

JEFFERY M. LANIGAN
MAYOR



MARK DOMENICO
CHIEF CODE ENFORCEMENT
OFFICER

OFFICE OF THE ASSESSOR
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NOTICE

JOB OPENING

2

Housing Inspector

Competitive (Provisional)
Location: Rome City Hall
Department of Codes

2024 PAY SCALE from 2023 – 2027 CSEA contract
Grade 114 - \$49,306 - \$64,559

WORK WEEK

7 HRS. PER DAY, 35 HRS. PER WEEK
Monday – Friday 8:30am – 4:30pm

QUALIFICATIONS

Please see attached job description

MUST PASS New York State
Civil Service Exam for permanent appointment

Please contact Mark Domenico 315-838-1703
October 25, 2024

HOUSING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Administers and secures compliance to the provisions of the Housing Code; does related work as required. Performs inspections on dwellings to insure compliance with the provisions of the Housing Code. Reports are made to the code enforcement officer who carries the authority for initiating the necessary legal action to gain compliance with the appropriate Housing Code. Employees in this class may be required to perform minor inspection duties involving the building and zoning code. The work is performed under the general direction of the code enforcement officer.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Inspects dwellings to determine compliance with the provisions of the Housing Code;
- Inspects dwellings for the fire safety requirements, structural requirements, plumbing facilities, heating equipment, incinerator facilities, air conditioning and mechanical ventilation, elevators, and housing for domestic animals and pets;
- Performs periodic inspections of all premises within the scope of the Housing Code;
- Investigates all complaints of alleged housing violations;
- Reports violations to the Code Enforcement Officer;
- Participates in the study of housing conditions in the municipality;
- Maintains informative relationships with other governmental agencies;
- Makes out reports and keeps records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the basic structure and facilities found within dwellings;
- Good knowledge of building maintenance activities;
- Good knowledge of the Housing Code and related building codes;
- Ability to establish and maintain cooperative relationships with other public officials;
- Firmness with courtesy;
- Tact;
- Good physical condition.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and two years work or military experience; OR
- (b) Any equivalent combination of training and experience.

RCS: Revised 03-04-96 (NYS Letter 01-08-96)

Approved at 10-12-05 Commission meeting Reviewed: 4-1-06