

Jurisdictional Class: Competitive
Adopted: July 3, 1991
Revised: April 13, 2011

HOUSING CODE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for examining the condition of all buildings and structures in the municipality for compliance with the Housing Code. Although there is no responsibility for passing on the plans and specifications for building construction or repair, an incumbent must have a good background in building construction or maintenance to perform the technical inspection duties. The work is performed under general direction and is reviewed through periodic reports to the Building Inspector, the Municipal Engineer, or higher-level department employee. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable laws and ordinances;
Inspects existing buildings and structures to insure their conformity to safety standards;
Investigates complaints dealing with building codes and prepares reports of inspections made and violations found;
Explains requirements of the Housing Code to property owners, building operators, and the public;
Corresponds with property owners regarding violations of the Housing Code and time allowed for correcting deficient conditions;
Compiles information and prepares reports regarding Housing Code variance and rule and regulations amendments;
Maintains daily reports on all activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of modern practices, principles, materials, and tools used in building construction;
Working knowledge of the requirements of the local building code and the zoning code;
Familiarity with the New York State Multiple Residence Law;
Ability to establish and maintain cooperative relationships with other public officials, with building contractors, and with the general public;
Ability to read and interpret plans and specifications;
Ability to be firm but courteous;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in building construction or inspection activities.

SPECIAL REQUIREMENT: Candidates for appointment in this class will be required to complete any mandated training as established under Minimum Standards for Code Enforcement Personnel in New York State under Part 434.5 within required time limits.