

## **JOB DESCRIPTION - Building Code Official/Building Inspector**

Position Title: Building Code Official/Building Inspector

Department: Public Safety

**Description of Position:** Inspects the construction of all buildings required to have a building permit in the City of Washington and enforces certain code requirements.

**Essential Job Functions and Responsibilities:** The following essential job functions are intended to describe the general nature and level of work required for the position. They are not intended as an exhausted list of all responsibilities, duties and skills required of personnel in the position.

- Serve as the City's "Building Code Official" (BCO) and hold a current BCO Certification from the Pennsylvania Department of Labor and Industry.
- Inspect commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.
- Examine plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
- Inspect existing buildings and premises for change of use, occupancy, or compliance with applicable codes and ordinances as directed.
- Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, plumbing, energy, and mechanical installations and a large variety of other complex and routine building system elements.
- Conduct inspections of construction sites for compliance with regulations.
- Issue notices to comply on violations; maintain records of history of facts for possible legal actions.
- Confer with architects, contractors, builders and the general public in the field and office; explain and interpret building requirements and restrictions.
- Log, route, track, and process all incoming plans; respond to code and related questions in person and on the phone as directed.
- Maintain files and reports regarding inspection and plan check activities and findings.
- Attend and participate in meetings; stay abreast of new trends and innovations in the field of building inspection and plan examination.
- Assist with the preparation of monthly code report of permits issued, open items and progress of assigned City initiatives.
- Other related duties as assigned.

**Necessary Occupational Traits:** The following knowledge, abilities and skills represent the necessary occupations traits needed at the time of appointment to perform the Essential Job Functions.

**Knowledge of:**

- Major types of residential and commercial building construction, materials and methods.
- The PA Uniform Construction Code and related sub-codes (See Licensing/Certification section below)
- The City of Washington Municipal Codes
- Safety standards and use of safety equipment.
- General zoning and land use laws.
- General grading practices and measurement techniques.
- Principles of structural design and engineering mathematics.
- Other pertinent federal, state and local laws, codes and regulations including the Pennsylvania ethics law
- Permit processing software.

**Skills:**

- Organization
- Operating a motor vehicle in a safe manner
- Quick and accurate mathematical computations
- Operating computer and word processing software.
- Operating permit processing software.

**Ability to:**

- Accurately interpret complex engineering plans, blueprints and specifications.
- Plan and organize work of the department.
- Analyze and resolve complicated problems.
- Exercise good judgment, courtesy and tact in dealing with the public.
- Ability to communicate effectively both orally and in writing.
- To assess unsafe worksites and take the necessary safety precautions to protect yourself.
- Handle stressful situations in a calm and professional manner.
- Establish and maintain positive and professional working relationships with associates and the general public.

**Tools:**

The following are common tools used in this position and which will be provided you while working, and which you must operate appropriately and maintain in good working order;

City's inspection vehicle (for use during business hours only, not commuting)

Inspection Equipment

Digital Camera Computer

Calculator and other Office Equip

Safety glasses

Hard Hat, Gloves, Reflective Clothing

Cell Phone

In addition to the above tools, the building inspector is required to provide and use the following items while working;

Boots Protective Clothing

**Work Environment:** The physical demands and working conditions described here 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 functions.

**Physical Requirements:** While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk extensively and lift and/or move up to 50 pounds. Specific vision abilities required by the job include close and long range vision and the ability to adjust focus. The employee must be able to traverse rough, rutty, muddy, snow covered, and icy terrain. Must be able to climb ladders and scaffold, stoop, kneel, crouch, and crawl. Must be able to step over or navigate around construction materials and construction debris in tightly confined spaces.

Applicants must be able to successfully pass a drug screen to be hired.

**Working conditions:** Work is performed in an office setting, in City vehicles, outdoors, and at construction sites. The noise level is frequently loud; work sites can be muddy, dirty, icy, snowy, rainy and cold.

**Minimum Education, Training and Experience Requirements:**

High school diploma and completion of the required course work in each of the certification categories listed below. Two years of experience serving as a full time building inspector.

**Licensing and Certification:**

The employee is required to have a valid Drivers License and to have obtained the following commercial certifications from the Pennsylvania Department of Labor and Industry prior to employment and then must maintain the current status of each certification throughout employment;

- Building Inspector (Residential and Commercial)
- Mechanical Inspector
- Plumbing Inspector
- Energy Inspector
- Accessibility Inspector/Plans Examiner
- Building Plans Examiner
- Mechanical Plans Examiner
- Plumbing Plans Examiner
- Energy Plans Examiner
- Building Code Official