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**CITY OF CRANSTON**

**DEPARTMENT OF PERSONNEL**

**ANNOUNCES AN OPEN COMPETITIVE & PROMOTIONAL CIVIL SERVICE EXAMINATION**

**FOR MINIMUM HOUSING INSPECTOR**

**STARTING SALARY: $50,865.54 to $63,422.63**

Applications must be received on or before 4:30 PM, Thursday, January 23, 2025, in the office of the Director of Personnel Room 107, Cranston City Hall, 869 Park Avenue Cranston RI 02910. Applications can be downloaded from [www.cranstonri.com](http://www.cranstonri.com/) Completed applications may be submitted to the Personnel Department by:

 1. Fax: (401) 780-3362

 2. Email: personnelapplications@cranstonri.org

 3. US Mail: Personnel Director, 869 Park Avenue, Cranston, RI 02910

**Candidates applying through Indeed.com 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.

**Overview:**

The City of Cranston is seeking a qualified Building Inspector to join our team under the supervision of the Building Official. The successful candidate will be responsible for inspecting buildings and structures to ensure compliance with approved plans, relevant codes, and ordinances. This role entails preparing reports on compliance and violations of City Building Ordinances and the State Building Code, as well as being on call for structural emergencies.

**General Responsibilities:**

- Inspect structures for compliance with Rhode Island State Building Codes.

- Occasionally fill in for the Building Official in their absence.

- Respond to structural emergencies, including fires, vehicular damage, and natural disasters.

- Conduct minimum housing inspections for compliance with property maintenance codes.

- Review blueprints for adherence to minimum building code standards.

- Prepare reports for the Building Official regarding inspections and findings.

- Collaborate with other divisions such as Engineering, Water, Sewer, and Zoning to ensure compliance before issuing permits.

- Conduct Electrical, Plumbing, or Mechanical inspections as necessary.

- Perform additional duties as assigned by the Building Official or Public Works Director.

**Desirable Abilities, Knowledge, and Skills:**

- Proficient in writing professional correspondence and reports.

- Ability to maintain confidentiality and handle sensitive information.

- Effective communication skills, both oral and written.

- Capability to follow oral and written instructions accurately.

- Professional and courteous response to public inquiries.

- Strong interpersonal skills to maintain relationships with the public and coworkers.

- Ability to work efficiently under pressure.

- Basic computer skills, particularly with View Permit software.

- Availability for occasional nights, weekends, and emergencies.

- Must pass an in-depth background check.

- Valid state driver’s license required.

- Certification as a Rhode Island State Certified Building Inspector/Official must be maintained.

**Minimum Qualifications:**

- Must obtain Building Official certification within one year.

- At least 5 years of responsible, in-charge construction experience in building trades.

- High school diploma and completion of courses in engineering or architecture, or graduation from a technical institute with training in construction or engineering.

- Current Rhode Island certification or ICC certification as a Residential Inspector or Official.

**Preferred Qualifications:**

- Five years of experience in a Minimum Housing inspection or building inspection program, or any equivalent combination of experience and training.

- Multi-disciplined certified inspector (Electrical, Plumbing, and Mechanical).

**Examination Weight:**

Oral Examination: 100%

**Interested candidates are encouraged to apply and become part of our dedicated team, ensuring safety and compliance in the City of Cranston**.