

# NOTICE OF VACANCY

**TITLE:** Fire Inspector

**GRADE:** CSEA Pay grade 6

**SALARY:** \$ 60,000 (Annually) + Major Medical, Dental and Vision as well as paid time off (vacation, personal days, and sick leave) and enrollment in the New York State Retirement System.

**CLASSIFICATION:** Competitive

The City of Kingston is looking for a full-time Fire Inspector responsible for inspecting new or existing commercial and residential buildings, structures, premises, and operations for fire hazards and conformance with City and State fire codes. The work involves the review of construction plans and the inspection of buildings for compliance with building laws and regulations. The work also 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.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from High School or possession of a High School Equivalency diploma and possession of a New York State Code Enforcement Officer Certification (CEO) and two (2) years of experience conducting fire prevention inspections, building inspections, or inspections in a closely related field.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:** Possession of a valid New York State Driver's License.

**PHYSICAL REQUIREMENTS:** While performing the essential functions of this job some tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking.

**Applications:**

Applications must be submitted to the Civil Service office and will be accepted until the position is filled. Applications for this position may be obtained from the Civil Service Office in City Hall, Ground Floor, 420 Broadway, Kingston, NY 12401 or on our website at [www.kingston-ny.gov](http://www.kingston-ny.gov) under the Employment tab.

*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*