

# City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

## JOB APPLICATIONS WANTED

### RE-ISSUED

**TITLE:** Housing Inspector (3 positions)

**LOCATION:** City of Ithaca

**SALARY:** \$46,307 with subsequent step increases to \$57,884

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the inspections of dwellings and housing facilities to determine whether they are maintained in a safe and habitable condition in accordance with the provisions of the City Housing Code, Multiple Residence Law, and other codes and ordinances concerning health and safety of dwellings. This class differs from a Code Inspector in that duties involve inspecting buildings and dwellings for compliance with health and safety standards as required by the City Housing Code, Multiple Residence Law and other laws, codes and ordinances. Activities are conducted both in the office and at inspection sites and can involve exposure to unsanitary housing conditions. The work is performed under the general supervision of departmental superiors with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in mechanical or construction technology or closely related field and two (2) years of experience as a building contractor, or journey level trades worker, or in the design of buildings or in the inspection of buildings or dwellings for health, safety and compliance with codes; or
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (A); or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

### **SPECIAL REQUIREMENTS:**

- A. Candidates must obtain certification as a code official as required by New York State Uniform Fire Prevention and Building Code, Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR) within eighteen months of permanent appointment and must maintain said certification for the duration of employment.
- B. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

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**RESIDENCY REQUIREMENTS:** Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga).

**EXAM REQUIREMENTS:** A civil service exam will be given at a later date.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- High school and/or college transcripts
- Copy of driver license

Applications will be accepted until the positions are filled. All applications must be original applications. We do not accept faxed applications, electronic applications or photocopies of applications.

Submit required application materials to:

City of Ithaca  
Human Resources Department  
108 East Green Street  
Ithaca, NY 14850  
(607) 274-6539  
Web site: [www.cityofithaca.org](http://www.cityofithaca.org)

The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.

Re-Issued: November 15, 2017

