

## HOUSING REHABILITATION INSPECTOR

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves inspecting dwellings and other structures for compliance with provisions of Federal, State or local laws, rules and regulations. The incumbent also assists in preparing grant applications and determining eligibility for the Home Improvement Program. This class is distinguished from that of Building Inspector in that no responsibility is involved for inspection of new building construction. Work is performed under the general direction of the Director of Town Planning or Deputy Commissioner of Public Works with leeway allowed for the exercise of independent judgment in carrying out assigned tasks. Supervision over the work of others is not a responsibility of employees in this class. Performs related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Inspects dwellings to determine code violations and renovation requirements;

Negotiates with private contractors for repair work and certifies interested contractors into the program, verifying and evaluating cost estimates and evaluating the contractor's ability to perform repairs;

Authorizes the expenditure of grant funds to contractors and maintains appropriate records;

Inspects work of contractors in process and upon completion to ensure adherence to standards;

Investigates complaints of violations of the Housing Quality Standards or Housing Code and corresponds with property owners for correction of deficient conditions;

Maintains records of inspections and violations found and follows up on violations to assure corrections by property owner;

Reviews applications from property owners to ensure that participants meet the requirements of residency, income limitations and eligibility as put forth by HUD guidelines for the various programs;

Conducts preliminary interviews with tenants and/or owners to determine eligibility for loans and/or grants for housing rehabilitation or relocation;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

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

Good knowledge of modern practices, principles, materials and tools used in building construction and repair;  
Good knowledge of federal Housing Quality Standards requirements;  
Ability to establish and maintain cooperative relationships with contractors, property owners, applicants and the general public;  
Ability to inspect and evaluate condition of housing units;  
Ability to communicate effectively both orally and in writing;  
Skill in recognizing instances of safety and basic health violations and prescribing corrective measures;  
Good powers of observation;  
Mental alertness;  
Tact;  
Good judgment;  
Integrity;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Sixty (60) semester credit hours in mechanical or construction technology, engineering or a closely related field from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR
- B) Graduation from high school or possession of a high school equivalency diploma and two years of experience in building construction, building repair or building inspection activities; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

**Note:** Successful completion of a course of study offered by a technical training institute, college or corporate training program may be substituted for one (1) year of the appropriate experience, if the following conditions are met:

- 1) The course of training involves learning the fundamental aspects of air conditioning, heating and refrigeration technology or a closely related field;
- 2) The candidate provides an official description of the coursework and evidence that it was successfully completed.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.