

CITY of ONEIDA

Civil Service Commission

Dave Cimpi, Chairperson
Bruce Ironside, Commissioner
Wendy Matters, Commissioner
Jessica Kaiser, Secretary to the Commission

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315-363-2022

NOTICE OF OPEN POSITION

Housing Codes Inspector

The City of Oneida seeks a candidate for the full-time position of Housing Codes Inspector. This position is a tested position in the Competitive class (***provisional appointment***) paid at \$24.63 per hour.

DISTINGUISHING FEATURES OF THE CLASS: Work involves the inspection of dwellings and other housing facilities to determine whether they are maintained in a safe and habitable condition according to the NYS Property Maintenance Code and City of Oneida Ordinances. Work is performed under the general supervision of the Director of Planning. Supervision is not normally a responsibility of this position. The incumbent may also assist the City's Code Enforcement Officer on occasion, or as needed. Performs related work as required.

TYPICAL WORK ACTIVITIES:

- Investigates complaints of violations of the City of Oneida Housing Code and NYS Property Maintenance Code; verifies violations of applicable state and local codes or laws and assists in the prosecution of same;
- Measures dwelling units and rooms to determine compliance with code space requirements;
- Inspects dwellings for safe and unobstructed passageways, stairways, and exits;
- Inspects dwellings and dwelling units for heating, lighting, ventilating, and sanitary facilities for code compliance;
- Performs re-inspection to insure required repairs are completed;
- Prepares reports of inspections made and violations found;
- Corresponds with property owners regarding violations of the City of Oneida Housing Code and time allowed for correction of deficient conditions;
- Maintains records of inspections and follows up on violations to assure corrections by property owner;
- Explains requirements of the City of Oneida Housing Code to property owners, building operators and the public;
- May use computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;
- May explain the requirements of various NYS Codes and local ordinances to building contractors and the general public;

- May conduct inspections of buildings and structures in the process of construction compliance with approved plans, and the requirements of applicable laws, ordinances and codes;
- May furnish prescribed certificates of occupancy and/or issue building and other permits for minor projects in the absence of the Code Enforcement Officer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

- Good knowledge of the requirements of the NYS Property Maintenance Code;
- A working knowledge of the practices and materials used in building construction;
- Ability to work independently in the field and to establish and maintain a cooperative relationship with others;
- Tact and courtesy;
- Good judgement;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a general equivalency diploma **AND** two (2) years' experience in the building trades, code enforcement, inspection or related experience.

SPECIAL REQUIREMENTS

Successful completion of the New York State Building Safety Inspector (BSI) Training Program within one year of appointment and successful completion of the NYS Certified Codes Enforcement Officer (CEO) Training Program within an additional six (6) months, as well as maintenance of these certifications throughout employment with the City.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer

It is the policy of the City of Oneida 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.

Should you be interested, applications and additional information are available in the Civil Service Office, City Hall (2nd Floor), 109 N. Main Street, Oneida, NY 13421, or downloaded at our website: oneidacityny.gov

Submitted by: **Jessica Kaiser,**
Executive Secretary to the Commission

Posted: 09/24/2025