability to ascertain facts through investigations; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.