

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA announces that a vacancy exists for **HOUSING CODE INSPECTOR**

Salary: \$26,788 - \$29,616
\$33,554 - \$37,214 once the training period is completed.
Eligible for Medical, Dental, Vision Insurance – 20% contribution
Membership in the NYS & Local Retirement System is mandatory

Classification: Competitive, CSEA position

Distinguishing Features of the Class: This position involves the responsibility of assisting in the inspection of dwellings to determine compliance with the Housing Code while undergoing on-the-job-training. This classification applied to employees undergoing on-the-job-training to become qualified Housing Code Inspectors. Appointments are limited to one year during which time appointees are required to successfully complete a formal training program in Code Enforcement. Appointment to the position of Housing Code Inspector will be made without further examination upon successful completion of one year training period. The work consists of elementary, routine tasks involving responsibility for learning and assisting in the inspection work of the Housing Code Enforcement agency. The work is performed under close supervision of a Housing Code Inspector.

Typical Work Activities:

Performs study and reading assignments;
Observes inspections and learns Housing Code inspection techniques and practices;
Assists in making inspections related to the Housing Code Enforcement program;
Assists in maintaining records and preparing reports;
Performs increasingly responsible duties as assigned;

Required Knowledge, Skills and Abilities: Ability to learn basic principles, techniques and practices of Housing Code Inspector; ability to develop cooperative relationships with associates and the public; ability to develop skill in inspection techniques; ability to keep records and prepare reports; good powers of observation; good judgment; tact, courtesy and integrity.

Minimum Qualifications: Applicants must have a High School Diploma or a High School Equivalency Diploma. Candidates must also possess and maintain a valid NYS Drivers License.

Applications:

Applications/resumes should be submitted to City of Utica, Attention: Civil Service, 1 Kennedy Plaza, Utica, New York 13502.

Applications must be received by the Civil Service Office no later than: August 22, 2019. Applications for this position may be obtained from the Civil Service Office in City Hall, 1 Kennedy Plaza, 2nd Floor, Utica, NY 13502.

This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.

Residency Requirement: In order to be considered for appointment, you must be a resident of the City of Utica.

Appointment to this position will be on a provisional basis. A Provisional employee has no status or rights to employment. As a Provisional, you will receive the salary and benefits that permanent employees in the same title receive. However, within thirty (30) days of such appointment, a Civil Service Examination for that position will be ordered. As a provisional, you must, by law, file an application for and take this examination when it is offered. If you do not file for and take the exam, you must be terminated and you cannot receive a second provisional appointment to that title.

You must pass the examination and be reachable (one of the top three candidates willing to accept appointment to the position) on the Eligible List that results from the Civil Service Examination in order to receive a permanent appointment to any position.

The position that you hold on a provisional basis, **MUST BE FILLED** from the Eligible List. If you are not on the list or are not reachable on the list - you must be terminated within sixty (60) days of the establishment of that list.

NOTE: It is very important that you fully understand these terms of employment so that you can make an informed decision on accepting a provisional appointment.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

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