

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

HOUSING CODE INSPECTOR TRAINEE

Salary: \$34,174 - \$37,859

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

DISTINGUISHING FEATURES OF THE CLASS: Assists in the inspection of dwellings to determine compliance with the Housing Code while undergoing on-the-job training. This classification applies to employees undergoing on-the-job training 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 and or Commission of Code Enforcement. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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 Inspection; 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 power of observation; good judgment; tact, courtesy, and integrity; Physical condition to commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Graduation from High School or possession of a High School Equivalency Diploma; OR

(B) Two (2) years of experience in a position involving frequent public contact or in the building trades.

SPECIAL REQUIREMENT:

To be eligible for appointment, candidates must possess and maintain a valid New York State Driver's License.

Applications:

Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

For more information about this position, please call the City of Utica, Codes Enforcement Office at (315) 792-0163.

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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