

## **SENIOR CODE ENFORCEMENT INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent has primary responsibility for performing the more difficult work involving the inspection of existing buildings and property for compliance with the City Housing Code, Requirements and Standards for Commercial and Business Establishments and Multiple Residence Law of New York State. The work of this class would differ from Code Enforcement Inspector based on the need for a more thorough knowledge of inspection procedures for the performance of more difficult tasks and the supervision of Code Enforcement Officers/Trainees. The work is performed under the general supervision of the Code Enforcement Director allowing considerable leeway for the exercise of independent judgment in performing the technical aspects of the work. The incumbent would be responsible for advice and instruction on more complex assignments.

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

- Inspects buildings and property according to an assigned schedule for compliance with state and local codes on a regular basis;
- Inspects apartments, tenements, etc., for compliance with requirements and standards for assisting applicants and/or recipients and issues reports to County Social Services Department for the inspections;
- Performs investigations of structures and property precipitated by complaints of any interested party;
- References inspection reports with code and laws to indicate section number of violation cited and prepares written reports and recommendations of all inspection and/or reinspections;
- Provides routine information regarding codes to landlords, property owners and/or prospective tenants;
- Assists in orientation and training of Code Enforcement Inspector Trainees;
- Maintains the scheduling of inspection for Code Enforcement Inspector/Trainees
- May supervise in the inspection of complex or large buildings.
- Performs related work as required.

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

- Good knowledge of the local codes and ordinances regarding standards for existing structures;
- Good knowledge of state laws regarding sanitary and multiple residence requirements;
- Ability to establish and maintain cooperative relations with the public;
- Ability to prepare and present reports clearly and concisely in written and oral form;
- Ability to follow instructions;
- Ability to observe discerningly as to general environmental living conditions;
- Willingness to perform field inspections under adverse weather conditions;
- Tact;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience involving enforcement of rules or building codes.

*Promotional Field:* Two (2) years permanent competitive class status as a Code Enforcement Inspector and employed as a City of Albany Code Enforcement Inspector at the time of application and appointment.

**SPECIAL REQUIREMENT:** Possession of a valid Class D Driver's License required at time of appointment and throughout the duration of employment

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