

ASSISTANT SOCIAL SERVICES HOUSING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for conducting housing inspections to insure compliance with statutory and/or regulatory requirements relating to the payment of housing costs by the Social Services Department. Work is performed under general supervision with leeway for independently carrying out most job tasks.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Meets with social services applicants or clients to discuss housing conditions and to ascertain if conditions exist which are dangerous, hazardous, or detrimental to life or health;

Makes home visits to assess the possible existence of violations of building codes or laws;

Contacts the appropriate local building inspector or other agency having jurisdiction over building violations, and requests inspection of properties;

Provides information to landlords concerning statutory and regulatory requirements relating to conditions of housing accommodations for which social services funds are paid;

Prepares reports for building inspectors and for agency administrative purposes concerning housing conditions;

May assist eligibility workers by confirming housing conditions, resources, or living arrangements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Working knowledge of building inspection procedures; working knowledge of the requirements of the multiple residence law, fire codes, and other laws, rules, regulations, or ordinances having to do with the occupation of buildings; ability to understand and interpret written material; ability to deal effectively with the public; ability to prepare correspondence and prepare

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reports; thoroughness; tact and courtesy; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Engineering, Building Construction, or a related field, and one (1) year of experience in building construction, repair, or inspection; or
- (B) Graduation from high school or possession of an equivalency diploma and three (3) years of experience as described above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: N/A

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