

**CITY OF CRANSTON  
DEPARTMENT OF PERSONNEL  
ANNOUNCES AN OPEN COMPETITIVE CIVIL SERVICE EXAMINATION  
For  
INSPECTOR OF MINIMUM HOUSING**

**Salary Range: Minimum \$41,322.20**

**Maximum \$50, 923.60**

Applications must be filed on or before **4:30 PM, Thursday, May 25, 2017** in the office of the **Director of Personnel, Room 107, Cranston City Hall, 869 Park Avenue, Cranston RI 02910** or FAXED to 401-780-3362. Applications available at [www.cranstonri.com](http://www.cranstonri.com) on the Personnel page. Time and place of examination to be announced.

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**Duties:**

This is responsible technical work in the inspection of all habitable buildings in the investigation of and administration of the minimum housing code and State of Rhode Island property maintenance codes. Work in this class involves the responsibility for the interpretation of the minimum housing and State of Rhode Island property maintenance codes and other related local laws and regulations.

The employee in this class works in close cooperation with public safety officials. Work is subject to review by the supervisory staff of the Building Inspections Department. Works under the supervision of the Inspector of Buildings and Deputy Inspector of Buildings.

Performs inspections and related duties in the following areas: 1) ascertaining that all existing housing conforms with the minimum housing standards ordinance, 2) surveys, 3) field inspection of dwellings, 4) enforcing provisions of the housing ordinance, 5) explains and interprets the ordinance and rules and regulations to owners, tenants, contractors and other interested persons, 6) making of reports to other inspectoral services as to violation of zoning, building, fire and health regulations that may be uncovered during inspection regarding minimum housing standards, 7) notifies owners, tenants or other responsible persons of corrections to be made and 8) cooperates fully with other City officials involved in planning, housing, health, urban renewal and building inspection. 9) Reports inspection results and findings to the Inspector of Buildings. Works closely with public safety officials in enforcement of safety codes in general. Performs such other tasks as may be assigned.

**Examination:**

Examination shall consist of a written test and the weight of the examination shall be 100%. The minimum passing grade shall be 70%.

## Inspector of Minimum Housing (Continued)

### 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 veterans' preference, an honorably discharged veteran **must furnish DD 214** when filing application.

A disabled active duty war veteran must submit proof that he/she has been classified, as disabled, by the Veterans' Administration. **This proof must be submitted with application.**

### Veteran dates for active duty war veterans are as follows:

December 7, 1941 to December 31, 1946

June 27, 1950 to January 31, 1955

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 or Presidential Proclamation

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

Qualified employees will have appropriate seniority points added to a passing score.

### Qualifications:

An extensive knowledge of state and local laws pertaining to minimum housing standards and related health regulations. Ability to read and interpret plans specifications and blueprints and to compare them with construction in progress in order to ascertain compliance with minimum housing requirements.

Knowledge of building construction materials and methods and ability to determine compliance with minimum standards of housing and safety.

Effective, firm and tactful manner. Must work well with the public. Basic computer skills are necessary. A good driving record and active Rhode Island driver's license is required.

Three years documented and verifiable experience in the building/construction industry with a strong preference for experience in the inspections field. Working knowledge of Department of Environmental Management, Department of Health and Department of Children, Youth and Families and court system procedures. Must be competent in report writing and record keeping. Graduation from a standard high school.

**Strong preference for Certification by the State of Rhode Island as a Building Inspector.**