

PUBLIC HEALTH AND SAFETY

INSPECTIONAL OCCUPATIONAL GROUP [225]

ASSOCIATE INSPECTOR (HOUSING)

General Statement of Duties and Responsibilities

Under varying levels of direction, performs supervisory and highly technical work in the conduct of inspections of multiple dwellings and other structures for the enforcement of the Multiple Dwelling Law, Housing Maintenance code and other laws, rules, codes and regulations that govern occupancy, safety and sanitary condition of such dwellings and structures; performs related work. There are two Assignment Levels within this class of positions.

Assignment Level I

Under direction, performs tasks such as the following:

Supervises, assigns and reviews the work of Inspectors (Housing) and Apprentice Inspectors (Housing) to assure enforcement of the Multiple Dwelling Law, Housing Maintenance Code and related laws, rules and regulations.

Provides technical consultation to Inspectors (Housing) and Apprentice Inspectors (Housing) on difficult and unusual problems.

May direct the preparation of cases for court referral.

Examines applications and plans of multiple dwellings to ascertain the adequacy of proposed and existing yard space, light and ventilation, means of egress, sewage disposal, plumbing facilities and their locations, for compliance with the statutes and department regulations.

PUBLIC HEALTH AND SAFETY

INSPECTIONAL OCCUPATIONAL GROUP [225]

ASSOCIATE INSPECTOR (HOUSING) (continued)

Assignment Level I (continued)

Drives motor vehicle when properties to be inspected are not readily reached by mass transit.

Assignment Level II

Under general direction, serves as deputy chief of a housing inspection function. Performs assignments such as the following:

Serves as deputy chief inspector of borough field operations or as borough field audit reviewer, or as supervisor of a cycle squad unit.

Assists a Chief Inspector of Field Operations in directing and coordinating inspection operations in a Code Enforcement borough office. Prepares inspection schedules and work assignments. Conducts special investigations, inspections and field surveys. Trains field supervisors and inspection staff. Prepares court complaints and participates in legal proceedings and court actions relating to violations of the New York City Housing Maintenance Code and New York State Multiple Dwelling Law.

Serves as supervisor of a cycle squad unit in a borough Code Enforcement office. Assists a Chief Inspector of Field Operations in planning and directing cycle inspections. Prepares inspection schedules and supervises and supervises a moderate-sized inspection staff to insure that routine inspections are carried out at regular intervals and in conformance with inspection standards.

PUBLIC HEALTH AND SAFETY

INSPECTIONAL OCCUPATIONAL GROUP [225]

ASSOCIATE INSPECTOR (HOUSING) (continued)Assignment Level II (continued)

Serves as field audit reviewer in a borough Code Enforcement office. Reviews and audits borough-wide inspection and clerical support operations. Recommends changes in procedures and develops new procedures for improving the efficiency of operations. Provides training and technical assistance to squad supervisors, field inspectors and office personnel.

Supervises citywide night emergency inspection operations in the Emergency Services Bureau. Screens emergency complaints and determines inspection priorities. Prepares inspection schedules and makes work assignments.

Qualification Requirements

1. Six years of full-time experience performing one or a combination of the following, one year of which must have been in a supervisory capacity:
 - a) As a fully trained worker in one of the following trades: masonry, carpentry, plumbing, plastering, or ironwork; or
 - b) In charge of the maintenance and repair of multiple dwellings for a real estate management organization; or
 - c) Performing field inspections requiring the gathering and reporting of data concerning the physical aspects of housing or of building construction or renovation; or

PUBLIC HEALTH AND SAFETY

INSPECTIONAL OCCUPATIONAL GROUP [225]

ASSOCIATE INSPECTOR (HOUSING) (continued)Qualification Requirements (continued)

2. At least four years of experience, as described in "1" above, at least one year of which must have been in a supervisory capacity, plus sufficient education in an accredited college or technical school in subjects directly related to "1" above or education towards a baccalaureate degree in engineering, architecture, engineering technology, construction technology, or architectural technology to make up the remaining equivalent of the five years of non-supervisory experience on the basis that one year of acceptable non-supervisory experience will be credited for each 30 semester credits of relevant education; or
3. Completion of at least three years of apprenticeship in housing inspection plus either sufficient experience as described in "1" above, at least one year of which must have been in a supervisory capacity, to make up the remaining equivalent of the required total of six years of experience or at least one year of supervisory experience as described in "1" above and sufficient education as described in "2" above; or
4. A baccalaureate degree from an accredited college plus two years of additional experience as described in "1" or "3" above at least one year of which must have been supervisory experience as described in "1" above; or
5. One year of supervisory experience, as described in "1" above, plus either:
 - a) an approved five year apprenticeship program in housing inspection; or
 - b) a baccalaureate degree from an accredited college in engineering, architecture, engineering technology, architectural technology, or construction technology.

C - XI

CODE NO. 31675

PUBLIC HEALTH AND SAFETY

INSPECTIONAL OCCUPATIONAL GROUP [225]

ASSOCIATE INSPECTOR (HOUSING) (continued)

Qualification Requirements (continued)

All candidates must have at least one year of supervisory experience described in "1" above. Six months of non-supervisory experience will be credited for each year of apprenticeship in the building trades up to a maximum of two years of non-supervisory experience.

License Requirement

A motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

Direct Lines of Promotion

From: Inspector (Housing) (31670)

To: Administrative Inspector
(Housing) (10078)