

City of Allentown
Position Description

Class Title: **BUILDING INSPECTOR**
Grade Number: 18M
Department: COMMUNITY & ECONOMIC DEVELOPMENT
Bureau: BUILDING STANDARDS & SAFETY
Union: SEIU

GENERAL PURPOSE

Performs skilled inspections and administrative work to ensure structures are free of hazardous structural conditions, meet accessibility and energy standards and requirements, and comply with the Pennsylvania Uniform Construction Code.

SUPERVISION RECEIVED

Works under the supervision of the Building Inspections Supervisor.

SUPERVISION EXERCISED

May exercise supervision over no one.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects residential and commercial structures, buildings and jurisdictional accessory structures to ensure they comply with approved construction documents and that they are constructed in accordance with the Pennsylvania Uniform Construction Code.
- Inspects residential and commercial structures, buildings and jurisdictional accessory structures to ensure that energy installations, the building envelope, and equipment comply with the approved construction documents and that they are constructed in accordance with the Pennsylvania Uniform Construction Code.
- Inspects residential and commercial structures, buildings and jurisdictional accessory structures to ensure that accessibility provisions comply with the approved construction documents and are constructed in compliance with the accessibility provisions of the Pennsylvania Uniform Construction Code.
- Under general supervision, works with approved plans and blueprints for new construction and renovations of existing buildings to ensure compliance with the applicable codes.
- Notifies contractors of deficiencies.
- Conducts inspections during the course of construction or renovation to ensure completion of the work in compliance with the codes.
- Condemns properties as required.
- Issues citations in Magistrate's Court as required.
- Presents cases to the Building Code Board of Appeals as required.
- Responds to complaints made by other departments and/or agencies regarding work being done without permits and non-compliance with applicable codes.

- May be part of the Bureau rotation system for building emergencies on nights and weekends.
- Provides quality and effective customer service with courtesy and understanding to customers, citizens and internal departments.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or trade school with specialized knowledge in building trades, building materials, and construction plans, or equivalent. Must have five (5) years' experience in the building trades or equivalent combination of training and experience.
- (B) Building Inspector (ICC B1) (PA UCC 10), and/or Commercial Building Inspector (ICC B2) (PA UCC 15), and
- (C) Residential Energy Inspector/Plans Examiner (ICC 79) (PA UCC 14) and/or Commercial Energy Inspector (ICC 77) (PA UCC 22) and
- (D) Accessibility Inspector/Plans Examiner (ICC 21) (PA UCC 23).

Necessary Knowledge, Skills and Abilities:

- (A) Physically fit to perform essential duties.
- (B) Must have a valid Pennsylvania Driver's License.
- (C) Must have the ability to work on construction sites and climb ladders and stairs.
- (D) Must have the ability to deal courteously and tactfully with the public and establish and maintain effective working relationships with superiors, other employees and the public. Successful customer service experience and a proven ability to deal courteously with the public is essential.

TOOLS AND EQUIPMENT USED

Requires daily use of personal computer, City vehicle, digital camera, digital level, and smart phone.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised 12/31/08; 1/26/09; 6/22/09; 7/22/15; 3/6/17