

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

JOB APPLICATIONS WANTED

TITLE: Housing Inspector

LOCATION: City of Ithaca - Planning, Building & Economic Development

SALARY: \$49,624, with subsequent increases to \$62,031

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

POSITION DESCRIPTION: 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:

1. 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.
2. 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: Applicants must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga).

APPOINTMENT STATUS AND EXAM REQUIREMENT: This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

APPLICATION MATERIALS REQUIRED:

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

All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Applications will be accepted until position is filled.

City of Ithaca
Human Resources Department
Web site: <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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