



East Pennsboro Township Job Vacancy Announcement

Job Title: Building Inspector*

Department: Housing & Community Development

Hourly Wage: Negotiable**

Classification: Full-Time Non-Exempt

Reports to: Director of Housing & Community Development

Shifts: Mon-Fri 8:00am-4:00pm

*This position is subject to a probationary period for new Township hires which effects compensation amounts, benefits, and mandatory duties. For details please see HR. ** Depending on qualifications.

Description:

A qualified Building Inspector for construction and building inspections is required to conduct inspections before, during and after construction to ensure that the building and construction site complies with safety, structural and building code regulations. They will also be required to issue violation notices, stop-work orders and permits for construction. A Building Inspector is also a specialized position responsible for conducting building plan reviews, issuing certificates of occupancy and communicating effectively to property owners, contractors and design professionals both verbally and in writing.

Essential Duties***:

Build & Maintain Positive Cooperative Relationships with Township Residents, Township Business/Property Owners, Professionals doing business in the Township, Co-workers, Township Employees, etc

Review Plans

- Thoroughly & in a timely manner
- Communicate to the Applicant, clearly & professionally, any deficiencies or required corrections

Perform On-Site Inspections

- Thoroughly & in a timely manner
- Communicate to the Applicant, clearly & professionally, any deficiencies or required corrections

Ensure Compliance with all applicable Statutes, Regulations & Ordinances

- Coordinate & consult with Zoning Officer, Township Engineer, etc.
- Maintain continuing education & updates affecting areas of responsibility

Process & Issue Official Documents, Orders & Notices

- Approve construction documents & issue building permits.
- Identify work without a permit & issue stop work orders.
- Calculate & collect appropriate fees.

Complete & Maintains Records, Reports, Documents & Correspondence as necessary

***The duties listed above are illustrations of the types of work that may be performed in the position. Omission of specific statements of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.



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Required Qualifications & Skills:

Education

- Minimum High School Diploma, GED
- Degree preferred

Experience

- Minimum two (2) years inspection experience *or*
- Minimum four (4) years construction experience *or*
- Minimum Diploma from a Technical School with a concentration in a construction related field *or*
- Minimum Associate Degree in Construction, Government or Law Enforcement related field *or*
- Possess at least two (2) ICC Inspector Certifications

Computer Literacy

- Working knowledge of Microsoft Office suite. (Word, Excel, Outlook, etc.)
- Ability to use a web browser to efficiently navigate the internet, research topics, etc..
- Familiarity with or ability to learn CS Datum & Permit Manager.

UCC Certifications

- Currently possess or ability to earn all PA UCC Residential Certifications within eighteen (18) months
- Must earn one (1) PA UCC Residential Certification within the first six (6) months

Valid Pennsylvania Driver's License

- Minimum Class C

EMA Certifications

- Currently possess or have the ability to earn FEMA ICS 100, 200, 700 & 800 Certificates within one (1) year

Communication

- Ability to write and speak effectively
- Ability to proofread and edit the work of others

Please submit completed applications to:
East Pennsboro Township, 98 South Enola Drive, Enola, PA 17025
Desiree Bucke, Administrative Assistant (dbucke@eastpennsboro.net)

For a paper application or for assistance filling out an application, please contact Desiree Bucke.