

NOTICE OF VACANCY

Title: Senior Building Inspector

Salary: \$60,000

Benefits: Include major medical, dental and vision effective the first day of employment. Paid time off, including paid holidays. Enrollment in the NYS Retirement Plan.

Classification: Competitive

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

Typical work activities include performing a variety of responsible, specialized and technical work that includes substantial public interaction. Provides direct support to the public in the processing of plans and permits. Enforces building, plumbing, electrical, mechanical, zoning and fire codes and laws. Assists lower-level staff with code and technical matters, reviews and checks building plans and specifications. Issues permits and collect fees. Inspects buildings in all stages of construction, alteration, and repair; provides lead direction to subordinate staff and does related work as required.

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 records and project files.

MINIMUM QUALIFICATIONS:

- A. New York State Certified Code Enforcement Official (CEO) and one (1) year 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
- B. Graduation from a regionally accredited or NYS registered college or university with an associate degree in civil engineering, Architecture, Construction Technology, or closely related field and one (1) year 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
- C. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience as defined above; or
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

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

SPECIAL REQUIREMENTS: 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. If an individual has already started the basic training, it is the shorter of the two time frames. *Per MSD IM-08-18 and 19NYCRR Part 1208.*

This is a government agency and positions are classified under Civil Service Law. This is a competitive class position and will be filled on a provisional basis. The incumbent will be required to take the exam being given on January 13, 2024. Must be in the top three willing to accept appointment to retain position. Employees of the City of Kingston may be represented by a union. Salary starts at \$60,000 currently and increases according to union negotiations.

Applications will be accepted at the Kingston Civil Service Office at 420 Broadway, Kingston, NY 12401. Completed applications may also be mailed to the Civil Service at the same address.

For more information about Civil Service employment call (845) 334-3921.

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