

# NOTICE OF VACANCY

**Title:** Building Inspector

**Salary:** \$64,446.00 + benefits including, major medical, dental and vision insurance, paid time off, paid holidays, enrollment in the New York State Retirement System. Uniforms provided.

**Classification:** Non-Competitive (NY Helps)

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

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. Complaints and suspected violations are investigated, and data is collected in such form and manner, which may be used in court proceedings. The work calls for an individual with technical experience in the building construction field and the ability to work independently.

The qualified candidate will have working knowledge of building construction, materials and structural systems; Working knowledge of plumbing, heating and electrical systems; Ability to understand, interpret and apply written regulations pertaining to buildings and land use; Ability to measure and draw scaled floor plans of buildings and dwelling units; Basic knowledge of mathematics as they relate to duties; Ability to work independently in the field and to establish and maintain cooperative relationships with others; Computer skills (Microsoft Office); Tact; Good judgment; Physical condition commensurate with the demands of the position.

**Accepted Training and Experience:**

- 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. An equivalent combination of training and experience as defined by the limits of (A) and (B) and (C).

**Special Requirement for Acceptance of Application:**

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

**<sup>1</sup>Special Requirement for Employment:**

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 IM-08-18 and 19NYCRR Part 1208.*

Applications will be accepted at the Kingston Civil Service Office until the position is filled, at 420 Broadway, Kingston, NY 12401. Applications can be emailed to [rkimble@kingston-ny.gov](mailto:rkimble@kingston-ny.gov). Please include the title "Building Inspector" in the subject line.

***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***