

# NOTICE OF VACANCY

**Title:** Part-Time Housing Code Inspector

**Grade:** 4

**Salary:** \$29,672 (Annually)

**GENERAL STATEMENT OF DUTIES:** The work involves responsibility for inspecting the repair, maintenance and construction of buildings and structures and enforcing the provisions of the local Housing Code. Re-inspections are made to determine whether reported violations have been corrected. General supervision is exercised over this position by the Director of Building Safety or designee. The work in this entry level position is carried out in accordance with established rules, regulations and procedures for the inspecting and reporting on the conditions of buildings. Does related work as needed.

**TYPICAL WORK ACTIVITIES:** *(Illustrative Only)*

- Inspects buildings, structures and their environments for compliance with various laws and codes;
- Prepares inspection reports for use in notifying owners of violations discovered;
- Completes re-inspections to insure that corrections have been made;
- Assists in the preparation of information upon the failure of owners to comply with orders to correct violations;
- Inspects buildings and structures for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;
- Provides for removal of illegal or unsafe conditions;
- Orders unsafe conditions in existing structures to be removed;
- Maintains records of all acts and decisions.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Working knowledge of the City's Housing and Building Codes; ability to learn quickly the elementary safety principles of electricity, plumbing and other elements of home construction; ability to establish cooperative relations with the general public; good judgment and tact in dealing with the public; ability to write clear and concise reports; ability to follow moderately complex oral and written directions; ability to get along well with others; courtesy; physical condition commensurate with the demands of the position.

**ACCEPTED TRAINING AND EXPERIENCE:**

Graduation from High School or possession of a High School Equivalency diploma.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:**

Possession of a valid New York State Driver's License.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:**

To be a certified Building Safety Inspector, an individual must successfully complete the required basic training (a minimum of 60 hours of basic training) and maintain the required yearly in-service training (*6 hours annually*) and any required advanced in-service training. A person has 18 months from the first training class to complete the basic training program. If an individual is appointed as either a Building Safety Inspector or Code Enforcement Official for a municipality, they have 18 months from their appointment date to complete the basic training program. If an individual has already started the basic training, it is the shorter of the two time frames. Failure to complete the basic training program within the time frame will result in forfeiture of the training courses completed (*Per MSD IM-08-18 and 19NYCRR Part 1208*).

**Applications:**

Employment applications will be accepted at the Kingston Civil Service Office at 420 Broadway, Kingston, NY 12401. Applications may also be mailed or emailed. If emailing, please include "Housing Code Inspector Part-time" in the subject line and email [jdecicco@kingston-ny.gov](mailto:jdecicco@kingston-ny.gov).

**Resumes will not be accepted in lieu of an employment application.**

*The City of Kingston is an Equal Opportunity/Affirmative Action Employer*