

**EAST GOSHEN TOWNSHIP JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Building Inspector (Grades I-V)</b>	<b>DEPT:</b>	Zoning & Codes Enforcement
<b>REPORTS TO:</b>	Zoning Officer	<b>FLSA STATUS:</b>	Non-Exempt
<b>DATE PREPARED:</b>	March 7, 2016	<b>DATE APPROVED:</b>	May 25, 2016

**SUMMARY:**

This is a specialized technical position under the direction of the Zoning Officer. The employee is responsible for the issuance of building permits, inspection of construction, and issuance of the certificates of occupancy. The employee also performs other assigned duties.

The building inspector has frequent public interaction with developers, residents, businesses, engineers, architects, and contractors; therefore professionalism in communications is key.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Building Inspector’s primary responsibilities are two-fold:

**1) Responsibilities related to inspecting buildings in conformance with the Uniform Construction Code, as allowed by the Inspector’s grade, certifications and applicable state law:**

- Reviews building permit applications and plans for conformance to building codes
- Issues building permits and certificates of occupancy
- Inspects residential and commercial building construction, plumbing and HVAC
- Investigates and resolves complaints regarding construction
- Maintains and keeps subdivision, land development and building plan files up to date
- Enforces the adopted Township Fire Code
- Inspects new construction for compliance with the Township fire code
- Conducts routine electronic data entry in order to maintain building permit records

**2) Responsibilities related to code enforcement and/or general Township administration:**

- Liaison to Township boards or commissions as directed by Twp Manager
- Investigates zoning complaints at the direction of the Zoning Officer

**JOB SPECIFICATIONS/COMPETENCIES**

Education:

- High School Diploma or equivalent
- **Grade I** - UCC Certified Residential Building Inspector (required Jan 2007) and UCC Certified Accessibility Inspector/Plans Examiner (required Jan 2004) and 1 year experience as a building inspector, or 5 years of experience in the building industry working in positions with progressively more responsibilities. Employee will remain in probationary status until UCC Certification Categories 10 and 23 requirements are met. Employee has 12 months to gain required certification for Grade I.
- **Grade II** - Meets requirements of Building Inspector I and holds the following UCC Certifications: Residential Plumbing Inspector and UCC Certified Residential Mechanical Inspector. Inspector shall have at least 2 years of experience as a building inspector. (UCC Certification Categories: 10, 23, 13, 12)
- **Grade III** - Meets requirements of Building Inspector II and holds the following UCC Certifications: Residential Energy Inspector, Commercial Building Plans Examiner and Commercial Building Inspector. Inspector shall have at least 3 years of experience as a building inspector. (UCC Certification Categories: 10, 23, 13, 12, 14, 24, 15)
- **Grade IV** - Meets requirements of Building Inspector III and holds the following UCC Certifications: Commercial Mechanical Inspector, Commercial Plumbing Inspector and Commercial Energy Plan Examiner. Inspector shall have at least and 4 years of experience as a building inspector. (UCC Certification Categories: 10, 23, 13, 12, 14,15, 20, 21, 24, 28)
- **Grade V** - Meets all requirements of Building Inspector IV and holds the following UCC certifications: Fire Inspector, Commercial Mechanical Plans Examiner, Commercial Plumbing Plans Examiner, Commercial Energy Inspector and Building Code Official. Inspector shall have at least 5 years of

experience as a building inspector. (UCC Certification Categories: 10, 23, 13, 12, 14,15, 20, 21, 28, 18, 24, 26, 27, 22, 29)

Certifications, Licenses and Registrations

- Valid Pennsylvania Driver's License required
- UCC Certifications as outlined in Education section

Experience:

- 1 year of experience as a building inspector or 5 years of building industry experience for Building Inspector I
- 1 successive year of building inspector experience for each additional grade (e.g. Building Inspector V requires 5 years of experience as a building inspector)

Supervisory Responsibilities:

- None

Computer Skills:

- Working knowledge of Microsoft Office

**PHYSICAL DEMANDS:**

The employee must be able to walk, hear, see, speak, move 25 pounds from one location to another, use a phone, computer and adding machine and climb up and down stairs. In addition, the employee may be exposed to dirt, dust, mud, noise, heat and cold. The employee must be able to drive a car.

**REQUIRED SKILLS:**

The employee must be able to read and write at a high school level. The employee must be able to reason, solve problems, and communicate with Township personnel, residents, contractors, builders, engineers, etc. in both oral and written form. The employee must be able to use basic office equipment, have a basic skill level with word processing, spreadsheet, and database applications, and be able to read and understand architectural and engineering plans. The employee must maintain currency with all PA State UCC (Uniform Construction Code) certifications and attend continuing education courses as needed and required.