

# City of Ithaca

## Office of Human Resources / Civil Service

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

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### JOB APPLICATIONS WANTED

**TITLE:** Senior Code Inspector

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

**SALARY:** \$58,703, with subsequent increases to \$73,378

**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 facilitating and insuring the safe construction, rehabilitation, repair and maintenance of new and existing buildings, structures, and dwellings. Incumbents conduct inspections and review plans and specifications for new or altered buildings, structures and dwellings, including, but not limited to, factories, warehouses, commercial and business facilities, dormitories, fraternities and sororities, on-campus and off-campus student housing, mixed-use buildings, multiple dwellings and one-family and two-family houses, to work toward and achieve compliance with applicable codes, ordinances and laws governing both physical structure and habitability. 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 Damage Prevention 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, the Senior Code Inspector 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 position of Senior Code Inspector is distinguished from that of Code Inspector by more complex work assignments, and greater latitude for independent action and judgment. The work is performed under the general supervision of the Senior Plan Examiner with significant latitude allowed for independent judgment and action in carrying out field assignments. Supervision may be supervised over the work of subordinate inspectors, if assigned. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Engineering, Architecture 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
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and six (6) 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 New York State registered two-year college with an Associate's Degree in Construction Engineering, Construction Technology or a closely related field with similar course curriculum, and six (6) 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. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

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**SPECIAL REQUIREMENTS:**

- A. 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.
- B. 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.

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

**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 college transcript
- 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 below. 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.

Submit required application materials by August 24, 2022:

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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