

FAMILY SERVICES HOUSING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of varied duties to insure compliance with statutory and/ or regulatory requirements pertaining to the avoidance of abuses in connection with the payment of rental checks issued by the Family Services Department. Incumbents of this position may also assist in verifying information provided by applicants for Family Services program benefits by making home visits to determine the existence of non-essential resources. Work is performed under general supervision.

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 family services applicants of benefit recipients to discuss housing conditions believed to be dangerous, hazardous, or detrimental to life or health;

Visits the homes of family services clients to assess the possible existence of violations of building codes and laws;

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

Contacts landlords to explain statutory and regulatory requirements pertaining to the conditions of housing accommodations for which social services funds are being paid;

Takes appropriate administrative action to prevent the payment of family services funds as rental for housing accommodations that have been determined as being in violation of existing code or law requirements;

Takes an inventory of property and/ or furnishing resources at the home of family services clients

FAMILY SERVICES HOUSING INSPECTOR**Page 2**

or applicants;

Prepares reports for building inspectors and agency administrative purposes concerning housing conditions observed, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARAS-

TERISTICS: Working knowledge of the requirements of the multiple residence law, fire codes, and other laws, rules, regulations, and ordinances having to do with the occupation of buildings; ability to prepare letters and reports; ability to express ideas clearly both orally and in writing; ability to deal effectively with the public; ability to follow complex oral and written instructions; thoroughness; courtesy; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelors degree in Architecture, Building Engineering 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 five(5) years of experience in building construction, repair, or inspection; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

Note: At the time of appointment, candidates for this position must possess a valid license to operate a motor vehicle in the State on New York.

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.

FAMILY SERVICES HOUSING INSPECTOR
Page 3

Y:\CLASPLAN\Family Services Housing Inspector.doc
Last Reviewed: February 9, 1983
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Title Change and placed in classplan on 11/18/04
Revised and Replaced in Classplan: 2/3/2023
Revised and Replaced in Classplan: 4/1/2025 (Edu)