

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, and Economic Development

SALARY: \$51,883, with subsequent increases to \$64,854

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 position 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.

To view the complete job description visit: <http://www.cityofithaca.org/302/Job-Descriptions>.

MINIMUM QUALIFICATIONS:

- A. Possession of 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).

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENT:

- A. 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 twelve months of permanent appointment, and must maintain said certification for the duration of employment.

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SPECIAL REQUIREMENT (continued):

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.

RESIDENCY REQUIREMENTS: There are no residency requirements for this position.

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

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 April 1, 2024:

City of Ithaca
Human Resources Department
Web site: <https://ithaca-portal.mycivilservice.com>



We would love to have you on our team! We hope to hear from you soon!

Issued: March 5, 2024