

## Housing Code Enforcement Specialist Position Description

### DISTINGUISHING FEATURES OF THE CLASS:

Individuals assigned to this position investigate and enforce local and State codes and ordinances for compliance. This is achieved through onsite inspections, phone and digital communications to provide education, voluntary compliance and when needed issuance of infractions and citations. It is essential to have project management skills and the ability to work with multiple departments to ensure safety of life and property while providing customer service. In this position the incumbent is an independent contributor and therefore has no direct report. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

- Interpret and explain City codes and code enforcement rules, City policies and procedures to property owners and the general public; research property and permit records.
- Inspects complaints for lead paint, asbestos, and mold.
- Follow established procedures and document findings, violations, and deficiencies; issue civil infractions, violation notices, stop work orders, warnings, and correction notices to people in clear violation of City codes and state regulations.
- Responds to citizen complaints regarding code violations; exercises appropriate judgement in prioritizing calls; investigates and resolves problems, provides information to the public by phone, in person, and by electronic means regarding code regulations.
- Attend and testify in court on legal matters as needed.
- Serve as a resource for City staff and citizens regarding code requirements and general inquiries.
- Conduct follow-up inspections and verify compliance.
- Coordinate efforts with other City departments and County agencies as needed.
- Prepare technical documents, evidence, reports, and background data to substantiate violations; assist in preparing case reports for court and administrative hearings and testify as needed.
- Maintain and update files and records related to inspection and enforcement activities.
- Support the relationship between the City of Mount Vernon and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff;
- Promote City goals and priorities in compliance with all policies and procedures.
- Meets with citizens, business owners, and special interest groups to explain ordinances and codes.
- Makes presentations to community groups, business organizations, school groups, elected and appointed officials, and city staff.
- Works closely with homeowners, business groups, and community groups to enhance and preserve the quality of neighborhoods through public relations, education, and code enforcement.
- Maintains a variety of paper and electronic records.
- Performs related duties and responsibilities as assigned.

- Maintain confidentiality of work-related issues, client records, and City information; perform related duties as required or assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Applicants must have a thorough knowledge of the laws, codes, ordinances and regulations.
- Ability to conduct investigations, maintain accurate records and prepare reports.
- Ability to make independent decisions while working in the field, analyze situations accurately, and follow established procedures.
- Ability to obtain information from people who may be reluctant to cooperate.
- Ability to handle stressful situations and difficult or angry people.
- Ability to establish and maintain effective working relationships.
- Ability to operate a personal computer utilizing a variety of standard and specialized software.
- Ability to communicate effectively verbally and in writing.
- Ability to work with diverse cultural and socioeconomic groups using tact, discretion, initiative and independent judgment within established guidelines.
- Duties require the use of judgment and tact in explaining regulations to property owners, businesses and attorneys.
- Preference given to Spanish, French, or Portuguese speakers.

**ACCEPTANCE TRAINING AND EXPERIENCE:**

- A) Graduation from a regionally accredited college or university PLUS one year of building construction, building inspection or investigative work enforcing codes and ordinances relating to the safety of building structures or occupancy; OR
- B) Graduation from an accredited college with an Associate Degree in Civil Engineering, Architecture or Building Technology or related field PLUS two years of experience as stated in (a) above; OR
- C) Graduation from high school or possession of an equivalency diploma issued by New York State Department of Education PLUS three years of the experience noted in (a) and (b) above.

**SPECIAL REQUIREMENTS:**

At the time of appointment, applicant must possess a valid New York State Driver's License. The applicant must have valid NYS Building Safety Inspector certification. Additional certifications for lead, asbestos, and mold within the first 6 months of appointment will be required. The applicant will work some evenings and weekends.