

# Inspector (Housing) for the Division of Code Enforcement

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## **About the Agency:**

The New York City Department of Housing Preservation and Development (HPD) is the nation's largest municipal housing preservation and development agency. Its mission is to promote quality housing and diverse, thriving neighborhoods for New Yorkers through loan and development programs for new affordable housing, preservation of the affordability of the existing housing stock, enforcement of housing quality standards, and educational programs for tenants and building owners.

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## **Your Team:**

The Office of Enforcement and Neighborhood Services (OENS) works closely with other HPD divisions and outside community partners to identify buildings in distress assess and develop appropriate strategies to address those properties, and work closely with responsible owners to develop a plan to improve conditions and return buildings to firm financial footing and physical health. OENS uses enforcement tools within its Division of Code Enforcement, Housing Litigation Division, Emergency Repair Program, the Division of Neighborhood Preservation and the Division of Special Enforcement to ensure compliance with legal and regulatory obligations.

## **Your Impact:**

Housing Inspectors perform technical work in the inspection of dwellings and other structures for the enforcement of the Multiple Dwelling Law, Housing Maintenance Code and other related laws, rules and regulations that govern occupancy, safety and sanitary conditions of such dwellings and structures.

## **Your Role:**

Your role will be a Housing Inspector in the Division of Code Enforcement (CODE).

## **Your Responsibilities:**

- Performing technical work in the inspection of dwellings and other structures for the enforcement of the Multiple Dwelling Law, Housing Maintenance Code and other related laws, rules and regulations that govern occupancy, safety and sanitary conditions of such dwellings and structures; performing related work.
- Responding to complaints filed with 311 (City's Citizen Service Center) regarding lack of essential services such as heat and water and housing maintenance problems such as leaks, vermin, and broken plaster.
- Preparing written reports of inspections and/or entering related data into computer system.
- Performing work related to lead based paint assessments and the use of XRF equipment and other related tools.

## **Preferred skills:**

- The ability to speak and read in more than one language.
- Must have and maintain a valid NYS driver's license.
- Candidates must be proficient in most Microsoft applications.

## **Note:**

- Candidates may be assigned to any of the five boroughs, and may be scheduled to work evenings and weekends.
- **Preference will be given to candidates that have filed, taken or passed Housing Inspector Exam 0149, 1166 or 2081**

The Department of Housing Preservation & Development and the City of New York is an equal opportunity employer.

**Vaccine requirement for new city hires:**

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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**How to Apply:**

Please go online and apply at [www.nyc.gov/careers](http://www.nyc.gov/careers) . Search for **JOB ID# 530408**

City Employees: Apply through the Employee Self Service portal (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess).  
Search for **JOB ID# 530408**

**Salary range for this position is: \$53,563 - \$61,598**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency is required.**

**Post Until: Filled**