



Upper Allen Township Job Description

Job Title:	Building Code Inspector	Department/ Bureau:	Community Development
Supervisor's Name:	Director of Community Development	Location:	100 Gettysburg Pike, Administration Building
Work Week:	Monday through Friday	Hours per Week	40
Position Purpose			
The Building Code Inspector will be responsible for reviewing permit applications and building construction plans, issuance of permits and certificates of occupancy, and inspection of residential, commercial, industrial, and institutional buildings for compliance with applicable Pennsylvania Uniform Construction Code (PA UCC) regulations and other municipal ordinances. The Building Code Inspector will also be required to issue violation notices and stop-work orders.			
Roles and Responsibilities			
1. Reviews all building permit applications for compliance with applicable local, state, and federal regulations, including but not limited to, residential and non-residential building, plumbing, fire, mechanical, and other related codes. Issues building permits. Coordinates and consults with Zoning Office, MS4 Coordinator and Township Engineer, etc. to ensure building permits meet applicable regulations for zoning, stormwater, etc. 2. Makes initial, ongoing, and final field inspections of the premises for which residential and commercial permits have been issued to ensure compliance with the appropriate ordinances and codes. Performs on-site inspections thoroughly and in a timely manner. Clearly and professionally communicates any deficiencies or required corrections to the Applicant. 3. Issues standard construction and occupancy permits and approves final inspection certificates. Maintains clear and comprehensive records related to all inspection activities. 4. Responds to citizen inquiries. Provide public information, investigate programs and complaints, develop solutions, and provide status reports. 5. Identifies work without a permit and issues violation notices and stop-work orders. 6. Assists with review of third-party agency proposals and invoices for accuracy and cost. 7. Assists with maintaining necessary logs, reports, and inspection records of permit applications, permits, certificates of occupancy, notices of orders and citations, activities of code enforcement as needed, inspections and general administrative matters and all department records. Assists in the preparation of departmental reports required by the Community Development Director. 8. Assists with preparation and submittal of reports on building permits issued to the County's Assessment office, U.S. Census Bureau, and other agencies requiring such reports. 9. Assists with investigation of complaints and provides a written report to the Building Code Official and/or Community Development Director. If necessary, assists in the preparation of legal action for all code or ordinance violations. 10. Assist the Township's Building Code Official (BCO) with coordination of all administrative requirements with the state, when necessary. The BCO, or their designee, shall oversee and delegate duties to any third-party agencies or other building inspectors/code officials regarding the review of permit applications and/or inspections of such structures, issuance of certificates of occupancy. etc. 11. Provides testimony and evidence at appeal or other judicial hearings, as required.			

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12. Assists the Community Development Director and Codes Enforcement Officer(s) in the overall activities of the department.
13. Assists the Building Code Official and Community Development Director with training, when necessary.
14. Serves on the Historic Architectural Review board (HARB) as a representative of the Township, as necessary.
15. Maintains all UCC certifications necessary to the performance of duties and stays current with developments in the field and pertinent legislative initiatives.
16. Operates a vehicle to travel to sites within and outside the Township.
17. Performs all other duties as assigned.

Essential Functions

1-16 are essential

Knowledge, Skills and Abilities

Knowledge of building trades work.

Knowledge and ability to read and interpret building plans, specifications, blueprints, codes and policies, etc. and compare them with construction in progress.

Skill in interacting with many different constituencies. Ability to exercise good judgement, courtesy, and diplomacy in dealing with associates, peers, and the public.

Ability to meet with residents, contractors, engineers, attorneys, violators, and others to relay information, issues, and concerns relating to building codes.

Ability to maintain effective working relationships with builders, contractors, department staff, representatives of other departments and agencies, and the public.

Ability to continue an education in the respective fields of study and maintain PA UCC required certifications.

Ability to attend evening meetings as required.

Ability to respond to related emergencies, as required.

Ability to communicate clearly and concisely in both verbal and written form. Must be able to communicate laws, policies, and procedures effectively to the public, often under adverse circumstances.

Ability to maintain and research files and records.

Ability to follow detailed instructions and perform multiple tasks simultaneously without immediate and constant supervision.

Knowledge of modern office methods, procedures, and equipment. Skill in operating a personal computer with experience in Microsoft Word and Excel, and other related software necessary to complete the required tasks.

Ability to recognize construction/safety problems and make recommendations for their correction.

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Ability to work independently or in a team environment as needed.

Ability to read and write the English language.

Ability to regularly report to the job at the assigned times and perform assigned duties.

Adapt to a changing environment and have the flexibility and ability to work effectively with the public and Township employees and officials.

Ability to adhere to all departmental rules, regulations, and policies.

Ability to follow Township safety and emergency procedures.

Physical Requirements

Ability to frequently stand, walk, stoop, and kneel, often for extended periods of time. Willingness to crawl under buildings.

Ability to work on slippery or uneven surfaces and on scaffolding and ladders.

Ability to work in all weather conditions. Work is performed both in the office and outside in various types of weather.

Ability to work under conditions involving exposure to noise, dust, grease, chemicals, etc.

Ability to lift, push, pull, and move heavy objects up to fifty (50) pounds unassisted.

Minimum Education and Experience

Three years as a building inspector OR an equivalent combination of experience and training.

Required Licenses or Certifications

PA Uniform Construction Code (UCC) Certifications in the following disciplines: Residential Building Inspector, Residential Plumbing Inspector, Residential Mechanical Inspector, and Residential Energy Inspector.

Certifications as required by the PA Uniform Construction Code (UCC) for other appropriate Residential and Commercial Categories or acquisition of the certifications within a certain period agreed upon with the Community Development Director.

PA UCC BCO Certification or the acquisition of the certification within a determined period.

Background clearances under the Pennsylvania Child Protective Services Law

Valid PA Driver's License