

## **SECTION 8 HOUSING INSPECTOR (FRENCH/CREOLE-SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work involving the inspections of Section 8 housing in order to determine and assure compliance with New York State Division of Housing and Urban Development (HUD) minimum housing standards. Incumbent is under the direct supervision of the Building Inspector and Housing Assistance Administrator I (Existing Housing). Incumbent interprets and communicates with French/Creole tenants in these buildings and is required to possess speaking and reading ability in French/Creole at the fluency level indicated below in the "Note." Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Inspects Section 8 housing for compliance with HUD minimum housing standards;  
Inspects dwellings for safe and unobstructed passageways, stairways and exists;  
Orders unsafe conditions in existing structures to be removed;  
Inspects dwellings for proper disposal of trash and garbage as it pertains recycling under local laws;  
Arranges for condemnation notices to owners of improper or hazardous structures;  
Explains and issues oral notice of violation to instruct violators of the action(s) to be taken to correct or abate the violation(s);  
Issues summons for non-compliance of violation;  
Maintains records of inspections;  
Follows up on violations to assure corrections by property owner;  
May prepare periodic reports of buildings and structures erected or altered;  
May prepare reports of permits issued, fees collected and estimated costs of work covered by such permits.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of HUD housing standards; working knowledge of inspection practices and techniques; ability to read and interpret local and state codes; ability to maintain records of inspections; ability to issue understandable instructions; ability to exercise judgment and tact; ability to deal effectively with people; ability to read, understand and speak French/Creole.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and **both**

1. One (1) year of paid, regular and continuing work experience involving public contact\*
2. Certifications showing completion of the following courses given by a HUD accredited agency:
  - a. Section 8 Housing Quality Standards
  - b. Lead-Based Paint Maintenance Training Program – Pursuant to 24 Code of Federal Regulations Part 35.

\*Public contact experience shall be defined as direct contact (i.e., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiation, counseling, gathering disseminating, or clarifying information, and inspection activities that include contact with individuals, or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.

(over)

**NOTE:**

Incumbents are expected to possess a Level II proficiency in French/Creole (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

**SPECIAL REQUIREMENTS:**

1. It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in Part 434 of Title 19 of New York Codes, Rules and Regulations, who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) and who commence employment on or after January 1, 1985 shall complete the prescribed minimum basic code enforcement training within the applicable period established under that Part as well as required annual in-service training.
2. Possession of a driver's license appropriate for the vehicle to be operated.