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## Notice of Job Opening

**Position:** Code Enforcement Inspector

Applicants must meet the requirements outlined in the enclosed job description.

\*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination. -- The City will hold the civil service exam on June 5, 2021. Only individuals who apply for and take the June 5 civil service exam will be considered for the position.

**Department:** Department of Buildings & Regulatory Compliance

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$37,953/year @ 37.5 hours/week

**Schedule:** (Days, evenings, and overnights; Monday-Friday and weekends)

**How to Apply and Application Deadline:** To be considered for this opening, individuals must apply to take the June 5 civil service exam for Code Enforcement Inspector.

**Apply by 11:59 pm on Monday, May 3, 2021**

YES

**Residency Requirement:** Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Thursday, March 26, 2021.**

## **CODE ENFORCEMENT INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work involving the inspection of existing buildings and property for compliance with the Albany City Code, the Building Code of New York State, the Fire Code of New York State, the Residential Code of New York State, the Property Maintenance Code of New York State, the Multiple Residence Law of New York State and other laws, rules and regulations relating to construction and property maintenance for residential dwelling units and properties, as well as commercial premises and public assembly spaces. Incumbent is responsible for the creation of reports, schedules and records relating to inspections and compliance. Incumbent also performs general office duties relating to building permits, inspections and complaints, and provides customer service relations. The work is performed under the general direction of a Chief Building Inspector and the Director.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Inspects structures and property according to an assigned schedule, including but not limited to residential dwelling units and commercial establishments;
- Provides information to landlords, property owners, tenants and the general public regarding laws, ordinances, rules and regulations;
- Assists customers with questions and concerns relating to permits, filing and registration procedures;
- Performs complaint investigations of properties and structures;
- Prepares reports and recommendations based on inspections, reinspections or investigations;
- Performs data entry and runs reports and schedules using the appropriate databases and computer software programs;
- Assists in orientation and training of Code Enforcement Inspector Trainees;
- Performs research relating to the legal use of specific premises;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge and understanding of local ordinances and regulations relating to the buildings, maintenance of premises and zoning restrictions;
- Good knowledge of the State Building Code, Fire Code, Property Maintenance Code and Multiple Residence Law;
- Good knowledge of personal computers and office equipment;

- Good interpersonal skills;
- Sound motor skills;
- Ability to assess and analyze situations as they arise and to timely recall laws and regulations and make appropriate decisions based upon sound judgment and knowledge of existing laws;
- Ability to create and generate reports clearly and concisely in written and oral form;
- Ability to develop and maintain cooperative relations with the public;
- Ability to maintain good working relationships with administration and staff;
- Willingness to perform field inspections under adverse weather conditions;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Sixty (60) credit hours or higher of education from an accredited college or university; OR
- B) Thirty (30) credit hours of education from an accredited college or university and one (1) year full-time paid experience performing inspections for a municipal building department or code enforcement agency; OR
- C) Graduation from high school or possession of high school equivalency diploma and four (4) years full-time paid experience in a building trade, which shall include one (1) year of experience performing inspections for a municipal building department or code enforcement agency.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:**

Completion of Minimum Basic Code Enforcement Training required pursuant to Title 19 of the NYCRR.

A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

The terms of employment require the use of an employee's personal vehicle for transportation.

Position may require ability to work Saturdays, Sundays, and holidays; or on an on-call basis.

Code Enforcement Inspector – CSC 11-30-11 - Final

Rev. 11/19/80  
 3/19/86  
 10/19/88  
 11/30/11