

# NOW HIRING

## Senior Code Inspector

### Internal Posting – Permanent Employees Only



## The City of Ithaca is now accepting applications for the position of Senior Code Inspector.

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**Location:** City of Ithaca, NY  
**Department:** Building Division  
**Classification:** Competitive  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** Administrative  
**Salary:** \$69,046 - \$82,087

**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.

To view the complete job description, visit: [Senior Code Inspector job description](#).

**Promotional Qualifications:** Candidates must be permanently employed in the competitive class as a Code Inspector with the City of Ithaca Building Department, and must have served continuously on a permanent or contingent permanent basis as a Code Inspector with the City of Ithaca Building Department for twelve (12) months immediately preceding the date of the application deadline.

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

**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.

**Residency Requirements:** There are no residency requirements for this position.

**Benefits:** Refer to the [Fringe Benefits](#) webpage and [Administrative Unit Collective Bargaining Agreement](#).

## **Supplemental Information:**

- Computers are available for use by appointment. To schedule an appointment, contact the Department of Human Resources/Civil Service at (607) 274-6539 or by email to [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org).
- 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.
- The City of Ithaca is committed to the full inclusion of all qualified individuals. Consistent with the Americans with Disabilities Act (ADA) and the NYS Division of Human Rights (NYS DHR) it is the policy of the City to provide reasonable accommodation when requested without causing an undue hardship. If accommodation is needed, please call (607)-274-6539 or by email to [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org).

## **Application Materials Required:**

- City of Ithaca application
- Copy of driver license

Applications will be accepted until April 24, 2025. Submit required application materials to:

**Web site:** <https://ithaca-portal.mycivilservice.com>

**Attn:** City of Ithaca

**Human Resources Department**

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.

**Ithaca is Gorges! We would love to have you on our team!**



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