



GERALD D. JENNINGS  
MAYOR

CITY OF ALBANY  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
CITY HALL, ROOM 301  
ALBANY, NEW YORK 12207  
(518) 434-5284

**PERSONNEL \* EQUAL OPPORTUNITY EMPLOYMENT \* FAIR HOUSING \* PURCHASING**

**PLEASE POST CONSPICUOUSLY**

January 23, 2013

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

**Code Enforcement Inspector/Trainee**  
**Division of Buildings & Regulatory Compliance**

The **Division of Buildings & Regulatory Compliance** has one (1) vacancy for the position of **Code Enforcement Inspector/Trainee** at a rate of **\$30,750/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Thursday, February 7, 2013.**

**PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL**  
**THURSDAY, FEBRUARY 7, 2013**

**An Equal Opportunity /Affirmative Action Employer**

## **CODE ENFORCEMENT INSPECTOR/ TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a trainee position involving the responsibility for learning the duties and routines of a Code Enforcement Inspector and generating records relating to inspections. Trainees assist in the inspection of existing buildings and property for compliance with the Albany City Code, the Building Code of New York State, the Fire Code of New York State, the Residential Code of New York State, the Property Maintenance Code of New York State, the Multiple Residence Law of New York State and other laws, rules and regulations relating construction and property maintenance for residential dwelling units and properties, as well as commercial premises and public assembly spaces. The work is performed under the supervision of a Senior Building Inspector, Chief Building Inspector or the Director of Buildings and Codes.

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

- Completes study and reading assignments relating to the learning of local and state laws, ordinances, rules, regulations and requirements;
- Observes and assists in the inspection of structures and property according to an assigned schedule, including but not limited to residential dwelling units and commercial establishments;
- Assist inspectors, the Chief Building Inspector and the Director in creation and generation of reports;
- Assists in providing information to landlords, property owners, tenants and the general public regarding laws, ordinances, rules and regulations;
- Assists customers with questions and concerns relating to permits, filing and registration procedures;
- Assists and observes in complaint investigations of properties and structures;
- Assists in the preparation of reports and recommendations;
- Data enters and runs reports using the appropriate databases and computer software programs;
- Performs research relating to the legal use of specific premises;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge and understanding of local ordinances and regulations relating to the buildings, maintenance of premises and zoning restrictions;
- Working knowledge of the State Building Code, Fire Code, Property Maintenance Code and Multiple Residence Law;
- Good knowledge of personal computers and office equipment;

- Good interpersonal skills;
- Sound motor skills;
- Ability to assess and analyze situations as they arise and to timely recall laws and regulations and make appropriate decisions based upon sound judgment and knowledge of existing laws;
- Ability to develop and maintain cooperative relations with the public;
- Ability to maintain good working relationships with administration and staff;
- Ability to create and generate reports clearly and concisely in written and oral form;
- Ability to learn and adapt to changes in technology;
- Willingness to perform field inspections under adverse weather conditions;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Sixty (60) credit hours of education from an accredited college or university; OR
- B) Thirty (30) credit hours of education from an accredited college or university and one (1) year full-time paid experience performing inspections for a municipal building department or code enforcement agency; OR
- C) Graduation from high school or possession of high school equivalency diploma and four (4) years full-time paid experience in a building trade.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:**

A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

The terms of employment require the use of an employee's personal vehicle for transportation.

Position may require ability to work Saturdays, Sundays, and holidays; or on an on-call basis.

**PROBATIONARY PERIOD:** Appointees for this position will serve a probationary period of one (1) year which will run concurrently with the traineeship. In order to receive permanent appointment as a Code Enforcement Inspector, service must be satisfactory during traineeship and completion of the Minimum Basic Code Enforcement Training pursuant to Title 19 of the NYCRR. Unsatisfactory service during this period could result in written notice of termination.