

**CITY OF CRANSTON DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPEN AND COMPETITIVE CIVIL SERVICE EXAMINATION
FOR BUILDING/ZONING INSPECTOR**

SALARY COMMENSURATE WITH EXPERIENCE

Applications must be submitted to the office of the Director of Personnel Room 107, Cranston City Hall, 869 Park Avenue Cranston RI 02910. Applications may be downloaded at www.cranstonri.gov/departments/personnel. Applications may be submitted to the Personnel Department by: Fax: (401) 780-3362; Email: personnelapplications@cranstonri.org; US Mail: Personnel Director, 869 Park Avenue, Cranston RI 02910

***Indeed candidates must also submit the City of Cranston application to be considered for the position. The time and place of the examination will be announced by email. You must provide an active email address that you regularly monitor for messages.**

****BUILDING/ZONING INSPECTOR - FULL TIME****

DISTINGUISHING CHARACTERISTICS OF CLASS:

This position which is in the Department of Inspections, is responsible for the interpretations and enforcement of the Rhode Island State Building Code, all referenced codes, i.e.: electrical, plumbing, structural handicap, mechanical, life safety code as well as the City of Cranston Codes and Ordinances. Must be responsible for interfacing with other city departments and agencies. Performs inspections and files reports of work being performed under legal building permits issued by the Inspection Department to ensure compliance with the Rhode Island State Building Code. Inspections include but are not limited to checking fire-related assemblies, fireproofing of structural members, means of egress requirements, light and ventilation requirements and the presence of any structural or fire hazards. Preparations of reports of field inspections for the purpose of enforcing compliance with the Cranston Zoning Ordinance and the Rhode Island State Building Code. Acts as a witness to existence of violations of the Cranston zoning ordinance and the Rhode Island State Building Code in any legal proceedings taken by the Department in the Municipal or State courts. Provides architects, engineers, contractors and members of the general public with information with respect to the requirements of the Rhode Island State Building Code, Cranston zoning ordinances and other related City ordinances and State laws. Is responsible for any functions or duties as may be assigned.

ILLUSTRATIVE EXAMPLES OF WORK:

Inspects fire-damaged dwellings to determine the extent of damage, threat to the general public and firefighters and the business license applications when asked by the City Clerk's Office to ensure compliance with the Cranston zoning ordinances. Inspects all school buildings for the Rhode Island Department of Education for yearly certification of compliance with the Rhode Island State Building Code. Will be required to process building permit applications, zoning board applications, certificates of occupancy, etc. Inspects all building and structure construction, repair and alteration work during process and upon completion for conformity with approved plans and enforces laws and ordinances governing such work. Inspects structures where a fire has occurred, determining the extent of damage and the condition of structure. As assigned, makes surveys of elevators, fire escapes, signs and places of assembly to determine compliance with governing laws and ordinances. Issues verbal and written orders for correction of defects and workmanship or materials. Prepares reports and recommendations governing conditions and action to be taken concerning buildings under construction and repair. Issues permits, studies plan, answers questions regarding building and zoning problems. Performs related duties as required.

DESIRABLE KNOWLEDGE, SKILL AND ABILITIES

Thorough knowledge of the building codes, State and City laws and ordinances governing the construction and maintenance of buildings and ability to interpret these to interested parties. Ability to read instructions plans and blueprints and recognizes deviations from the approved plans in the construction process. Ability to establish effective working relationships with contractors, architects and building owners to enforce rules and regulations impartially and fairly. Applicant must have the ability to express himself /herself clearly and concisely both orally and in writing.

DESIRABLE EXPERIENCE AND TRAINING

Applicants must be a high school graduate with additional training in engineering from a technical school or preferably graduation from a recognized college or university with major courses in engineering or architecture or five (5) years of equivalent verifiable training and experience in the field of building construction or inspection. **Applicant must be certifiable by the State of Rhode Island as a local building inspector.**

Certification requires at least three (3) years' experience in construction, the knowledge of generally accepted building practices, the ability to read building construction plans and specifications in the field as well as the ability to write concise narrative reports for correction of violations observed on the job, etc. State certification also requires the completion of a course given by the State Building Commissioner.