

**ADMINISTRATIVE INSPECTOR (HOUSING) (NY HELPS PROGRAM)**

**General Statement of Duties and Responsibilities**

This is a management class of positions with several assignment levels. The following are typical assignments within this class of positions.

Under general direction, serves as chief inspector for field operations; plan, directs and coordinates the various inspection units comprising a borough inspection force or a city-wide inspection force; directs the preparation of field work schedules and assignments to insure maximum productivity; plans and directs cycle inspections, surveys and special investigations; provides training to field supervisors and inspection staff to insure proper and uniform implementation of laws, policies, rules and regulations; provides technical assistance to supervisors in handling difficult situations; makes recommendations with regard to: determining inspection districts; planning in-service training programs; preparing training bulletins; changing housing codes and laws, rules or regulations; dealing with grievances and disciplinary problems; and coordinating activities with other divisions within the Department of housing stock; may represent the agency in meeting with other city agencies, Community Planning Boards, landlords, tenants associations, architects or attorneys; performs related work.

Under general direction, coordinates the development and operation of inspectional and administrative programs for the Division of Code Enforcement. Such programs include Emergency, Repair Workshops, deleading projects, rat stoppage efforts, receivership, rehabilitation, general city-wide housing repair and borough wide code violations programs; performs related work.

Under direction, directs a city-wide inspection program to enforce the multiple dwelling law, the housing maintenance code and other laws, rules and regulations governing occupancy, safety and sanitary conditions. Supervises, coordinates and trains inspectional and clerical staff. Implements policies, rules and procedures. Makes recommendations to the Director of Operations for improving inspectional and clerical programs, and for the making changes in pertinent legislation; performs, related work.

**ADMINISTRATIVE INSPECTOR (HOUSING) (NY HELPS PROGRAM)** (continued)

**General Statement of Duties and Responsibilities** (continued)

Under executive direction, serves as Director of Operations in the Division of Code Enforcement with jurisdictional control of all inspectional and clerical activities relating to housing maintenance. Directs, plans and coordinates the execution of city-wide programs for inspection, central complaints and emergency repairs for all residential dwellings to ensure full and uniform compliance with laws, rules and regulations relating to proper maintenance of such properties, including the Multiple Dwelling Law and the Housing Maintenance code. Interprets broad policies, analyzes operational systems and designs programs and procedures to ensure maximum efficiency and results. Makes policy recommendations and decisions for the improved administration of the Code Enforcement Programs, performs, related work.

**Qualification Requirements**

1. Seven years of full-time, paid experience in the management of the maintenance and repairs of private or public residential, commercial, or industrial real estate properties, building construction inspections or field inspections and investigations requiring the gathering and reporting of housing or building data or full journeyman- level experience in the building trades as a mason, carpenter, plasterer, iron worker, plumber, at least 18 months of which must have been in a managerial or administrative capacity; or
2. Five years of experience, as described in (1) above, at least 18 months of which must have been in a managerial or administrative capacity, plus two years of education in an accredited college or technical school in a construction program or education towards a baccalaureate degree in a related field of Engineering, Architecture or Engineering Technology; or
3. At least two years of experience, as described in (1) above, at least 18 months of which must have been in a managerial or administrative capacity, plus and approved five year apprenticeship in housing inspection; or

**ADMINISTRATIVE INSPECTOR (HOUSING) – HELP PROGRAM** (continued)

**Qualification Requirements** (continued)

4. Completion of three years of apprenticeship in housing inspection, plus either four years of experience as described in (1) above, at least 18 months of which must have been in a managerial or administrative capacity or two years of experience as described in (1) above, at least 18 months of which must have been in a managerial or administrative capacity and two years of education as described in (2) above; or
5. Education and/or experience which is equivalent to (1), (2), (3), or (4) above. All candidates must have at least two years of experience as described in (1) above, at least 18 months of which must have been in a managerial or administrative capacity. Six months of experience will be credited for each year of apprenticeship in the building trades up to a maximum of two years of the general experience.

**Note**

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Administrative Inspector (Housing) (10078)” as competitive class employees.

**Probationary Period**

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.