

Jurisdictional Class: Competitive  
Adopted: July 3, 1991  
Revised: March 22, 2013

### **HOUSING CODE INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for examining the condition of all buildings and structures in the process of construction, repair, or rehabilitation for compliance with all provisions of the NYS Uniform Fire Prevention and Building Code along with relevant municipal codes and applicable ordinances, laws, rules, and regulations. The work also involves preparing cost estimates of rehabilitating structures, providing interpretation and presentation of housing laws, and obtaining the cooperation of property owners to ensure compliance and adherence to all federal, state, and local regulations in the field of rehabilitation and conservation work. Although there is no responsibility for approving 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. Supervision may be exercised over subordinate personnel in the department. The incumbent may be required to manage the office in the absence of the Building Inspector. 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, ordinances, and municipal codes;  
Inspects existing buildings and structures to ensure their conformity to safety standards;  
Inspects structures to be rehabilitated and prepares work and material specifications for the work-bid program;  
May supervise and/or participate in the inspections of buildings for compliance with Part 1225 NYCCR Fire Code of the NYS Uniform Fire Prevention and Building Code to reduce hazardous conditions;  
May supervise and/or participate in the inspections of building renovation or reconstruction to ensure maximum public safety requirements are being followed and nuisances are removed;  
Determines the existence and extent of code or ordinance violations, prepares written notices of such, prepares investigative reports, and keeps files to determine if violations have been corrected;  
Investigates complaints dealing with building codes and prepares reports of inspections made and violations found;  
Explains the requirements of the NYS Uniform Fire Prevention and Building Code, the Energy Conservation Construction Code, municipal zoning ordinances, and other applicable laws to building contractors and the general public;  
Advises and counsels property owners regarding all housing laws and dwelling refurbishments;  
Corresponds with property owners regarding violations of the codes and time allowed for correcting deficient conditions;  
Compiles information and prepares reports regarding code and ordinance violations and rules and regulations amendments;  
Prepares cost estimates of repairs, alterations, and demolitions of buildings and prepares work write-ups and job specifications;  
Estimates the cost of rehabilitation and/or demolition work and confers with appropriate personnel regarding loan or grant limits;  
Obtains the cooperation of property owners to ensure that all federal, state, and local regulations are adhered to in the field of rehabilitation and conservation work;  
Operates vehicle in order to accomplish daily field inspection work;  
In the absence of the Building Inspector, may be required to manage the office.  
Prepares and maintains a variety of written reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the requirements of the Residential Code, the Building Code, and the Property Maintenance Code;
- Thorough knowledge of modern practices, principles, materials, and tools used in building construction and their application;
- Thorough knowledge of the principles and practices of building inspections and procedures;
- Good knowledge, understanding, and interpretation of local laws, codes, and ordinances and their application to zoning, building, and housing reconstruction, renovation, or rehabilitation;
- Good knowledge of methods and procedures for such components as structural plumbing, electrical, heating, lighting, ventilating, and sanitary;
- Good knowledge of the requirements of the NYS Uniform Fire Prevention and Building Code;
- Ability to read and interpret housing construction plans and specifications;
- Ability to prepare work write-ups and job specifications;
- Ability to inspect structures and determine their condition;
- Ability to supervise the work of others;
- Ability to manage an office in the absence of the director;
- Ability to establish and maintain cooperative relationships with other public officials, with building contractors, and with the general public;
- Ability to be firm but courteous with the public;
- Ability to counsel and advise owners;
- Ability to understand and interpret written material;
- Sound judgment.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in architectural or construction technology and two (2) years of experience in building construction, building maintenance, building rehabilitation, building inspection, or closely related field; or
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENT:** Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.

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.

**NOTE:** Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.