

DIRECTOR OF CODE COMPLIANCE
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent represents the Albany Housing Authority in a variety of complex and advanced assignments relative to the inspection of properties, both residential and commercial. Incumbent is responsible for performing inspections, generating reports and developing/negotiating solutions at the most technical level concerning existing structures, new construction and construction modifications for compliance with all building/zoning codes, contract documents and applicable regulations in the interest of the Albany Housing Authority and the public safety. The incumbent will remain current with applicable standards, criteria and federal, state and local regulations for the inspection of public housing and Section 8 units and communicate any changes or updates to appropriate staff. May work in the development, documentation and updating of inspection procedures as well as training of lower classifications of property inspectors on staff. The work is performed under the general direction of the Deputy Director, but incumbent works in conjunction with the Director of Security, Modernization Coordinator, Director of Maintenance, Hope VI Coordinator, Director of Housing Finance Programs and other senior staff as necessary in specific situations.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Inspects construction (new and alterations) and existing residential and/or commercial structures for compliance with codes, regulations and construction documents;
- Performs inspections according to an assigned workload;
- Independently develops and maintains a schedule for inspections;
- Generates and issues reports reflecting the inspection results and makes recommendations for problem resolution in a timely manner;
- Works with AHA staff, landlords, contractors, public officials, etc., to resolve identified issues or problems;
- Reviews construction documents on behalf of the Authority and makes recommendations and/or observations relative to their accuracy and appropriateness;
- Assists in the generation of notifications and advisements to landlords, owners, contractors, finance entities, consultants, counsel and other related entities;
- Recommends and assists with measures that should be taken in regard to code enforcement, regulatory compliance, procedural adequacy, staff training and resident/employee safety;
- Assists in the training of Apartment Inspector personnel;
- Assists in the generation and implementation of procedures to meet new or existing regulatory requirements;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

SEE REVERSE SIDE

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of federal, state and local building and zoning codes, regulations and ordinances regarding existing, new and altered structures;
- Good knowledge of industry standard building practices and procedures;
- Good knowledge of personal computers and office equipment;
- Working knowledge of construction blueprints, plans and specifications;
- Ability to establish and maintain cooperative relations with business contacts and the public;
- Ability to prepare, organize and communicate information effectively, both orally and in writing;
- Ability to follow instructions independently;
- Ability to perform the duties of the position under adverse weather conditions;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Civil Engineering or Architecture and five (5) years experience in such profession; **OR**
- (B) Graduation from high school or possession of high school equivalency diploma and satisfactory paid fulltime experience as a general building contractor or a person engaged in the supervision of building construction with nine (9) years experience in such profession or occupation; **OR**
- (C) Graduation from high school or possession of high school equivalency diploma and satisfactory paid fulltime experience as a person engaged in the performance and supervision of code enforcement inspections, zoning compliance evaluations and/or industry standard and specification based new, existing and altered construction inspections with nine (9) years experience in such profession or occupation.

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