

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: JANUARY 9, 2025

RENTAL PROPERTY COMPLIANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent will assist in implementing and managing the Rental Dwelling Unit Registration Policy. The role involves maintaining a database of rental properties, ensuring compliance with registration and inspection requirements, addressing violations, and supporting overall code enforcement efforts. The work is performed under the direct supervision of the Building Inspector with latitude permitted for the exercise of independent judgment in performing assigned duties in accordance with all applicable rules, procedures, policies, and laws. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Oversees the registration of rental properties in a municipality;
2. Processes and verifies applications for the Rental Dwelling Unit Registration Program;
3. Maintains and updates the public database of registered rental properties, including owner and manager contact details;
4. Ensures timely annual renewals and manages transfer of registration upon property ownership changes;
5. Provides code enforcement support by assisting with and conducting mandated safety inspections of two-family and multi-unit dwellings;
6. Coordinates with other code enforcement personnel to issue notices of violation and track corrective actions;
7. Prepares written reports on compliance status and enforcement actions;
8. Serves as a liaison between property owners, tenants, and the municipality regarding registration requirements, inspection schedules, and compliance issues;
9. Educates property owners on the responsibilities of certificate holders and applicable laws;
10. Monitors registration fee payments and follows up on outstanding fees or penalties;
11. Tracks and reports revenue generated through the registration program;
12. Addresses tenant concerns related to rental property conditions and violations;
13. Ensures tenants understand their responsibilities under the policy;
14. Supports the policy compliance appeals process by gathering documentation and assisting with public hearings or administrative reviews;
15. Coordinates with municipal attorneys and officials for appeals and legal matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of building safety inspection requirements and applicable regulations; good knowledge of the New York State Uniform Fire Prevention and Building Code, multiple residency law and local building codes and ordinances; good knowledge of the principles and methods of fire prevention; good knowledge of the legal procedures used in enforcement of the codes; good knowledge of the principles and methods of field inspection; ability to inspect structures to determine their compliance with regulations; ability to write clear and concise reports and to maintain records in an orderly manner; ability to establish and maintain cooperative relationships with other public officials, contractors and the general public; ability to be firm but courteous; tact; reliability; integrity; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT:

1. Possession of a valid New York State driver's license at time of appointment and for the duration of employment; **AND**
2. Employees must complete NYS Building Safety Inspector basic training courses 9A, 9B, and 9C within six (6) months of appointment; **AND**
3. Employees must complete annual in-service training for the duration of employment.