

NOTICE OF VACANCY

Title: Building Inspector

Salary: \$55,000 + benefit package including major medical, dental and vision insurance as well as enrollment in the New York State Retirement System, Deferred Comp, paid holidays, vacation, personal and sick leave and more.

Classification: Competitive

The City of Kingston is looking for a full-time Building Inspector to work in the Building, Safety and Zoning department.

Typical work activities include the review of construction plans and the inspection of buildings for compliance with building laws and regulations. The work includes the inspection of existing dwellings and lots for compliance with The New York State Uniform Fire Prevention and Building Code, local laws, rules, and ordinances in the City of Kingston relating to the use and maintenance of property. The position entails a high degree of responsibility since errors in judgment might endanger the lives and property of the city's inhabitants.

The qualified candidate will have good knowledge of NYS Uniform Building and Fire Codes; good knowledge of local municipal codes and ordinances; good knowledge of building construction techniques and materials; good knowledge of computers, spreadsheets, and property inspection software; ability to read, interpret and review construction plans; ability to write clear and concise reports and to communicate effectively both orally and in writing; ability to maintain accurate details records and project files.

Possession of New York State Code Enforcement Officer Certification preferred.

Minimum Qualifications:

- A. New York State Certified Code Enforcement Official (CEO); or
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an associate degree in mechanical or construction technology or closely related field; or
- C. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience as a building contractor, or trades worker, or in the design of building or the inspection of buildings for safety and compliance codes; or
- D. Any equivalent combination of training and experience as indicated in (A), (B) and (C) above.

SPECIAL REQUIREMENT: Must obtain CEO certification as indicated below.

To be a certified code enforcement official, an individual must successfully complete the required basic training (a minimum of 120 hours of basic training) and maintain the required yearly in-service training (24 hours annually) and any required advanced in-service training. A person has 18 months from the first training class to complete the basic training program. If an individual is appointed as either a BSI or CEO for a municipality, they have 18 months from their appointment date to complete the basic training program. Per MSD IM08-18 and 19NYCRR Part 1208.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Must have a valid New York State Driver's License with a clean driving record at time of appointment and maintained throughout employment.

Applications will be accepted at the Kingston Civil Service Office until December 16, 2022, at 420 Broadway, Kingston, NY 12401. Applications can be emailed to jdecicco@kingston-ny.gov. Please include the title "Building Inspector" in the subject line. Visit www.kingston-ny.gov/Employment to print the employment and examination application. Resumes are not accepted.

This posting is in the competitive class. The position will be filled on a provisional basis. Provisional appointments mean the incumbent must take the Civil Service examination when it is offered and be among the top three willing to accept appointment. For more information about Civil Service employment call (845) 334-3921.

The City of Kingston is an Equal Opportunity/Affirmative Action Employer