



## NOTICE JOB POSTING

**TO:** Health Department employees affiliated with the National Association of Government Employees (aka "NAGE"), Local RI-200

**FROM:** Civil Service Commission Office

**DATE:** Thursday, January 9, 2025

**RE:** Health Code Enforcement Inspector

The City of Bridgeport's Health Department, Environmental Health Division has an opening for the position of Health Code Enforcement Inspector.

The primary function for this position is to perform site inspections for Anti-Blight activities, housing and commercial code activities and lead hazards. This position will also maintain inspection notes, property violation records and lead inspection documentation for all inspections performed. This role will include performance of general typing, filing and other clerical functions. A complete job description is attached.

The essential functions or duties described above is a general statement of functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

Current annual salary of \$66,120.00 (Step 1) - \$70,748.00 (Step 2) - \$75,374.00 (Step 3) - \$80,002.00 (Step 4 – Top). The wage rate of a selected employee shall be determined as follows:

The qualifications and salary level(s)/step(s) for this position will be based upon successful completion and retention of the following requirements:

- Level/Step 1: Minimum requirements, knowledge, skills, abilities and licenses/certifications.
- Level/Step 2: Connecticut Lead Inspector/Risk Assessor Certification.
- Level/Step 3: National Certification for Property Maintenance and Housing Inspection.
- Level/Step 4: Graduation from an accredited college or university with a bachelor's degree in Public Health or related field, at the discretion of management.

All hires are required to meet the minimum qualifications. Incumbent classification holders shall obtain and maintain all listed requirements to progress to a subsequent salary level/step, irrespective of service within the classification. Note: Permanent employees promoted to a higher classification within the bargaining unit shall serve a promotional probationary period of six (6) months.

First opportunity to fill this position will be offered to qualified NAGE, Local RI-200 employees within the Health Department. If interested, eligible members who meet the required qualifications, as determined by the City, may submit an electronic bid (via email) by delivering or emailing a resume to the Office of the Civil Service Commission, City Hall, room #106 or [COB.JOBS@bridgeportct.gov](mailto:COB.JOBS@bridgeportct.gov). If submitting electronically, please include the following in the subject line: *"Health Code Enforcement Inspector – Member Name – NAGE Bid."*

**DEADLINE TO APPLY IS Wednesday, January 15, 2024.** This notice is also available for review on our City's Career Website at [www.bridgeportct.gov/careers](http://www.bridgeportct.gov/careers).

This document serves as general notice as required by NAGE, RI-200 Union contract. The City reserves the right to correct any information which may have been inadvertently misstated.

JCC 3318

**CITY OF BRIDGEPORT  
JOB DESCRIPTION**

Job Title: **Health Code Enforcement Inspector**  
Department: Health & Social Services  
Reports To: Director of Health and/or Department Authority/Designee  
Union / Pay Grade: National Association of Government Employees (NAGE)  
Job Class Code:

**SUPERVISION RECEIVED:** Ranges from Daily to minimal; supervision provided on an as-needed basis.

**GENERAL STATEMENT OF DUTIES:**

The primary function for this position is to perform site inspections for Anti-Blight activities, housing and commercial code activities and lead hazards. This position will also maintain inspection notes, property violation records and lead inspection documentation for all inspections performed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Inspect properties for Anti-Blight activities.
- Inspect dwellings and dwelling units for adequate access such as stairways, doorways, fire escapes; checks for sanitary facilities; checks for adequate heating facilities; checks for structural deterioration of walls, ceilings, windows, doors roofs, floors, etc.; inspects exterior porches, landings, balconies, stairs and exterior surfaces of buildings.
- Inspects commercial buildings and properties in all categories for conformance to the commercial code.
- 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.
- Assists in the interpretation of the Housing Code and other relevant codes.
- Meets with interested parties to discuss Housing Code violations and other code violations.
- Conducts dwelling investigations with an XRF to detect lead hazards.
- Follows state and federal protocol to monitor and ensure abatement of health threatening lead hazards.
- Establishes and maintains records of all investigations.
- Other duties as assigned by the Director of Health and/or Department Authority/Designee.

**MINIMUM EDUCATIONAL REQUIREMENTS:**

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

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Good knowledge of the City of Bridgeport.
- Ability to speak a second language is preferred.
- Ability to keep records of inspections and to write reports.
- Strong interpersonal, analytical, organizational, written and oral communication skills required.
- The ability to be able to work independently and as part of a team.
- Computer literacy: knowledge of Microsoft Office applications (Word, Excel, and Outlook) and classification relevant software.

#### LICENSES AND CERTIFICATIONS:

- A valid Connecticut Driver's License is required for transportation between various sites.

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Level/Step 1:	Minimum requirements, knowledge, skills, abilities and licenses/certifications.
Level/Step 2:	Connecticut Lead Inspector/Risk Assessor Certification.
Level/Step 3:	National Certification for Property Maintenance and Housing Inspection.
Level/Step 4:	Graduation from an accredited college or university with a bachelor's degree in Public Health or related field, at the discretion of management.

\*All hires are required to meet the minimum qualifications. Incumbent classification holders shall obtain and maintain all listed requirements to progress to a subsequent salary level/step, irrespective of service within the classification.

#### PHYSICAL DEMANDS:

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals or airborne particles, risk of electrical shock, and vibration.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, qualifications, physical, and cognitive which comprise this position. The above is intended to be a fair representation of the "typical" demands of the position.*

*The City of Bridgeport is an Equal Opportunity Employer VET/AA/DIS/SO/GI*