

# 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

**TITLE:** Code Inspector

**LOCATION:** City of Ithaca - Building Department

**SALARY:** \$52,419, with subsequent increases to \$65,523

**DISTINGUISHING FEATURES OF THE CLASS:** The focus of this position is to facilitate and insure the safe construction, rehabilitation, repair and maintenance of new and existing buildings and dwellings. This includes but is not limited to the plan review for and the inspection of factories, warehouses, commercial and business facilities, dormitories, fraternities and sororities, student housing on or off campus, mixed-use buildings, multiple dwellings, and one- and two-family houses. The incumbent must have thorough knowledge of the New York State Uniform Fire Prevention and Building Code, the Multiple Residence Law, the City of Ithaca Building and Housing Codes, Zoning Ordinance, Historic Preservation Ordinance, Flood Plain Development Ordinance and all other applicable land use and building codes. Because of the variety and complexity of the work the incumbent may be required to review and inspect, he or she must be familiar with reviewing large-scale projects and have experience in concrete and steel construction as well as wood frame construction. In addition the incumbent must possess technical expertise in construction methods and practices. This position also requires the inspection of dwellings for compliance with health, safety, and habitability as required by the City of Ithaca's Housing Code and the Multiple Residence Law. The work is performed under the general supervision of the Senior Plan Examiner. Leeway is allowed for the exercise of independent judgment in carrying out the details. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Engineering, Architecture or a closely related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or
- B. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree and four (4) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or
- C. Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in Construction Engineering, Construction Technology or a closely related field with similar course curriculum, and four (4) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or
- D. Graduation from high school or possession of a high school equivalency diploma, and eight (8) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or

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E. An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.

**SPECIAL REQUIREMENT:**

1. 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.
2. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 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.

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

**RESIDENCY:** Applicants must be legal residents of New York State.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copies of high school and college transcripts
- Copy of driver license

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated above. Postmarks are not accepted. All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by July 17, 2019:

City of Ithaca  
Human Resources Department  
108 East Green Street  
Ithaca, NY 14850  
(607) 274-6539

<https://ithaca-portal.mycivilservice.com>

The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

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