



## **POSITION DESCRIPTION**

**Job Title:** Building Inspector / Building Code Official

**Department:** Building and Planning

**Date:** 4/4/2023

**FLSA Status:** Exempt

**Bargaining Status:** Non-Union

**Expected Salary Range:** \$65,000-\$75,000

### **JOB DESCRIPTION**

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

This is a responsible, technical, non-supervisory position. The Building Inspector works as part of the Building and Planning team, generally with a high level of day-to-day independence, but coordinates with others in the department as necessary. In addition to permitting and plan review, this position supports the Planning Director with first-line zoning review on minor/residential building/zoning permits and field inspections when necessary to monitor zoning violations or investigate complaints. Work is typically performed during regularly scheduled hours but may require occasional attendance at evening meetings to represent the Town in UCC or zoning appeals.

### **DUTIES AND RESPONSIBILITIES**

- Reviews all construction drawings with permit applications to ensure compliance with codes. Communicates code requirements, design defects, and concerns regarding submittals and how to achieve compliance with property owners, contractors, and developers.

- Performs site inspections as required by codes and ordinances for all building and zoning permits applied for or issued to ensure compliance with codes and minimum construction standards.
- Documents and communicates inspection status and reports to applicable individuals or groups regarding compliance/noncompliance of a building, development, and/or site.
- Identifies building code violations and makes required written notification to property owners.
- Maintains daily log of inspections and enforcement activities on the Town's building/planning software and assists in the preparation of monthly and annual activity reports. Maintains records as required by State and Federal agencies.
- Works with the Fire Marshal to ensure compliance with health, safety, and welfare aspects of codes.
- Holds meetings concerning construction with contractors/owners, including pre-construction meetings as coordinated with the Town Engineer. Attends other meetings pertaining to duties or actions as requested.
- Assists the Planning Director in the preparation of the annual Building & Code Enforcement section budget. Recommends establishment of or adjustment to existing fees as necessary.
- Recommends to the Planning Director any code changes deemed appropriate.
- Attends seminars and conferences as a means of continuing education. Maintains certifications appropriate for and required by the position.
- Performs other essential duties as assigned or required.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in both an indoor and outdoor environment. Physical demands consist of frequent standing, climbing, walking, crawling, bending, stooping, or lifting; lifting and/or moving may include up to 50 pounds.

Incumbent must have ability to operate a motor vehicle and the mobility to visit job sites on a regular basis. Visits to job sites include exposure to dust, extreme hot and cold temperatures, noise, and inclement weather in a construction zone environment with occasional exposure to hazardous work conditions. May be required to traverse uneven or rugged terrain, work in trenches, climb ladders, and walk on steep slope surfaces. May be exposed to heavy machinery and extreme weather conditions.

Incumbent must be able to see and hear in the normal range with or without correction; communicate both verbally and in written form with great facility and be understood; and operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

The following conditions are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### **REQUIRED EDUCATION, TRAINING AND EXPERIENCE**

- High school diploma or GED equivalent.
- A minimum of two (2) years' experience in a construction field (e.g. framing, building techniques and materials, supervision) strongly preferred.
- Possess and maintain residential and commercial certification as a Code Official by the Pennsylvania Department of Labor & Industry. At a minimum, required certifications include Building Code Official, Residential Building Inspector, and Commercial Building Inspector.
- Additional certifications that are strongly preferred include, but are not limited to, Building Plans Examiner, Accessibility Inspector/Plans Examiner, and Residential and Commercial Mechanical Inspector. Candidates that do not currently have these certifications may be considered with the requirement that, upon hire, they establish a work plan with the Town to attain them.
- Possess and maintain a valid Pennsylvania driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Clear understanding of building techniques and materials and applicable municipal ordinances and building codes.
- Working knowledge of IRC, IBC & ANSI Codes.
- Ability to read and interpret construction plans and specifications.
- Ability to detect hazards and violations and recommend corrective measures during field inspection work.
- Ability to work independently and exercise good judgment as to when an enforcement issue should be escalated to supervising staff.
- Ability to express oneself clearly and concisely, both orally and in writing, to interpret and enforce Town codes, ordinances, and other adopted regulatory requirements firmly, tactfully, and objectively.
- Ability to prepare reports or business correspondence, maintain related records, and establish and maintain effective working relationships with fellow employees, contractors, property owners, officials, and the general public.

- Ability to learn and utilize computer and tablet-based permitting/project management systems. Familiarity with and ability to work in MS Office applications including Word, Outlook, Excel, and other commonly used computer applications.
- Ability to learn on the job and to use the environment, tools, and skill training available in the workplace to develop additional abilities.

### **HOW TO APPLY**

Interested candidates should submit a cover letter and resume to [employment@townofmccandless.org](mailto:employment@townofmccandless.org). Review of resumes will begin immediately and continue until the position is filled. The Town of McCandless is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, are to be based on merit, competence, performance, and business needs. The Town of McCandless does not discriminate on the basis of race, color, religion, marital status, gender, national origin, ancestry, age, physical or mental disability, pregnancy, genetic information, veteran status, or any other status protected under federal, state, or local law.