

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 09/07/16
Revised: 08/08/18, 09/07/22, 04/05/23

HOUSING CODE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating and supervising the Building Division's housing inspection program. Under the general supervision of the Director of Code Enforcement, the Housing Code Supervisor conducts and supervises the inspections of residential properties for compliance with the City of Ithaca Housing Code, the City of Ithaca Zoning Ordinance, the New York State Multiple Residence Law and other applicable codes and ordinances that pertain to the safety, habitability, and occupancy of residential buildings and dwellings in the City of Ithaca. After reviewing the completed inspection report of each property inspected by a City Housing Inspector for compliance with applicable laws and ordinances, the Housing Code Supervisor issues the property owner a Certificate of Compliance, which verifies that the property is in a safe and habitable condition. In addition, the Housing Code Supervisor supports housing inspection staff by answering questions related to the housing inspection processes, in understanding the proper application of various codes and ordinances, and by helping bring problem properties into compliance with housing and land use regulations. The Housing Code Supervisor is also required to conduct housing inspections, to investigate complaints, and to ensure that all housing and inspection reports are appropriately entered and maintained in the Building Division's database. The duties of the Housing Code Supervisor are supervisory in nature, and while the Housing Code Supervisor has the authority to interpret policy and implement program procedures, the Housing Code Supervisor does not establish departmental policies or create departmental procedures. Supervision is exercised over all housing inspection staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides guidance to Housing Inspectors by answering questions related to codes and ordinances and assisting with the resolution of problem properties in each Housing Inspector's work territory;
Supervises Housing Inspectors by monitoring their work in the field;
Trains and evaluates the work of new housing inspectors;
Initiates and ensures that corrective action is taken when occupancy, habitability, or use activities do not comply with codes and ordinances;
Provides bi-annual progress reports to gauge inspection output with State inspection mandates;
Reviews all housing inspection reports;
Issues Certificates of Compliance;
Ensures that all housing inspection reports are properly maintained;
Investigates complaints and conducts housing inspections to determine conditions of health and safety and compliance with applicable codes and ordinances;
Prepares a variety of records and reports relevant to inspections made, violations found, and other housing code enforcement activities;
Explains the requirements of various codes and ordinances to property owners, property managers, or occupants;
Enforces codes by communicating with property owners about code violations, providing time frames to correct violations, and negotiating terms and timeliness to achieve compliance;
Encourages property owners to improve or rehabilitate property;
Works with Building Division staff members in recommending remedies for unsafe conditions in existing structures, sends condemnation notices, and posts noncompliant or hazardous structures;
Participates in required code enforcement training;
Assists in data preparation to be used in legal proceedings;
Testifies in court as necessary.

Housing Code Supervisor

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the City Housing Code, New York State Multiple Residence Law, New York State Building Codes and other laws, codes, and ordinances related to occupancy and habitability; good knowledge of the principles and methods of field inspection; good knowledge of modern practices, principles, materials, and tools used in building construction; working knowledge of the geography of the City of Ithaca; working knowledge of legal procedures used in the enforcement of codes; ability to enforce codes, ordinances, and regulations with firmness and tact; ability to understand and interpret complex oral and written instructions and/or written directions; ability to supervise and evaluate the work of others; ability to teach the application of codes to inspectors; ability to organize and maintain accurate records and files; ability to analyze and organize data; ability to prepare records and reports and to communicate effectively both orally and in writing; ability to interact effectively with the public; ability to effective work with and serve a diverse community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of an Associate's Degree in Construction Engineering, Construction Technology 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 municipal or governmental code enforcement activities; or
- B. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience, or its part-time paid equivalent, in municipal or governmental code enforcement activities; or
- C. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

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. 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.
2. 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.