



## SILVER SPRING TOWNSHIP JOB DESCRIPTION

**TITLE:** Building & Codes Manager/BCO

**DEPARTMENT:** Community Development

**CLASSIFICATION:** Full-Time, Salaried (Exempt)

**JOB CLASS:** Manager II

**REPORTS TO:** Community Development Director

**AMENDED:** November 2017

**POSITION SUMMARY:** This is a supervisory, administrative, In-Field and technical position responsible for the management, supervision and administration of building code enforcement in accordance with, the Pennsylvania Uniform Construction Code (UCC) ACT 45 of 1999 statute & regulations, as well as all related State, Federal, and Township laws, codes and ordinances.

### **ESSENTIAL FUNCTIONS:**

- Performs all department functions relative to current UCC and other relevant laws, regulations and ordinances within the jurisdiction of Silver Spring Township.
- Manages building inspectors/plan examiners, Code Enforcement Officer and Building & Codes Administrative Assistant
- Performs the daily business and operation of the Township BCO, including supervising or maintaining comprehensive records of permit applications, permits, certificates of occupancy, notices of orders and citations, activities of code enforcement, building inspections and general administrative matters including the review of building plans and inspections and all department records
- Township BCO, assumes all roles and responsibilities including Township compliance with UCC statute and regulations along with local, state, and federal laws and enforcement in accordance with Chapter 401.7(a)(18) of the Uniform Construction Code
- Supervises and performs evaluations for managed staff; provides updates to the Community Development Director regarding all personnel matters within the department
- Issues or denies permits and certificates of occupancy; schedules, and at times performs inspections at permitted premises to document compliance, as required by the related code; and coordinates daily inspections and plan review activities for in-house and out-sourced inspectors
- Reviews third party agency proposals and invoices for accuracy and cost
- As Township BCO, consults with and advises The Public on complexities and/or interpretation of codes, applicable ordinances, regulations and laws
- Responsible for the preparation and submittal of reports on building permits issued to the County Assessment Office, U.S. Census Bureau, and other agencies requiring such reports



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- Prepares and submits to the Community Development Director a monthly report related to all permit, inspection and enforcement actions such as, but not limited to, building permits, violation notices and orders to vacate
- Prepares and submits detailed budget recommendations with justification, including projected revenue and expense; and responsibly executes the approved budget
- Maintains all UCC certifications necessary to the performance of duties and stays current with developments in the field and pertinent legislative initiatives
- Attends multiple meetings, including but not limited to Board of Supervisors
- Administers citations and represents the Township in all legal hearings relating to building and code enforcement; serves as Township representative at court hearings
- Performs outdoor work in all weather conditions
- Performs all other duties assigned as the Township BCO
- Performs initial, on-going, and final inspections of construction for conformity to Township and PA UCC codes and ordinances for which a valid certification is held
- Participates as a member of the plan review for construction documents
- Reviews submissions and processes building permits
- Meets with permit applicants and the general public, as needed, to review and discuss plan review comments and/or general Act 45 code questions
- Advises contractors and the public on the proper practices for compliance with federal, state and local codes

### **POSITION REQUIREMENTS:**

#### **Experience, Education, Licenses/Certification**

- Five (5) years of progressively responsible building experience as a certified Building Inspector or Building Codes Official including experience with the PA Uniform Construction Code
- UCC/ICC certifications required for categories 10 through 15 (Residential) and 29 (BCO)

#### **General Knowledge/Abilities**

- Thorough knowledge of PA Uniform Construction Code, International Codes, building inspection principles and techniques, building construction, design method, techniques and enforcement



## SILVER SPRING TOWNSHIP JOB DESCRIPTION

- Considerable knowledge of current office practices and procedures including the ability to use Microsoft Office Suite and new ERP Software System
- Ability to manage complex projects and adapt to changing circumstances.
- Ability to inspire trust in others.
- Ability to cultivate customer orientation.
- Ability to build relationships to strengthen community partnerships.
- Ability to promote accountability for completion of goals and objectives.
- Ability to develop staff and build a collaborative atmosphere among various work units as head of a major department of the organization.
- Ability to collaborate on ideas and translate into plans.
- Ability to facilitate long range planning within a collaborative framework.
- Ability to obtain additional Code Certifications related to duties and responsibilities as determined by the Township
- Ability to read and interpret building plans to determine conformity of work with specifications and code requirements
- Ability to read and relate subdivision and land development plans to structural plans
- Ability to organize and maintain records and documents
- Ability to maintain an effective working relationship with associates, elected officials, and the general public
- Ability to climb scaffolding, ladders and traverse uneven and rough terrain
- Ability to perform outdoor work in all weather conditions
- Ability to fluently speak and read the English language along with understanding and following both written and verbal direction on a daily basis
- Ability to function independently, have personal integrity, flexibility and the ability to work effectively with the general public and fellow employees on a daily basis
- Ability to pull, push, move, and/or transport fifteen (15) pounds on a daily basis
- Ability to travel to various locations throughout the Township to fulfill daily tasks

**SUPERVISORY RESPONSIBILITIES:** Building Inspectors, Deputy Building Code Official, Building Codes Administrative Assistant and Codes Enforcement Officer



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JOB DESCRIPTION

**DISCLAIMER:**

In the performance of duties, I may be privy to information, which may include financial and/or personnel data. I understand the need for and shall adhere to a strict policy of ethical conduct and confidentiality in all matters pertaining to this position.

I understand the above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required in the performance of the job.

I, \_\_\_\_\_ have read the above description and fully understand the requirements set forth therein and understand this job description is subject to change at any time. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I have received a duplicate of this document for my records.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date