



*a town for a lifetime*  
**IRONDEQUOIT** *New York*

**JOB ANNOUNCEMENT**

Code Compliance Inspector  
“Zombie Property Coordinator”

**Distinguishing Features of the Position:** This position involves the investigation and monitoring of known or suspected vacant properties, particularly residential dwellings, and documenting violations of applicable town codes and New York State Uniform Code. Employee in this position is required to make site inspections to verify conditions, take photographs, document violations, and send notices of violations to property owners, mortgagees and their services, and/or property management companies. Vacant properties will be tracked utilizing the town’s code enforcement software and/or other database. Work is performed under the general supervision of higher-ranking staff and department director. Supervision of others is not a characteristic of this position. Performs related work as required. (Note: this is a grant funded position that can only be guaranteed for two years from the start date.)

**Typical Work Activities:**

- Uses a variety of data sources and resources to identify known or suspected vacant properties within the Town of Irondequoit
- Inspects reported or known vacant properties to identify violations of applicable town code and/or state regulations (e.g. NYS Uniform Code)
- Documents conditions with photographs and detailed notes
- Issues notices of violation or apparent violation
- Maintains detailed records of all activities on every property
- Updates files and records as needed
- Assists with providing reports or documents for any legal proceedings

**Skills, Knowledge, Abilities and Personal Characteristics:** Working knowledge of methods, practices and procedures involved in code compliance, especially as it relates to property maintenance and building codes; working knowledge of the legal procedures in code enforcement; working knowledge of data management techniques; effective communication and community relations skills; ability to communicate effectively in writing and verbally; strong attention to detail; physical condition commensurate with the demands of the job.

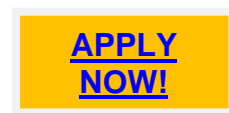
**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma, plus:

Four (4) years of paid full-time or its part-time equivalent experience in responsible public contact work involving resolution of complaints. (Note: Education beyond high school may be substituted for the required experience on a year-to-year basis, up to two years.)

**Special Requirement:** Certified as a Code Enforcement Officer by New York State Department of State and valid New York State driver’s license.

**Rate of Pay:** \$22.22 per hour

**SEND EMPLOYMENT APPLICATION TO:**  
TOWN OF IRONDEQUOIT  
DEPARTMENT OF HUMAN RESOURCES  
1280 TITUS AVENUE, ROCHESTER, NY 14617



**POSTING DATE:** November 9, 2020  
**DEADLINE:** UNTIL FILLED