

Jurisdictional Class: Competitive  
Adopted: September 21, 2012  
Revised: December 14, 2012

**HOUSING AUTHORITY INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for inspecting subsidized housing units owned and/or managed by the Plattsburgh Housing Authority as well as privately-owned apartments associated with Housing Assistance and/or Homelessness Programs to ensure that the residences comply with the Housing Quality Standards and/or Uniform Physical Condition Standards of the Federal Department of Housing and Urban Development (HUD) and/or the New York State Division of Housing and Community Renewal, as well as other applicable federal, state, and local housing codes. The work is done within parameters of established policies and procedures and in compliance with various Federal and State regulations. The work is performed under general supervision with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Conducts on-site and off-site housing inspections to determine whether violations of applicable federal, state, and local housing codes exist and verifies compliance;

Performs annual and periodic housing inspections as to the physical condition of the units and major appliances, as well as lease compliance, and housekeeping habits of each resident;

Investigates and prosecutes complaints dealing with lease and policy non-compliance including the maintenance of units in an acceptable manner in accordance with lease terms and conditions;

Issues written notices, oversees the correction of unsafe conditions, and ensures that necessary safeguards are taken to correct problems;

Works closely with other staff personnel and local law enforcement in identifying potential fraud or criminal activity as related to residency, household composition, and income and refers problems to appropriate investigative unit;

Assists with carrying out corrective actions and with court and eviction processes;

Corresponds with tenants regarding lease violations and time allowed for correcting deficient conditions;

Plans, organizes, and performs a variety of clerical work in connection with the duties of the position including the compilation of information, maintenance and update of computer records, review and verification of information, and the preparation and filing of reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of inspection procedures used to examine building components to identify unsafe or unsanitary conditions and ability to identify such deficiencies;

Good knowledge of investigative procedures used to determine non-compliance with applicable provisions of local, state, or federal laws and regulations;

General knowledge of applicable provisions of the State and Federal Public Housing Law, New York State Penal Law, and other local, state, or federal housing codes, laws and regulations;

Ability to recognize indicators of potential fraud or criminal activity as related to residency, household composition, and income;

Ability to establish and maintain effective professional relationships with coworkers, local law enforcement, and clients of varied social, economic, and educational backgrounds;

Ability to be firm but courteous;

Ability to maintain records and prepare reports using computer system;

Sound judgment.

Housing Authority Inspector

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in investigating eligibility and compliance for housing services programs or in building inspection, housing inspection, skilled construction work, or closely related field.

**NOTE:** One year of education beyond high school in Architecture Technology, Building Construction Technology, or closely related field may be substituted for the above experience.

**SPECIAL REQUIREMENT:** Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.