

**CITY OF CRANSTON DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPEN AND COMPETITIVE CIVIL SERVICE EXAMINATION FOR
PLAN REVIEWER/FIELD INSPECTOR**

STARTING SALARY: \$60,189.04

Applications must be received on or before 4:30 PM, Tuesday, **November 12, 2024**, in the office of the Director of Personnel Room 107, Cranston City Hall, 869 Park Avenue Cranston RI 02910. Applications may be downloaded at www.cranstonri.gov/department/personnel. Applications may be submitted to the Personnel Department by: Fax: (401) 780-3362; Email: personnelapplications@cranstonri.org; US Mail: Personnel Director, 869 Park Avenue, Cranston RI 02910

***Indeed candidates must also submit the City of Cranston application to be considered for the position. The time and place of the examination will be announced by email. You must provide an active email address that you regularly monitor for messages.**

SUMMARY:

This position, which is located in the Department of Inspections, is responsible for the interpretations and enforcement of the Rhode Island State Building Code, all referenced codes i.e.: electrical, plumbing, structural handicap, mechanical, life safety code as well as the City of Cranston Codes and Ordinances. Must be responsible for interfacing with other city departments and agencies. Performs inspections and files reports of work being performed under legal building permits issued by the Inspection Department in order to insure compliance with the Rhode Island State Building Code. Inspections include but are not limited to specified phases of residential construction, checking fire-rated assemblies, means of egress requirements, light and ventilation requirements and the presence of any structural or fire hazards. Preparations of field inspections reports for the purpose of enforcing compliance with the Cranston Zoning Ordinance and the Rhode Island State Building Code. Acts as a witness to existence of violations of the Cranston Zoning Ordinance and the Rhode Island State Building Code in any legal proceedings taken by the Department in the Municipal or State courts. Provides architects, engineers, contractors and members of the general public with information with respect to the requirements of the Rhode Island State Building Code, Cranston Zoning Ordinance and other related City Ordinances and State laws. Is responsible for any functions or duties as may be assigned.

DUTIES & RESPONSIBILITIES:

Receive and process applications for constructions which includes residential, commercial and industrial applications. Review construction plans to ensure compliance with the Rhode Island State Building Code. Submit plans to the State Fire Marshall and discuss pertinent fire safety standards. Coordinate with local fire authorities as to type of fire alarm system to be used, availability of hydrants etc. Submit plans to the Planning Department for inspection regarding zoning, parking requirements, and landscaping. Coordinate regulatory requirements involving drainage, grade, dry wells, curb cuts, access and exit points, etc. with City Engineer. Discuss code compliance/violations with Building Inspectors. Accumulate data from all of the above

departments, evaluate and discuss their comments and/or changes, then prepare appropriate correspondence to the applicant. Maintain all records and files on each application. Verify costs of projects and issue permits when all criteria have been met. Conduct field inspections as necessary and other related duties.

EXAMINATION:

Examination shall consist of an oral examination that will count for 100% of your final grade. The minimum passing grade will be 70%. Qualified employees will have appropriate seniority points added to a passing score.

PREFERENCE:

Honorably discharged active duty war veterans who have received a passing grade of 70% on the test shall have five (5) points added to their final grade and disabled active duty war veterans shall have ten (10) points added to their final grade.

In order to receive credit for veteran's preference, an honorably discharged active duty war veteran must furnish **DD214** when filing application. A disabled active duty war veteran must submit proof that he/she has been classified by the Veterans Administration.

Applicant must provide **DD214** with application.

VETERAN DATES for ACTIVE DUTY WAR VETERANS are as follows:

July 1, 1958 to January 1, 1959

August 5, 1964 to May 7, 1975

August 20, 1982 to December 31, 1987

December 20, 1989 to January 31, 1990

August 2, 1990 to July 13, 1992

September 18, 2001 - A period prescribed by law, an Act of congress of Presidential Proclamation

October 16, 2002 - A period to be prescribed by law, an Act of Congress or Presidential Proclamation

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of and field experience with applicable Federal, State, and City of Cranston Codes and Ordinances. Ability to read and interpret plans, specifications and blue prints and the capability and experience of applying this knowledge to the physical work performed in the field. Understanding of the basic standards and principals essential for the execution of the work of all the building trades. Ability to communicate effectively with the public and co-workers.

DESIRABLE EXPERIENCE AND TRAINING

Graduation from a standard high school. Advanced training in drafting, architecture or structural engineering, blue print reading and general construction procedures. Minimum of five years of verifiable direct experience applying the skills and knowledge identified above. Any combination of education and experience which demonstrates and verifies the possession of knowledge, skills and ability to perform the duties and assume the responsibilities of the position. Must be certified or able to complete the certification requirements pursuant to RIGL Section 23-27.3-107.6 within twelve (12) months subsequent to employment.

The City of Cranston encourages diversity in its workforce.

We are an Equal Employment Opportunity Employer.

