

**Job Title: Building Inspector/Code Enforcement Officer**  
**Department: Planning**  
**Date: 02-27-12, Revised 08-28-17**  
**Resolution #: 02-03-12, Revised 08-04-17**

**Pay Grade: 7**  
**FLSA Status: Non-Exempt**  
**Bargaining Status: Non-Union**

**GENERAL DESCRIPTION:**

The Building Inspector/Code Enforcement Officer is responsible for the administration, review, approval and issuance of all building permits and for ensuring full compliance with Township regulations, codes and ordinances. This position is charged with the prevention, correction, and reduction of violations including building code violations involving framing and roofing, plumbing, electrical, heating, and HVAC work and any other municipal code or ordinance the Township Manager or Planning director may direct. The Building Inspector/Code Enforcement Officer performs all commercial and residential building inspections as required. This position shall provide both in-office and in-field customer service and technical assistance as needed.

The Building Inspector is not permitted to participate in the design, construction, repair, or demolition of any structure in the Township. The responsibility is to see that those persons who are engaged in these activities do so within the requirements of the code.

**SKILLS, DUTIES, AND RESPONSIBILITIES:**

**REQUIRED SKILLS AND ABILITIES:**

**Computer and Technology Skills:**

Working knowledge of Microsoft Office software including Word, Excel and Outlook, as well as, Geographic Information Systems.

**Language Skills:**

Ability to read, analyze, and interpret building drawings and construction specifications and safety regulations.

Ability to respond to common inquiries or complaints from residents, regulatory agencies, or members of the business community.

Ability to write accurate reports, correspondence, and memos in a coherent and logical manner, using appropriate grammar and punctuation.

Ability to effectively present information to residents, contractors, and other employees.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals with and without a calculator.

Ability to calculate figures and amounts such as proportion, percentage, volume, and area.

**Reasoning Abilities:**

Ability to assess situations, collect data, verify and establish facts, and draw valid conclusions.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and explain them to others in a clear understandable manner.

**Physical Abilities:**

***Constantly Incurred (More than 75% of time on job)***

Ability to communicate orally, Ability to hear conversation; Ability to stand, walk, climb stairs, balance and sit; Ability to use legs/arms to climb; Specific visual requirements, including use of depth perception, peripheral vision and use of color vision required. Ability to operate motor vehicles.

***Frequently Incurred (Between 25% and 75% of time on job)***

Able to perform repetitive twisting or exert pressure involving wrists or hands, Able to perform repetitive finger movements; Ability to repeatedly bend and stoop. Ability to operate motor vehicles.

***Occasionally Incurred (Less than 25% of time on job)***

Ability to lift and/or carry loads estimated up to Medium (Max 40 lbs.) Ability to kneel or crawl, Able to reach at high or low level.

**Other Skills and Abilities:**

Comprehensive knowledge of housing, building, and fire codes, and related ordinances and regulations as they apply to all types of construction and ability to identify variances.

Considerable Knowledge of the design and construction of sewers, streets, and utilities.

Ability to conduct through inspections and to enforce codes, ordinances, and regulations firmly, tactfully, and impartially.

Be well informed on good engineering practice in respect to the design and construction of buildings, the basic principles of fire prevention, and other related service equipment necessary for the health, safety, and general welfare of the occupants, sufficient to identify potential issues.

Ability to establish effective working relations with associates and the public.

Well organized, with attention to detail; ability to prioritize and manage time efficiently.

Ability to compile and maintain records and submit legible reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Reviews all construction drawings with permit applications to insure compliance with codes.

Performs site inspections as required by codes and ordinances for all building permits applied for or issued to insure compliance with codes and minimum construction standards.

Enforces other codes and follows up on all complaints regarding other code violations.

Identify Building Code Violations

Makes required written notification to property owners.

Maintains daily log of inspections on a computer database and prepare monthly reports of activities. Attends any meeting requested pertaining to duties or actions.

Works with Fire Marshall to insure compliance with Health, Safety, and Welfare aspects of codes. Attend and successfully completes continuing education classes needed to maintain state certification.

Prepares monthly and annual report of activities and enforcement actions and maintains records needed by State and Federal agencies.

Document and communicate inspection status and reports to applicable individuals or groups regarding compliance/noncompliance of a building, development, site, storm sewers, or street paving.

Holds meetings concerning construction with contractors/owners.

Inspect and monitor subdivisions, land developments and conditional use sites for project/construction status.

Recommends to the Planning Director any code changes deemed appropriate.

Performs other essential duties as assigned or required.

**NON- ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Attends seminars and conferences as a means of continuing education.

Provides support and assistance to the Zoning Officer as needed.

Computes fees and penalties

Performs other non-essential duties as assigned or required.

**REQUIRED QUALIFICATIONS:**

**Education:**

High School diploma or general education degree (GED).

**Experience and Training:**

A minimum of two years as a Building Inspector, contractor, or superintendent of building construction.

**Licenses/Certification:**

Possesses and maintains residential and commercial certification as a Code Official by Pennsylvania Department of Labor. Certifications to include but are not limited to Building Code Official, Residential Building Inspector, Commercial Building Inspector, Plumbing Inspector, Building Accessibility Inspector, and Plans Examiner.

Ability to acquire additional UCC certifications including, but not limited to mechanical, energy, and, other mandated codes.

Possesses and maintains a valid Pennsylvania driver's license.

**SUPERVISION FROM THE FOLLOWING:**

This position *typically* receives supervision from the Planning Director.

**SUPERVISION TO THE FOLLOWING:**

This position *typically* does not give supervision to others.

**WORK Environment:**

While performing the duties of this job, the employee frequently works outside in temperatures and weather that may be harsh and is often exposed to wet and/or humid or other extreme conditions. The employee must occasionally visit and inspect facilities that are accessible only via rugged paths of travel, ladders, and/or stairways and may be exposed to noise and dust from construction equipment. The employee will also work in a routine office setting.