

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 6668100

Rental Housing Inspector 1, Grade 14 6668100
Rental Housing Inspector 2, Grade 18 6668200
Rental Housing Inspector 3, Grade 23 6668300

Brief Description of Class Series

Rental Housing Inspectors make field inspections of covered rental units in the New York City metropolitan area to evaluate rental conditions and obtain or verify information pertinent to the disposition of applications filed by landlords or tenants under the provisions of various rent control and rent stabilization laws and regulations. These positions are found only in the Office of Rent Administration of the Division of Housing and Community Renewal.

Distinguishing Characteristics

Rental Housing Inspector 1: full performance level; performs the full range of rent inspection duties.

Rental Housing Inspector 2: first supervisory level; supervises and trains Rental Housing Inspectors 1.

Rental Housing Inspector 3: second supervisory level; supervises and trains Rental Housing Inspectors 2.

Related Classes

Housing and Community Renewal Specialists and Managers perform various activities related to one of the Division of Housing and Community Renewals (DHCR) program areas: Housing Management, Community Development or Rent Regulation. These positions analyze data related to the development and implementation of policies associated with the various programs administered by DHCR; provide guidance to the public including builders, sponsors, community organizations, local officials, landlords and tenants and may also perform inspections of private residences and/or monitor housing projects under the jurisdiction of DHCR.

Illustrative Tasks

Rental Housing Inspector 1: under the supervision of a Rental Housing Inspector 2, conducts field inspections of covered rental units to evaluate rental conditions and to obtain or verify information pertinent to the disposition of applications filed by landlords or tenants under the provisions of various rent control and rent stabilization laws and regulations; inspects various aspects of dwellings, buildings and accompanying property; prepares written reports of findings and may testify in hearings regarding such findings; and uses specialized equipment to conduct inspections. These inspections frequently require strenuous physical activity, such as climbing flights of stairs and ladders to inspect roofs or basements and lifting heavy objects such as trap doors or skylights.

Rental Housing Inspector 2: under the supervision of a Rental Housing Inspector 3, supervises Rental Housing Inspectors 1 by assigning inspections and reviewing their written reports of these inspections; conducts inspections of a more sensitive nature; trains staff to conduct field inspections to evaluate rental conditions and verify information pertinent to the disposition of applications filed by landlords and tenants; communicates and keeps staff updated on the provisions of various rent control and rent stabilization laws and regulations; and instructs staff on how to testify in hearings regarding their findings.

Rental Housing Inspector 3: under direction of Housing and Community Renewal Manager 1 (Rental Inspection), M-2, supervises an Inspection unit. Duties include: provide administrative supervision over teams of two Rent Inspectors 2, Grade 18, and four to six Rent Inspectors, Grade 14 to ensure compliance with HCR inspections policy and procedures; review assignments to ensure adequate staffing; review samples of the completed inspection reports for quality and completeness; assist Housing and Community Renewal Manager 1 (Rental Inspection) in the establishment of training and procedure documents for staff; communicate with other state agencies and localities regarding the agency's rent inspection programs; monitor operations for assigned team and suggest improvements to inspection policies and procedures; coordinate inspections with other state and local agencies; and perform the full range of administrative supervisory duties.

Minimum Qualifications

Rental Housing Inspector 1

Open Competitive: two years of experience conducting building inspections; or two years of experience in building construction or maintenance of multiple dwellings; or one year of experience as described above, and A) successful completion of an accredited certificate program in building trades or B) completion of an apprenticeship program in the construction field, or C) an associate's degree or higher in construction or building trades technology.

Rental Housing Inspector 2

Promotion: one year of permanent service as a Rental Housing Inspector 1 or Rental Housing Inspector 1 (Spanish Language).

Rental Housing Inspector 3

Promotion: one year of permanent service as a Rental Housing Inspector 2 or Rental Housing Inspector 2 (Spanish Language).

Rental Housing Inspectors (Spanish Language) must demonstrate Spanish language proficiency at a level that will ensure ability to perform the duties of the position.

Rental Housing Inspectors must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter or otherwise meet the transportation needs of the job.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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