

## BUILDING CODE OFFICIAL

DEPARTMENT: ADMINISTRATION

JOB TITLE: BUILDING CODE OFFICIAL

IMMEDIATE SUPERVISOR: TOWNSHIP MANAGER

### **PRIMARY FUNCTION:**

This is an at-will, fulltime, exempt position providing a variety of skilled tasks related to building inspection, commercial and residential plan review and building code enforcement. An employee in this position has the responsibility for enforcement of all Township ordinances and state laws regulating new and existing residential and commercial projects within the Township relative to applicable building codes. The employee works independently in the performance of review, inspection and enforcement activities. This employee reviews plans and conducts onsite inspection to ensure compliance with all Township building regulations and issuing certificates of occupancy. This position works independently and is responsible for making decisions requiring broad technical expertise and involves significant contact with the public and building community.

This work requires the exertion of up to 50 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, review of plans both digitally and paper. The nature of this work requires, in addition to being in the office, that the employee be able to inspect a variety of sites. This may include sites where walking, climbing, and balancing may be required and the employee will be exposed to outside weather conditions during all phases of construction. In addition, this employee frequently navigates rough and uneven terrain. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **ESSENTIAL DUTIES:**

1. Review of new and existing residential and commercial building applications and plans for conformity to all applicable state and township building, electrical, plumbing, mechanical, fire codes, especially the PA Uniform Construction Code ("UCC").
2. Reviews building specifications to determine compliance with the UCC; prepares and discusses comments with builder, architect, engineer, job superintendent and / or homeowner.
3. Perform inspections of residential, commercial and industrial building and construction activities for compliance with all code standards.

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4. Interprets and explains all general and technical code regulations to builders, contractors and homeowners.
5. Issue and maintain records of all permits and inspections.
6. Periodically reviews and makes recommendations for revisions to building and property maintenance codes.
7. Prepare and maintain monthly reports as required. Certifies and submits reports as required, including to Washington County and the State of Pennsylvania.
8. Maintain good public relations. Assists the general public in understanding building code requirements.
9. Ability to read and understand Township's ordinances and apply these ordinances to assigned duties
10. Coordinates with the Zoning Officer regarding zoning matters related to construction.
11. Maintains comprehensive records of applications and/or permits issued, certificates issued, inspections made, reports rendered and notices/orders issued, as required by law or policy.
12. Responds and documents all building inspection complaints received from the General Public
13. Attends internal staff meetings and/or public meetings as directed.
14. Coordinates with the Township Manager and Board of Supervisors to resolve difficult and sensitive citizen inquiries and complaints.
15. Initiates and carries to completion special programs and projects as directed by the Township Manager, including investigations and report preparation.
16. Maintains close contact with other Township departments, and necessary contacts with outside agencies.
17. Advises Township Manager on policies and procedures and assists in resolving problems.
18. Performs any other duties as assigned by the Township Manager.

## **REQUIRED TRAINING, EXPERIENCE AND SKILLS:**

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- High school diploma or equivalent
- Must be certified PA Uniform Construction Code Official in the following classifications at a minimum:
  - Class 10, Residential Building Inspector
  - Class 15, Building Inspector
  - Class 24, Building Plans Examiner
  - Class 29, Building Code Official
- Minimum of two years experience in the Construction Industry. BCO experience preferred.
- Required computer skills Microsoft Office Applications (Access, Excel, Word, Outlook, Power Point), and Geographic Information Systems.
- Comprehensive knowledge of building standards, including but not limited to the UCC
- Comprehensive knowledge of building inspection procedures.
- Thorough knowledge of customer service and problem solving.
- Integrity.
- General knowledge of the scope and functions of municipal government.
- Pertinent Federal, State and local laws, codes, and regulations
- Ability to gather, analyze and evaluate facts and to prepare concise and informative reports.
- Ability to establish and maintain effective working relationships with legislative and administrative officials, other employees and departments, as well as community agencies and the public.
- Ability to work in a team-oriented environment.
- Strong analytical skills and attention to detail.
- Ability to work without direct supervision and exercise judgement, initiative and discretion to make effective decisions in a timely manner within the confines of the law.
- Effectively utilizes organizational and time management skills.

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- Understanding that the very nature of the fundamental functions of this position will regularly place the employee at odds with property owners and residents, maintaining professionalism and respectability is essential. The individual will be able to maintain his composure when confronted with an angry or disagreeable individual or group of individuals and know when to end a conversation rather than escalate contention.
- Ability to communicate complex ideas in public, orally and in writing.
- Ability to produce effective oral and written communications in support of Township policies, codes, and procedures.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Physical ability to perform on-site inspection in all phases of construction.
- Ability to endure and tolerate outside weather conditions, including temperature extremes.
- Ability to frequently bend, squat, kneel and stretch.
- Ability to occasionally lift and/or move at least 50 pounds with or without assistance.
- Valid PA Driver's License

### **ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:**

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager \_\_\_\_\_

Date \_\_\_\_\_

Incumbent \_\_\_\_\_

Date \_\_\_\_\_