

# CITY OF UTICA

# NOTICE OF VACANCY

## THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

## HOUSING ASSISTANCE INSPECTOR

**Salary:** \$37,242 - \$41,517

**Classification:** CSEA, Competitive Position  
Membership in the NYS Retirement System is Mandatory  
Eligible for Health Insurance, Dental Insurance and Vision

**Distinguishing Features of the Class:** This position exists in the Department of Urban and Economic Development (Section 8) and involves the responsibility of independently performing inspections of property in the Housing Assistance Payments Program to insure compliance with Federal and State standards. An employee in this class makes an initial inspection of housing units to insure clients obtain decent, safe and sanitary housing at reasonable cost. After residential units are inspected, owners are advised of the needs, options, maintenance and probable cost of rehabilitation work needed to meet standards. The work is performed under supervision of the Housing Assistance Administrator with leeway allowed for exercise of independent judgment. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

**Required Knowledge Skills and Abilities:** Thorough knowledge of general building construction techniques and practices, particularly of older buildings; thorough knowledge of community housing styles, standards and practices; thorough knowledge of the uses, qualities, and costs of locally available construction and remodeling materials; thorough knowledge of applicable provisions of the Public Housing Law, Housing Quality Standards and Housing Assistance Payments Program; good knowledge of local housing codes; ability to establish and maintain effective working relationships with contractors and property owners; ability to explain technical details of rehabilitation procedures or contract provisions to lay persons; ability to acquire an understanding of the policies and procedures of federal residential housing rehabilitation programs; ability to inspect housing rehabilitation work and evaluate quality and standards compliance; ability to prepare routine records and reports related to the work; ability to meet and deal with the public; ability to inspect housing units prior to and during occupancy to insure they are safe and sanitary.

**Minimum Qualifications:** Graduation from High School and one (1) year of experience involving knowledge of general building construction, remodeling or contracting including material and cost estimation, real estate or property management, or residential inspection for a governmental agency.

A valid NYS Drivers License is required at the time of appointment and must be maintained throughout employment.

**Applications:**

Applications/resumes should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502. Resumes must be received by the Civil Service Office by: Friday, July 17, 2020.

*For more information about this position, please call the Engineering Department at (315) 792-0199.*

*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.*

Applicants must be residents of the City of Utica.

**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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