

**CITY OF CRANSTON, RHODE ISLAND
ANNOUNCES AN OPEN PROMOTIONAL AND COMPETITIVE CIVIL SERVICE
EXAMINATION FOR:**

CODE COMPLIANCE OFFICER

Applications must be filed on or before 4:30 PM, June 14, 2019, in the Office of the Personnel Director, Room107, Cranston City Hall 869 Park Avenue, Cranston, RI 02910. Applications are available in the Office of the Personnel Director and on the Personnel webpage at: www.cranstonri.com. Time and place of examination to be announced by email; please provide an active email address on your application.

Salary Range: Minimum: \$43,551.14 Maximum: \$53,334.37

DUTIES: The Code Compliance Officer works within the Department of Inspections and is responsible for the enforcement of specific elements of Title 23 of the Rhode Island General Laws as it applies to the State Building Code. Duties include:

- Enforcement of applicable sections of the Cranston Zoning Code with particular attention to signage;
- Investigating complaints and follow-up with appropriate action in accordance with Rhode Island General Laws and the Cranston Zoning Code. Duties shall also include recognition and reporting of housing standards violations to Minimum Housing staff;
- Assists City Legal Department in cases requiring court action;
- Works with Plan Reviewer and Filed Inspector staff in regard to applications with special zoning requirements;
- Patrolling specific areas of the City on a daily basis to confirm code compliance in regard to permitting for construction, signage, specific use of and buildings and change of use;
- Posts "Stop-Work" orders at construction sites and informs property owners of legal mandates;
- Documentation and record-keeping, court testimony, and customer service; and
- Related duties as required.

QUALIFICATIONS:

- Knowledge of Chapters 23-27.3, et seq, of the Rhode Island General Laws, the Cranston Zoning Code, and Chapter 15.12 of the Cranston Zoning Code;
- Ability to interpret relevant statutes and apply to legal notices;
- Ability to explain requirements of applicable City and State laws to constituents; and
- Must have excellent written and verbal communication skills.

REQUIRED EDUCATION AND TRAINING:

Minimum high school diploma or equivalency. Minimum of three (3) years' construction experience required. Must be certified as a Building Inspector or certification eligible within

twelve (12) months of date of hire. Experience in customer service and/or experience working for municipal government is desirable. Must possess basic computer skills. A good driving record and an active Rhode Island driver's license are required. Good organizational skills essential. Must work well with public.

EXAMINATION:

The examination shall consist of a written examination which shall weigh 100%. The minimum passing grade shall be a median score of 70%. Qualified employees will have the appropriate seniority points added to a passing score. Notice of examination date and time will be sent to applicants by email. There will be no makeup examinations.

PREFERENCE:

Honorably discharged active-duty war veterans who have received a passing grade of 70% 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 a copy of his/her DD 214. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veteran's 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 is an Equal Employment Opportunity Employer