

**CITY OF CRANSTON DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPEN COMPETITIVE AND PROMOTIONAL CIVIL
SERVICE EXAMINATION FOR BUILDING/ZONING INSPECTOR**

****BUILDING/ZONING INSPECTOR -**
Starting Salary \$64,402.27 as of July 1, 2025

Applications must be received on or before 4:30 PM, **Wednesday, May 15, 2025**, in the office of the Director of Personnel, Room 107, Cranston City Hall, 869 Park Avenue, Cranston RI 02910.

Applications can be downloaded at: www.cranstonri.gov/departments/personnel/

Completed application, cover letter, resume, and (optional) writing samples may be submitted to the Personnel Department by:

1. Fax: (401) 780-3362
2. Email: personnelapplications@cranstonri.org (PDF Format)
3. US Mail: Personnel Director, 869 Park Avenue, Cranston, RI 02910

**** Candidates applying through any online or trade organization website 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.

DISTINGUISHING CHARACTERISTICS OF CLASS:

This position which is 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 to ensure compliance with the Rhode Island State Building Code.

Inspections include but are not limited to checking fire-related assemblies, fireproofing of structural members, means of egress requirements, light and ventilation requirements and the presence of any structural or fire hazards. Preparations of reports of field inspections 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 Stated 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 s and other related City ordinances and State laws. Is responsible for any functions or duties as may be assigned.

ILLUSTRATIVE EXAMPLES OF WORK:

Inspects fire-damaged dwellings to determine the extent of damage, threat to the general public and firefighters and the business license applications when asked by the City Clerk's Office to ensure compliance with the Cranston zoning ordinances. Inspects all school buildings for the Rhode Island Department of Education for yearly certification of compliance with the Rhode Island State Building Code. Will be required to process building permit applications, zoning board applications, certificates of occupancy, etc. Inspects all building and structure construction, repair and alteration work during process and upon completion for conformity with approved plans and enforces laws and ordinances governing such work. Inspects structures where a fire has occurred, determining the extent of damage and the condition of structure. As assigned, makes surveys of elevators, fire escapes, signs and places of assembly to determine compliance with governing laws and ordinances. Issues verbal and written orders for correction of defects and workmanship or materials. Prepares reports and recommendations governing conditions and action to be taken concerning buildings under construction and repair. Issues permits, studies plan, answers questions regarding building and zoning problems. Performs related duties as required.

DESIRABLE KNOWLEDGE, SKILL AND ABILITIES

Thorough knowledge of the building codes, State and City laws and ordinances governing the construction and maintenance of buildings and ability to interpret these to interested parties. Ability to read instructions plans and blueprints and recognizes deviations from the approved plans in the construction process. Ability to establish effective working relationships with contractors, architects and building owners to enforce rules and regulations impartially and fairly. Applicant must have the ability to express himself / herself clearly and concisely both orally and in writing.

DESIRABLE EXPERIENCE AND TRAINING

Applicants must be a high school graduate with additional training in engineering from a technical school or preferably graduation from a recognized college or university with major courses in engineering or architecture or five (5) years of equivalent verifiable training and experience in the field of building construction or inspection.

Applicant must be certifiable by the State of Rhode Island as a local building inspector.

Certification requires at least three (3) years' experience in construction, the knowledge of generally accepted building practices, the ability to read building construction plans and specifications in the field as well as the ability to write concise narrative reports for correction of violations observed on the job, etc. State certification also requires the completion of a course given by the State Building Commissioner.

Education and Experience Requirements

Desirable Experience and Training:

- High school diploma required
- Additional training in engineering or architecture preferred
- Ideally a graduate from a recognized college or university with a major in engineering or architecture
- Alternatively, at least 5 years of proven experience or training in building construction or inspection
- Must be eligible for Rhode Island State Certification as a local building inspector

State Certification Requirements:

- Minimum 3 years of construction experience
- Knowledge of standard building practices
- Ability to read construction plans and specifications
- Ability to write clear and concise reports on job-site violations
- Completion of a certification course provided by the State Building Commissioner

Civil Service Examination

An oral civil service examination will be administered to each qualified applicant. The city will allow video conference for this portion of the selection process, if requested. The weight of this examination shall be 100%, and the minimum passing grade shall be 70%. Qualified applicants will have appropriate seniority points added to a passing score.

Preference

Honorably discharged active-duty war veterans who have received a passing final grade of 70% shall have five (5) points added to their final grade and disabled active-duty war veterans shall have (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 his/her DD 214. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veterans' Administration. The DD 214 and proof of disability classification must be submitted at the time of the written examination.

Veterans' dates for active duty war veterans are as follows:

December 7, 1941 - December 31, 1946

June 27, 1950 - January 31, 1955

July 1, 1958 - January 1, 1959

August 5, 1964 - May 7, 1975

August 20, 1982 - December 31, 1987

December 20, 1989 - January 31, 1990

August 2, 1990 - May 1, 1994

September 18, 2001 - A period prescribed by law, an Act of Congress or Presidential Proclamation.

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

This definition shall be further defined as "any person who honorably served in the armed forces in any conflict or undeclared war for which a campaign ribbon or expeditionary medal was earned and who was honorably discharged from the service."

*The City of Cranston encourages diversity in its workforce.
We are an Equal Employment Opportunity Employer.*