



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting resumes for the position of

HOUSING CODE AND COMMERCIAL CODE INSPECTOR

Salary: \$53,467.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter, three professional references, to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Wednesday, April 22, 2015.

DUTIES CHARACTERISTIC AS TO TYPE AND LEVEL:

Technical field inspection work of ordinary difficulty and responsibility in inspection of dwelling units in all categories for conformance to the Housing and Commercial Code for matters involving public health, safety and I welfare of occupants; inspection of all commercial buildings adopted to permanent or continuous occupancy or use for public, institutional, business, industrial or storage purposes; related work as required; performed under general supervision.

TYPICAL TASKS OR ASSIGNMENTS:

Inspects dwellings and dwelling units individually and collectively for adequate access such as stairways, doorways, fire escapes; checks for sanitary facilities including toilets, baths, sinks, lavatories, etc.; checks for adequate heating facilities, electrical wiring and outlets; checks for structural deterioration of walls, ceilings, windows, doors, roofs, floors, etc.; inspects commercial buildings and properties in all categories for conformance to the commercial code; inspects for structural deterioration of foundation walls, exterior walls, interior walls, chimneys and all flue attachments; inspects exterior porches, landings, balconies, stairs, fire escapes, permanent signs and billboards, display windows, store fronts, awnings, marquees and exterior surfaces of buildings including roofs, windows, cornices, etc.; inspects restrooms for proper occupancy, sanitary conditions and ventilation; inspects electrical service and fuse capacity for safety defects; inspects for any and all other defects that may be injurious to the health and safety of occupants; prepares and keeps visual, photographic and written records of inspections listing all violations; investigates complaints; prepares daily inspection report for Housing Code Officer; assists in the interpretation of the Housing Code; testifies in court proceedings involving violations of the Housing Code; meets with interested parties to discuss Housing Code violations.

MINIMUM QUALIFICATION REQUIREMENTS:

As to education, training and experience:

- High school graduation or equivalent; and
- Three years of satisfactory full-time experience in building construction work or in investigational work; or
- A satisfactory equivalent combination of education, training and experience.

As to special knowledge, ability and skill:

- Good knowledge of the City of Bridgeport.

- Ability to keep records of inspections and to write intelligent reports.
- Ability to read architectural plans and to take measurements in the field.
- Ability to size up situations and people and to get along well with others.
- Keen powers of observation; integrity; tact; good judgment.
- Good health and freedom from disabling physical defects.
- Possession of a valid Connecticut motor vehicle operator's license.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

Please note: due to the anticipated volume of submissions received, we will only contact those applicants whose experience, background, and skills best match our requirements.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103