

Jurisdiction: Ithaca Housing Authority
Jurisdictional Class: Competitive
Adopted: 09/13/01
Revised: 09/15/10, 02/19/20, 09/07/22

HOUSING INSPECTOR (Ithaca Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: The duties of the position involve the inspection of dwellings and other housing facilities to determine whether they are maintained in a safe, decent and sanitary condition in accordance with the provisions of the United States Department of Housing and Urban Development's required standards and regulations and other similar local code regulations concerning required standards and acceptability of dwelling units. The work is performed under the general supervision of the coordinator of the Section 8 division and/or Facilities and Maintenance Manager of the Ithaca Housing Authority with considerable exercise of independent judgment required in carrying out work assignments in the field. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs mandated inspections for all housing programs, including but not limited to, Section 8, Public Housing, Multi-Family and Low-Income Housing Tax Credits (LIHTC);
Engages in all necessary communication required to facilitate and complete all mandated housing inspections;
Inspects the general construction of the building and such specific factors as adequacy of size and rooms, light and air, sanitary and heating facilities, health and safety, fire escapes and other emergency exits;
Explains requirements of HUD housing programs to property owners, building operators, participants, tenants, and the general public;
Investigates complaints associated with housing program inspection requirements and prepares reports of inspections performed and violations found;
Corresponds with property owners, participants, tenants and the general public;
Encourages property owners to improve and rehabilitate their property;
Prepares reports of inspections performed and violations found, maintains records, and follows up on violations to assure correction by property owner;
Completes scheduling and prepares all inspection appointment and follow-up letters;
Prepares data and supporting documentation regarding housing inspections;
Conducts rent reasonableness surveys;
Works closely with and has direct communication regarding inspection results with caseworkers and managers;
Keeps abreast of changing laws, federal regulations and agency policies associated with housing inspections;
Attends meetings and conferences related to housing as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of provisions, regulations and rules governing HUD's inspection standards and the City Housing Code; good knowledge of the proper installation of heating, lighting, ventilating and plumbing fixtures; working knowledge of the practices and materials used in building construction; good computer skills; ability to work independently in the field and to establish and maintain cooperative relationships with others; ability to understand, interpret and apply written regulations, laws and policies; ability to measure and draw scaled floor plans of buildings and dwelling units; basic knowledge of mathematics as they relate to the duties of the position; ability to present data clearly and concisely both orally and in writing; ability to follow oral and written instructions; ability to operate office equipment; ability to successfully work with a diverse population; initiative; dependability; good powers of observation; good judgment; tact; patience; accuracy; physical condition commensurate with the demands of the position.

Housing Inspector (IHA)

Page 2

MINIMUM QUALIFICATIONS:

- A. Possession of an Associate's Degree in Mechanical or Construction Technology or a closely related field with similar course curriculum and one (1) year of full-time experience (or its part-time equivalent) in the building or construction trades or in inspection activities; or
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time experience (or its part-time equivalent) in the building or construction trades or in inspection activities; or
- C. Four (4) years of full-time experience (or its part-time equivalent) in the building or construction trades or in inspection activities.

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 REQUIREMENTS:

- 1. 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.
- 2. Candidates must obtain a Housing Quality Standards (HQS) Inspector certification and Uniform Physical Condition Standards (UPCS) Inspector certification issued in accordance with United States Department of Housing and Urban Development (HUD) regulations within twelve (12) months of appointment and must maintain said certifications for the duration of employment.