

**East Goshen Township  
Employee Job Description**

**TITLE:** BUILDING INSPECTOR (Grades I-V)

**FLSA STATUS:** NON-EXEMPT

**POSITION SUMMARY:**

This is a specialized technical position and 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.

**REPORTS TO:**

- Zoning Officer

**SUPERVISES:**

- None

**PRINCIPAL ACCOUNTABILITIES AND/OR TASKS:**

- The principal tasks are performed 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
- Must obtain continuing education credits as required to maintain certifications

**ADDITIONAL DUTIES AND/OR TASKS**

- Liaison to Township board or commission as directed by Twp Manager
- Occasionally investigates zoning complaints at the direction of the Zoning Officer
- Any other duties assigned

**INTERPERSONAL INTERACTIONS REQUIRED:**

**Internal Contact:**

- Zoning Officer
- Office Staff

**External Contact:**

- Residents
- Builders
- Contractors
- Engineers

## **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 CERTIFICATIONS, EDUCATION, TRAINING, EXPERIENCE, AND KNOWLEDGE:**

- 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 experience in the building industry working in positions with progressively more responsibilities.\*  
(UCC Certification Categories: 10, 23)
- **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 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 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 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 experience as a building inspector. (UCC Certification Categories: 10, 23, 13, 12, 14,15, 20, 21, 24, 28, 18, 26, 27, 22, 29)
- Working knowledge of Microsoft Office

## **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.

## **REQUIRED LICENSES:**

- Valid PA Drivers License

\*Employee will remain in probationary status until UCC Certification requirements are met. Employee has 12 months to gain required certification for Grade I.