

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing housing inspections to insure compliance with a Section 8 Certificate and Voucher Program administered through a local housing authority. Incumbents will inspect apartments to determine compliance with housing quality standards and to determine that particular apartments meet established program eligibility requirements. Work is performed under general supervision of the Executive Director with leeway for independently performing the duties of the position.

TYPICAL WORK ACTIVITIES:

Conducts a physical inspection of apartments or homes to determine if the apartment or house qualifies for rental to a Section 8 Certificate and Voucher Program eligible tenant;

Conducts special re-inspection of properties for an annual review or based upon the receipt of complaints;

Provides information to tenants and owners regarding housing quality standards and requirements;

Notifies the local building inspector of the possible existence of violations of building codes;

Contacts landlords to explain housing quality standards and requirements under Section 8 programs;

May inspect piping, traps, fixtures, and drainage to identify that these things operate in accordance with applicable ordinances and laws;

Investigates complaints and makes referrals to appropriate agencies as required;

Maintains a variety of records, logs, files, reports, and other documents relating to inspection activities;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the housing quality standards and requirements relating to Good knowledge of modern principles, practices, materials and tools used in building

construction; good knowledge of the requirements of the Uniform Fire Prevention and Building Code and zoning ordinances; good knowledge of proper building practices; thorough knowledge of the New York State Multiple Residence Law; good knowledge of administrative techniques and management functions; good knowledge of the principles of engineering and architecture; thorough knowledge of the principles and practices governing the storage and distribution of combustibles; ability to interpret and understand complicated written material such as statutes, codes or regulations; ability to establish and maintain cooperative relationships with other public officials, building contractors, plumbing contractors, and the general public; ability to read and interpret plans and specifications; ability to be firm but courteous with the public; honesty and thoroughness; tact; and good judgment.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a bachelor's degree in engineering, architecture, or a related field, and two years of experience in building inspection, code enforcement, building construction, building architecture, or a related field; or
- (B) Six years of experience as described in (A) above; or
- (C) An equivalent combination of training or experience as described in (A) and (B) above.

***SPECIAL REQUIREMENT:** Within a period of one year, an appointee must acquire a certificate indicating successful completion of basic or advanced code enforcement training as set forth in 19 NYCRR Part 434.*

**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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Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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