HERKIMER COUNTY

HOUSING CODE INSPECTOR

GENERAL STATEMENT OF DUTIES: Inspects dwellings and other housing facilities to determine compliance with the Municipal Housing Code; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve the inspection of dwellings and other housing facilities to determine whether they are maintained in a safe and habitable condition according to provisions of the Municipal Housing Code. This class differs from that of Building Inspector since employees in the latter title are involved with the construction, rehabilitation and repair of buildings and consequently must have a background in building construction. Inspections performed by Housing Code Inspectors on the other hand are not concerned with the technical aspects of building construction. Rather, they are interested in whether existing structures are maintained according to requirements of the Housing Code with respect to relatively obvious conditions relating to stairways, windows, painted surface, etc. This work does not require prior experience in the building construction field. Assignments are received from a higher ranking inspector or an administrative supervisor with employees operating independently in the field. Reports of inspections are reviewed on the completion of field work.

EXAMPLES OF WORK: (Illustrative only)

- Inspects existing buildings to note conditions affecting health and safety;
- Investigates complaints dealing with the housing code and prepares reports of inspections made and violations found;
- Explains requirements of the local housing code to property owners;
- Reports to appropriate inspectors suspected violations of the State and local building codes;
- Maintains continuing contact with property owners regarding violations of the housing code;
- Encourages property owners to improve and rehabilitate their property;
- Maintains records and issues reports on the inspection made.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Ability to readily acquire and employ a knowledge of the provisions of the local Housing Code; ability to recognize health and safety violations in respect to building maintenance; ability to work independently in the field and establish and maintain cooperative relationships with others; ability to present data clearly and concisely both orally and in writing; ability to be firm but courteous; good judgment; tact; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and one year of experience in a position involving frequent public contact; or any equivalent combination of training and experience.