

City of Allentown
Position Description

Class Title: **COMBINATION BUILDING INSPECTOR**
Grade Number: 19M
Department: Community & Economic Development
Bureau: Building Standards & Safety
Union: SEIU

GENERAL PURPOSE

Under the Pennsylvania Uniform Construction Code and the direction of the Building Official, inspects buildings for compliance with uniform electrical, plumbing, mechanical and building codes; enforces code compliance as necessary.

Routinely works independently in the field making decisions requiring independent judgment.

SUPERVISION RECEIVED

Works under the supervision of the Building Inspections Supervisor.

SUPERVISION EXERCISED

N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES

COMBINATION BUILDING INSPECTOR DUTIES

- A. Inspects construction for structural, fire, and health safety as well as building electrical, plumbing, mechanical, and energy system requirements of adopted codes or standards as applied to residential, commercial or industrial buildings.
- B. Assists and advises the public in matters relating to construction and code requirements.
- C. Keeps informed of new and changing laws, codes and regulations affecting county code enforcement and new building construction methods and materials.
- D. Prepares and maintains required inspection records and reports.
- E. Receives and responds to inquiries and requests for assistance from the public regarding permit activity and requirements.
- F. Attends training seminars to enhance professional job knowledge and skills and maintains certifications.
- G. Responsible for assigned vehicle, reporting maintenance issues to supervisor.
- H. Performs various office duties as required, including answering telephone, typing reports and correspondence, copying and filing documents, entering data into the computer, etc.
- I. Is part of an emergency on-call rotation schedule

- J. At times required to review residential and commercial plans as volume requires.
- K. Performs related work as required.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Valid Pennsylvania Driver's License
- (B) Graduation from high school or equivalent required along with continuing education in the building trades, building materials, construction plans and the plumbing field. Must have five (5) years of experience in the building and plumbing trades or equivalent combination of training and experience.
- (C) Must possess Pennsylvania Uniform Construction Code certifications as a Building, Electrical, Plumbing, Mechanical, Accessibility and Energy Inspector or certification as a Combination Building Inspector.
- (D) Must meet training, certification and continuing education requirements as established by the Pennsylvania Department of Labor and Industry and International Code Council for the following trades:
 - 1. Building Inspector (UCC 15)
 - 2. Electrical Inspector (UCC 19)
 - 3. Mechanical Inspector (UCC 20)
 - 4. Plumbing Inspector (21)
 - 5. Energy Inspector (UCC 22)
 - 6. Accessibility Inspector/Plans Examiner (UCC 23)

Necessary Knowledge, Skills and Abilities:

- (A) Good knowledge of City ordinances relating to building, plumbing and mechanical systems.
- (B) Good physical condition. Ability to work on construction sites and climb ladders and stairs.
- (C) Ability to prepare clear and concise reports.
- (D) 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 with the public is essential.
- (E) Ability to respond to complaints received by various departments and/or agencies.
- (F) Ability to consult with building owners, contractors, plumbers, mechanics, and others to effect and maintain satisfactory working relationships on inspections and regulatory matters.
- (G) Ability to understand and work from construction and plumbing or mechanical plans, blue prints, drawings and diagrams.
- (H) Good knowledge of possible defects and faults in plumbing or mechanical systems, connections, fixtures and appliances and of standard testing devices and effective corrective measures.
- (I) Good knowledge of the methods and practices involved in construction, installing, maintaining and operating a variety of plumbing and mechanical

- installations, equipment and appliances.
- (J) Ability to detect and locate defective plumbing or mechanical construction or installation when defects are most easily found and remedied.
- (K) Working knowledge of possible defects, faults and corrective actions in electrical wiring and appliance installations and of National Electrical Code Standard for residential and commercial

TOOLS AND EQUIPMENT USED

Requires intensive daily use of City vehicle, personal computer and cell 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 must have the ability to perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in the performance of duties. Must be able to perceive color, shapes and forms, and operate a motor vehicle. Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and/or the use of general office machinery.

The employee must occasionally lift and/or move up to 35 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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently is exposed to wet or humid conditions, when present. The employee may be exposed to dust, construction debris, associated odors and fumes in the field.

The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; and 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.