

NOTICE OF VACANCY

<u>Title:</u>	Housing Code Inspector
<u>Grade:</u>	4
<u>Salary:</u>	\$28,668.50 (Bi-weekly \$1,099.62)
<u>Classification:</u>	Competitive

The City of Kingston is looking to fill two full-time Housing Code Inspector vacancy in the Building, Safety and Zoning department.

Typical work activities include inspecting the repair, maintenance and construction of buildings and structures and enforcing the provisions of the local Housing Code. Re-inspections are made to determine whether reported violations have been corrected. The work in this entry level position is carried out in accordance with established rules, regulations and procedures for the inspecting and reporting of the conditions of buildings.

The qualified candidate will have working knowledge of the City's Housing and Building Codes; ability to learn the elementary safety principles of electricity, plumbing and other elements of home construction; ability to establish cooperative relations with the general public; good judgment and tact in dealing with the public; ability to write clear and concise reports; ability to follow moderately complex oral and written directions; ability to get along well with others; courtesy; physical condition commensurate with the demands of the position.

ACCEPTED TRAINING AND EXPERIENCE:

Graduation from High School or possession of a High School Equivalency diploma.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Possession of a valid New York State Driver's License.

Applications will be accepted at the Kingston Civil Service Office until November 17, 2023 at 420 Broadway, Kingston, NY 12401. Applications can be emailed to jdecicco@kingston-ny.gov. Please include the title "Housing Code Inspector" in the subject line.

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