

## HOUSING INSPECTOR (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director – Section 8 Rental Assistance Program or a similar position with administrative responsibility for the enforcement of the Housing Code, an incumbent of this class inspects dwellings and properties for compliance with provisions of State and Local Laws, rules and regulations to determine and secure compliance related to minimum housing standards. This class is distinguished from that of Building Inspector in that no responsibility or authority is involved with regards to inspection of building construction or repair to existing structures. This work is limited to visual inspection to determine proper heating, lighting, ventilation, etc. Incumbents provide interpretive and information services, and must be fluent in both the Spanish and English languages. Supervision is not normally a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both Spanish and English;

Conducts inspections for compliance in accordance with the Department of Housing and Urban Development Housing Quality Standards;

Measures dwelling units and rooms to determine compliance with code space requirements;

Inspects dwellings for safe and unobstructed passageways, stairways and exits;

Inspects dwellings for cleanliness, proper disposal of garbage and rubbish, and vermin infestation;

Enters dwellings and dwelling units and inspects heating, lighting, ventilating, and sanitary facilities for code compliance;

Investigates complaints of violations of the Housing Code;

Prepares reports of inspections made and violations found;

Prepares detailed descriptions of dwellings and premises;

Corresponds with property owners regarding violations of the Housing Code and time allowed for correction of deficient conditions;

Maintains records of inspections using both automated systems and manual files;

Follows up on violations to assure corrections by property owner;

Explains requirements of the Housing Code to property owners, building operators and the public;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail or database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the laws, codes, ordinances and regulations governing multiple dwellings and housing; good knowledge of the proper installation of heating, lighting, ventilating and plumbing fixtures; ability to establish and maintain cooperative relationships with property owners, building operators, tenants, and the public; ability to prepare reports of inspections; ability to follow oral and written directions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write and converse fluently in the Spanish language at a level sufficient to pass a Spanish Language proficiency test; ability to read, write, understand and communicate in English sufficiently to perform the essential function of the position; initiative; dependability; good powers of observation; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) three (3) years of building construction, building inspection or investigative work enforcing codes and ordinances relating to the safety of building structures or occupancy; or (b) completion of an Associate's Degree\* in Civil Engineering, Architecture or Building Technology or related field and one (1) year of experience as stated in (a).

\*SPECIAL NOTE: Education beyond the secondary level 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/U.S. Secretary of Education.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment.